

**SOUTH WESTERN
SCHOOL DISTRICT
ELEMENTARY HANDBOOK**

2011 – 2012



phillipmartin.info

***BARESVILLE
MANHEIM***

***PARK HILLS
WEST MANHEIM***

“The secret of education lies in respecting the pupil.”
Ralph Waldo Emerson

Dear Parents:

In our continuing effort to keep students and parents aware of school policy and regulations, we have prepared a handbook that has been distributed to each student who attends a South Western Elementary School.

So that we can be certain that your child fully understands the contents of this handbook, we are asking you to read this handbook and discuss its contents with your child as well. Although we believe all portions of the handbook are worth review, there are several sections that we feel are especially important of have been updated in this year’s handbook.

These areas include:

1. Please read *Authority of Staff*– pp. 4 & 5, *Bus Rules* – pp. 5-7 and *Student Rights & Responsibilities*, p. 23.
2. Please read *Health Services* on pp. 13 -15.
3. Please see *Terroristic Threats/Acts* outlined on pp. 23-24. In light of recent events in schools across the country, the South Western School District prohibits any student from communicating terroristic threats or committing terroristic acts directed against any student, employee, board member, community member or school building.
4. The South Western Computer Acceptable Use Policy is written on p. 1. Please review this section carefully.
5. There is a significant change to South Western’s drug and alcohol policy. Please refer to p. 9 where it states that **any student found in violation of Board Policy 227, dealing with drugs and alcohol, will be taken to the Board of School Directors for an expulsion hearing.**
6. York County has instituted a new initiative to address attendance and truancy of all students in the county. Truancy laws will be strictly adhered to during this school year. All students absences must be addressed in a timely manner as outlined on pp. 3 & 4 of this handbook. **Students who violate school attendance laws will be subject to fines and will be referred to York County Children and Youth for additional action.** All absences require a written, signed note or excuse within 5 days.
7. The school day at district elementary schools promptly begins at 7:45 a.m. **All students must be in their homeroom at that time.** Students who arrive after 7:45 a.m. will be considered tardy and will need an excuse card.
8. Please read the *Pictures & Picture Policy* on p. 20.
9. Please read the NEW *Informed Consent* section on p. 15

Please sign this form and return it to your child’s homeroom teacher no later than Thursday, September 8, 2011. Do not hesitate to contact the office should you have any questions or concern regarding this matter. Thank you for your cooperation in returning this form.

Parent’s/Guardian’s Signature Date

Student Signature _____ Homeroom _____

South Western School District Media Waiver Form

I give _____ (initials) I do not give _____ (initials)
my consent for the South Western School District to use the student’s name, comments, photographs or video recordings to promote events and activities occurring within the school district for the 2011-2012 school year.

Parent/Guardian’s Name _____ (Print) Student’s Name (Grade/Homeroom) _____ (Print)

South Western School District Online Account Waiver Form

I give _____ (initials) I do not give _____ (initials)
my consent for the South Western School District to create online accounts for the student that will be used for instructional purposes during the 2011-12 school year.

Parent/Guardian’s Name _____ (Print) Student’s Name (Grade/Homeroom) _____ (Print)

MISSION STATEMENT

The South Western School District is dedicated to providing a continually improving educational environment, through a cooperative effort with the family and the entire community, in which all students are encouraged and expected to achieve their full potential, to express themselves clearly, to think reflectively, and to interact responsibly in preparation for lifelong personal growth.

OUR BELIEFS

- All students are unique, can be successful and are entitled to a quality education that will help each to reach his or her greatest potential.
- Every staff member has the responsibility to be a model of effective communication, cooperation, and lifelong learning.
- Quality education requires the cooperation and support of students, parents, staff, and the community.
- Responsible behavior is nurtured in a learning environment that provides opportunities for students to make and be held accountable for their decisions.
- Quality education provides a myriad of learning opportunities that help each student develop confidence, teamwork, and compassion for others.
- The school environment must always be safe and promote the ideals of respect for others, a strong work ethic, and self-discipline.
- The utilization of new methodologies and technologies are essential to providing students an excellent education in a constantly changing world.
- Effective teaching addresses individual differences, promotes self-esteem, and encourages students to maximize educational opportunities.

Board of School Directors
October 24, 1990

FOREWORD TO PARENTS

The success of the educational program and the progress of each child depends upon cooperation between school personnel and parents.

This handbook has been prepared to acquaint parents with the rules, regulations and procedures of our elementary schools. We believe that parents can contribute much to the success of their child's education if they fully understand what the schools are trying to do.

It is our hope that parents will read this handbook carefully and keep it in a safe place for future reference. Please do not hesitate to confer with your child's teacher or principal when in doubt about any school policy or practice that may affect the security and happiness of your child.

BOARD OF EDUCATION

Mrs. Ann Dietz, Director
Mr. Richard W. Halter, Director
Mr. Ray M. Mummert, Vice President
Mrs. Vanessa Berger, Director
Mr. Dale E. Myers, President

Mrs. M. Ann Rinker, Director
Mrs. Harriet Gaither, Director
Mr. Tom Zimmerman, Director
Mr. Robert L. Williams, Jr., Director

THE SOUTH WESTERN SCHOOL DISTRICT COMPLIES WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 AND PUBLIC LAW 90-202 WHICH PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, OR PHYSICAL HANDICAP.

INSTRUCTIONAL PHILOSOPHY FOR SOUTH WESTERN ELEMENTARY SCHOOLS

Our instructional program at the elementary level attempts to meet the individual needs of all students. Boys and girls are assigned to classrooms in a heterogeneous manner.

Children are introduced to basic skills and concepts as outlined in the district curriculum guides. Attempts to broaden skill achievement are made through the use of guided reading, learning centers, technology, games, activities, kits, and other materials. Teacher constructed measures, 4Sight reading and math assessments, and the PSSA's are used to monitor student progress and achievement in grades 3, 4 and 5.

In addition to the regular academic program, students receive instruction in vocal music, physical education, instrumental music, library and art. A seminar program is available for identified gifted students.

ELEMENTARY ADMINISTRATION STAFF

e-mail address: www.swsd.k12.pa.us

Dr. Mary Kay Kelly, Elementary Supervisor/ Principal

Manheim Elementary School,
phone 229-2930

Dr. Kathleen Lambe, Elementary Principal

Baresville Elementary School,
phone 633-4870

Mrs. Kristine-Marie B. Strausbaugh, Elementary Principal

Park Hills Elementary School,
phone 633-4880

Mr. Brian M. Cromer, Principal

West Manheim Elementary School,
phone 633-4890

Dr. Barbara Rupp, Superintendent

District Administration Office, phone 632-2500

Dr. Barbara Kehr, Assistant Superintendent

District Administration Office, phone 632-2500

Dr. Cynthia Renehan, Assistant to the Superintendent

District Administration Office, phone 632-2500

Mr. Frank Stanko, Psychologist

District Administration Office, phone 632-2500

Ms. Melissa Bush, Psychologist

District Administration Office, phone 632-2500

FACULTY AND STAFF

Baresville Elementary (633-4870)

K -- Lucille Neiderer, Katrina Small, Kristy Schrum
1 -- Heather Cole, Michelle Lightner, David Janusz, Katie Boyers
2 -- Beth Mensinger, Brandi Sims, Jennifer Smith, Stacie Staub
3 -- Sallie Durika, Emily Geiselman, Maria Conover, Maria Landi
4 -- Megan Hoffman, Randi Roomsburg, Virginia Neiderer, Hope Stout
5 -- Dustin Henning, Stacy McBride, Mandy Taylor
LS -- Deborah Kuhns, Catherine Staub, Sarah Kuhn
Title I Reading Specialists— Peggy Bell, Sharon Harris, Caitlin Landsman
Art -- Stephanie Holmberg
Music -- Emily Beyer
Library -- Barbara Schumacher
Physical Education -- Ryan Kress
School Counselor -- Jill Shirey
Instructional Support Teacher (I.S.T.) -- Becky Cortina

Secretaries -- Penny Rutters, Lisa Duke
Library Paraeducator - Wendy Holt; *Paraeducators* - Mary Crumling, Laura Maas, Yvonne Myers, Judi Neal, Cathleen Monico, Melissa Dulaney, Stacy Krout, Kim Clouspy, Mary Lisle, Barb Miller, Kyle Hood
Health Assistant -- Kealy Keeney
Head Cook -- Karen Miller
Cafeteria Staff -- Madeline Rebert, Barbara Williams, Lisa Haugh, Dawn Rummel, Karyn Thacker
Head Custodian -- Kim Hartlaub
Custodians -- Mark Jacobs, Al Weaver

Manheim Elementary (229-2930)

K -- Chad Riddle
1 -- Mary Rose Lawhead, Terri Klinedinst
2 -- Becki McCullough, Jenell McKowen
3 -- Jennifer Wilson, Kirsten Wentz
4 -- Kelby Moul, Erin Amoss
5 -- Erica Plappert, Debra Klunk
LS— Melissa Corn, Tara Staub
Reading Specialist – Claudia Simmons
Art -- Jacqueline Iannuzzi
Music - Vocal, band, and strings - Joe Mummert
Library -- Tara Staub
Physical Education -- Amy Brooks
School Counselor -- Barbara Piatt
Instructional Support Teacher (I.S.T.) -- Barbara Piatt

Secretary – Wendy Cover
Library Paraeducators — Wendy Eckard, Beth Wolfe; *Paraeducators* - Julie Barnhart, Joelle Martin, Kayla Heiner, Vicky Martin, Beth Stair-Lonczynski, Michelle Good
Health Assistant/ Paraeducator – Julia Bowers
Head Cook – Sue Myers
Cafeteria Staff– Sue Mummert, Terri Biddle
Head Custodian – Dick Angel
Custodian — Rita Steinour

FACULTY AND STAFF

Park Hills Elementary (633-4880)

K -- David Ryer, Deb Marines, Jennifer Cooper
1 -- Aimee Bechtel, Jenna Abendschein, Amanda Campbell, Robbi Meckley
2 -- Wendy Currey, Mary Mamet, Joyce Nestor, Christine Eyster
3 -- Kristina Daniel, Sara Becker, Steph King, Lindsey Shirey
4 -- Ann Smith, Cindy Garrett, Dean Wonders, Jr., Susan Glover
5 -- Becky Noel, Erik Wittmer, Amy Tarbell, Kayla Steffens
LS -- Claire Howell, Theresa Hoggard, Lindsay Masenheimer, Tracey Coppersmith
Title I Reading Specialists -- LouAnn Kopenhaver, Kathy Bortner, Lisa Neiderer
Art -- Lisa Miller/Lisa Harris
Music -- Pam Henson
Library -- Shannon Resh
Physical Education -- Emily Yeager
Instructional Support Teacher (I.S.T.) -- Eric Klansek
School Counselor -- Erin Hanson

Secretaries -- Penny Miller & Missy Klinedinst
Library Paraeducators - Amanda Dusman & Denise Eichhorn; *Paraeducators* - Janice Klunk, Marie Sanders, Dana-Jo Pearl, Nancy Tress, Stacey DeLong, Sandy Harmon, Debbie Smith, Kathy King, Jennifer Jachelski, Tracy Weih, Gregory Wentz
Health Assistant -- JoAnn Kline
Head Cook -- Kim Zumbrum
Cafeteria Staff -- Cynthia Harman, Pam Smith, Tammy Livelsberger, Alicia Meckley, Zannette Mummert, Maryann Vega
Head Custodian -- Steph Riley
Custodians -- Michael Jacobs, Dawn Miller, Wayne Reaver

West Manheim (633-4890)

K -- Danette Eline, Laura Buffington, Jessica Rathell, Jacob Kump
1 -- Denise Helt, Wendy Riley, Erica O'Brien, Kim Staub
2 -- Carol Noble, Kathy Stetter, Ashlee Long, Jennifer Warner
3 -- Jennifer Kilmer, Kortni Lovelace, Brittany Hatfield, Eric Shipman,
4 -- Holly Culp, Erin Cromer, Benjamin Olewiler, Andrea Halter
5 -- Jessie Gobrecht, Sara Staub, Andrea Wurzbacher
LS -- Patty Steback, Heather Lane, Kelly Peat
Title I Reading Specialists -- Michelle Hartlaub, Michelle Holtzapple, Julie Dunlop
Art -- Kelly Shaub
Music -- Lani Evelan
Library -- Stacey Fisher
Physical Education -- Heidi Hull
School Counselor -- Matthew Kolb
Instructional Support Teacher (I.S.T.) -- Susan Mace

Secretaries -- Donna Simms, Pamela McAndrew
Library Aide—Jackie Niedererr; *Paraeducators*- Sharon Senft, Annette Carbaugh, Kristen Meyer, Tammy Kemp, Shannon Michali, Terrie Weldon, Leann Brammer, Jennifer Matthews, Tricia Moose, Beth Hughes, Christy Cromer
Health Assistant -- Michelle Fogerty
Head Cook -- Bonnie Laughman
Cafeteria Staff -- Pat Klinedinst, Kristen Chase, Laurel Jurasic, Tina Grubb, Christine O'Hara, Susan Nickol
Head Custodian -- Vicki Schuchart
Custodians -- Karen Martz, Dale Small, Zdenek Placek

District Elementary Specialists

Special Education Support—Karen Cataldo
Gifted -- Debra Sowers
Instructional Technology Specialist -- Michelle Krill & Bryan Tayman
Speech -- Bethanie Freeman, Christina Owens
Nurse -- Janet Harlacher
Band/Strings -- Ray Evelan, Kayton Wilson, Carolyn Taylor

2011-2012 PARENT ORGANIZATION OFFICERS

Baresville PTA

Jamie Feeser, President, 630-8618
Michelle Watson, Vice President, 633-1050
Kristin Coulson, Secretary, 632-3735
Amy Seiberling, Treasurer, 637-5243

Manheim PTO

Sandy Bollinger, President, 235-9595
Jen Mills, Co-President 443-277-4904
Terri Keating, Vice-President, 634-2125
Linda Hartman, Secretary, 630-8079
Susan Walbeck, Treasurer, 229-0732

Park Hills PTA

Joanna Sager, President, 646-0797
Jennifer Leib, Vice-President, 630-8447
Danielle Paul, Treasurer, 632-8469
Shannon Michali, Secretary, 630-8349

West Manheim PTO

Jennifer Benzing, President, 646-1045
Marianne Taylor, Vice President, 632-6030
Hillary Yocum, Secretary, 632-5278
Christine Corte, Treasurer, 634-2129

SCHOOL CALENDAR

August 30	Schools Open
September 5	Labor Day-schools closed
October 10	Schools Closed
October 11	Act 80 Day - schools closed
November 4	Act 80 Day - schools closed, Gr K-5./Parent Teacher Conferences
November 23	Schools Closed/teacher contract day
November 24, 25, 28	Schools Closed
December 23-30	Holiday vacation-schools closed
January 2	Schools Closed
January 12	Early dismissal - Act 80 (K-12)
January 13	Early dismissal - Act 80 (K-12)
January 16	Teacher inservice-schools closed
February 17	Schools Closed
February 20	Presidents' Day observance - schools closed
March 9	Schools Closed
April 5, 6, 9	Schools Closed
May 28	Memorial Day-schools closed
June 7	Last day of school for pupils, early dismissal

*Make-up days, if needed, will be (in order listed) February 17, April 5, March 9, April 9.

All elementary schools will be dismissed at 12:30 p.m. for teacher inservice training on: January 12 & 13

All elementary schools will be closed on the following Act 80 Days:
October 11 and November 18.

ACCEPTABLE USE OF COMPUTER NETWORK AND THE INTERNET

The use of the South Western School District's information technology tools and network facilities is a privilege, not a right. Inappropriate, unauthorized and illegal use may result in cancellation of the privileges of users and appropriate disciplinary action consistent with the District's disciplinary code.

The use of District information technology tools, network facilities and the Internet for illegal, inappropriate or unethical purposes by students or staff is prohibited. More specifically the following are prohibited:

1. Use of the network for commercial or for-profit purposes, product advertisement, political lobbying or to facilitate illegal activity.
2. Unauthorized attempts to access network resources, spamming or use of the network to develop programs or files that harass other users or infiltrate a computer system and/or damage the software components of a computer or system.
3. Accessing or transmitting files dangerous to the integrity of the District's information technology or network facilities.
4. Attempting to circumvent or disable any filter, information security or other security measure.
5. Use of the network to access materials, images or photographs that are obscene, pornographic, lewd or otherwise illegal.
6. Use of the network to transmit material likely to be offensive, objectionable or inflammatory to recipients such as hate mail, harassment or discriminatory remarks.
7. Use of the network to misrepresent other users on the network, forge electronic mail messages or quote personal communications in a public forum without the original author's prior consent.
8. Loading or use of unauthorized games, programs, files or other electronic media.
9. Use of District information technology tools or network facilities to disrupt the work of others; intentionally disrupt information network traffic or crash the network and connected systems; and the hardware or software of other users shall not be destroyed, modified or abused in any way.
10. Use of the network which results in any copyright violation.
11. Posting of anonymous messages, possessing any data which might be considered a violation of these rules in paper, electronic or any other form or using inappropriate language or profanity.
12. Revealing personal information or passwords related to any users on the network other than by District staff in the performance of assigned duties.
13. Use of any social networking or communication medium, on or off-campus, that causes a disruption to the educational process (e.g. posting inflammatory comments about another student or staff member).
14. Attaching personal technology tools directly to the network without the express permission of the Superintendent or designee.

Actions Resulting from Misuse

Deliberate and/or negligent abuse of the network, computing resource or any other district resource could lead to disciplinary action. Any such action would be subject to applicable procedures established by the District. The network user, whether student or employee, may be responsible for restitutions for damages to the equipment, systems or software resulting from negligent, deliberate or willful acts.

Consequences of violations include but are not limited to:

- Suspension of information network access;
- Revocation of information network access;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer access;
- Revocation of computer access;
- School suspension;
- School expulsion; and
- Legal action and prosecution by the authorities.

Remediation and Recourses

The District has the right to restrict or terminate information network access at any time for any reason. The District further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

The entire text of the Acceptable Use Policy of the Computer Network and the Internet Policy #815 is available for review in the school office or on the Internet at www.swsd.k12.pa.us.

ADDRESS CHANGES

Please notify the school of any change of address, telephone number or other important information for the care of your children.

If you plan to move, please notify the school office so that parent signatures may be obtained and appropriate records and materials may be properly forwarded to the new school.

If plans necessitate a move during the summer, please call the elementary school office, so we can help your child's adjustment to a new situation by forwarding his records before the new school term begins.

APPOINTMENTS

Regular school attendance is essential for maximum benefit from the instructional and extracurricular programs. Whenever possible, appointments for non-school activities or services should be scheduled outside the school day. If a student must see a doctor, dentist, etc., during the school day, a note of parental permission must be submitted to the office prior to the appointment day. Illegal absence will be recorded if time is loitered away while moving to or from the place of appointment. **For accounting purposes students may be required to provide medical appointment verification from the doctor or dentist office.**

ART

All students in grades 1–5 will receive art instruction for 45 minutes and All-Day Kindergarten will receive 30 minutes each cycle taught by a certified art teacher. Students are exposed to a variety of art media and a wide background in art history. Instruction is based on the Pennsylvania State Standards for the Arts and Humanities, with a focus on active learning and creation. Learners will be encouraged to experiment, reflect, problem-solve, and create, in order to develop skills needed for the 21st century.

ARTICLES PROHIBITED IN SCHOOL

In order to maintain a good learning environment and to protect the health, safety, and welfare of our students, certain articles are prohibited in school. Items such as toys, toy guns, water pistols, bean shooters, sling shots, pocket knives, lighters, drug and alcohol paraphernalia, ipods, cell phone use during the school day, hand held electronic games, and radios are prohibited. If utilized during school hours without permission of the administration, they will be held in the office for parent pickup, and disciplinary action may be taken.

ATTENDANCE

Pennsylvania School Laws require that all pupils upon admission to school must attend regularly until the age of 17 unless issued a certificate or permit as prescribed by law. Legal excuses from school are limited to

illness, quarantine, impassable roads, death in the family, approved educational travel and exceptional urgent reasons approved by administration. Reasons for family emergencies need to be explained on the excuse card. All other absences must be considered unexcused and unlawful. After three days of absence or their equivalent without lawful excuse, the law requires a written notice to parents. The next occurrence the child is unlawfully absent becomes the first offense and requires the serving of a warrant on the parent through the office of a justice of the peace or magistrate.

If a child is going to be absent from school for any reason, the parent must call the office that morning to inform school personnel of the absence. Parents requesting student's make up work must call prior to 11:00 am. Work will be available for pickup from 3:00-3:30 p.m. **Each student returning to school after an absence or tardiness must bring a written excuse, signed only by the parent, guardian, or emancipated minor, stating the reason for the absence.** If the absence due to illness extends three days or longer or if attendance is irregular, school officials may require a physician's statement showing such absence to be justifiable. Written excuses should be filed at school prior to the absence whenever possible. Frequent or obvious regular absenteeism will be dealt with on an individual basis. Telephone calls to parents may be made daily to confirm reasons for absence and to confirm parental knowledge of the absence. Reminder calls may be made to those parents of students who have not returned their written excuse after the third day of an absence.

There are two excuse cards located on the inside back cover of this handbook that can be used by parents and submitted to school. Additional excuse cards are available in the school office.

IMPORTANT ATTENDANCE INFORMATION

1. ***A signed excuse card MUST be submitted within 5 days for each absence*** even if the absence is reported to the school by phone.
2. Excuse cards for tardies must be signed by a parent/guardian and submitted to the office within 24 hours.
3. Oversleeping is not an acceptable excuse for being tardy/absent and will be recorded as unexcused.
4. Students who arrive more than 105 minutes (9:30 a.m.) after the start of the school day will be marked absent for a half-day. Students who leave school more than 105 minutes before dismissal (12:45 p.m.) will also be marked for a half-day absence.
5. Educational trips are limited to 5 days per year.
6. Students must earn the privilege of participation in athletic, musical and social activities. A student must arrive at school no more than 105 minutes after the scheduled opening in order to be eligible to participate/practice in an extracurricular activity that day. A student must fulfill all attendance requirements on Friday in order to be eligible for weekend extracurricular activities.
7. Any student reaching 12 days or more of excused or unexcused absences will be required to submit a doctor's excuse for each absence.
8. Only **ONE** First Notice Letter will be issued after three days of unexcused/illegal absences during a school year.
9. The First Notice Letter will remain in effect for the entire time the notified student attends elementary school.
10. Any unlawful absences beyond three days will result in a complaint being filed with the district justice.
11. Any time that students arrive late they will be marked tardy. Reasons for tardiness will be noted on the excuse card and labeled as either excused or unexcused. Accumulated minutes of tardiness will be maintained and noted on the report card.

Educational Travel

We believe learning is an experience that is not limited to the confines of a school building. Thus travel by a student of an educational nature and/or attendance at educational functions other than school will be considered legitimate excused absence from school if they are properly planned and effected. Cooperative

attempts to enhance the educational value of the experience are to be made between the school, parents, and student. The following are guidelines for dealing with this matter.

- A. The student must have maintained a regular pattern of attendance.
- B. The request should be made on a form available in each school office at least one week in advance of the absence. Parents are responsible to secure this form.
- C. The parents, student, and responsible administrator must agree on the provisions for enhancing the educational experience. The purpose of attending will be needed for those travel experiences relating to an educational function.
- D. The student must be accompanied by his/her parent/guardian or another adult approved by the administration.
- E. Educational travel absences will be limited to not more than two occasions per academic year that shall not exceed a total of 5 school days.
- F. Special arrangements for educational travel which is expected to exceed 5 school days must be made with the principal. Educational travel is discouraged the first 10 days of school. Educational travel requests **will be denied** during the PSSA testing during the PSSA testing days listed below:
 - Grades 3, 4 & 5 – PSSA Reading & Math on March 13, 14, 15, 16, 20, 21, 2012.**
 - Grade 5 – PSSA Writing on April 17, 18, 19, 20, 2012**
 - Grade 4 – PSSA Science on April 24, 25, 2012**
- G. An absence shall not be marked excused until provisions are completed. This shall be within one week of return unless otherwise specified.

AUTHORITY OF STAFF

Teachers shall have the power to correct all pupils for any improper behavior while on their way to and from school and on the school grounds, as well as any misconduct during school hours. Section 1317 (School Laws of PA) **AUTHORITY OF TEACHERS OVER PUPILS**-Every teacher in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school during the time they are in attendance, including the time required in going to and from their home, **as the parents,** guardians or persons in parental relation to such pupil may exercise over them. Proper respect should be shown to all staff members at all times. Threats made by students toward students, teachers or staff members will not be tolerated and will be dealt with by the administration in a developmentally appropriate manner, (Terroristic Threats/Acts).

BICYCLE USE

Pupils who ride bicycles to school should park them at assigned locations upon arrival and should not use them until dismissal. Helmets must be worn for the protection of the riders. Riders are encouraged to secure bikes to the designated bike stands with locks. The school reserves the right to refuse a child permission to ride a bicycle to school if safe riding rules are not observed.

BOOKS AND SUPPLIES

All textbooks and general supplies such as paper and pencils will be supplied to each student at the expense of the district. Additional items may be supplied upon request. It is the student's responsibility to exercise proper care when using public material, equipment and facilities. Students are accountable for the care and maintenance of school owned property and will be held liable for all repairs or replacements necessitated by student neglect or abuse. Charges will be imposed.

BULLYING PREVENTION

The South Western Elementary Schools are dedicated to creating a physically and emotionally safe environment. We are committed to developing socially responsible students who maintain a safe, positive learning climate in which all individuals participate, learn, and enjoy.

As defined by the district's bullying policy, bullying is pervasive unwelcome verbal, written, physical, or emotional conduct directed at a student by another student.

The elementary schools will not tolerate any acts of bullying, and staff members will take immediate steps to intervene.

If you think your child is being bullied:

- Take his/her complaints seriously.
- Ask for specifics and write them down.
- Contact the teacher.

Children who have friends are less likely to be bullied or to bully others. Help your child learn social skills necessary to make friends and praise kindness toward others.

BUS RULES

Bus drivers have a difficult job and students and parents can help make it easier. The exercise of caution, good manners, and consideration for other people, will make a bus ride more pleasant and safe for all. School buses are equipped with video cameras, both audio and video, to monitor the students' activities. In the event that a student is traveling home on another student's bus, written requests need to be submitted by both sets of parents.

I. General Information

- A. Proper conduct is expected at all times.
- B. Bus drivers are permitted to pick up or discharge students only at the students' stop. For other consideration, parents must submit a written request to the building principal prior to the date of the change. Notes from parents to bus drivers are not acceptable for such arrangements. Requests of private school students should be referred to South Western's Supervisor of Pupil Transportation.
- C. Special bus stops will not be established for pupils to be delivered to places other than their own homes. Bus drivers may only make stops authorized by the Board of School Directors or its designee.
- D. Disciplinary infractions will be reported in writing by the bus drivers to the building principals. The school bus incident reports have been formed to expedite the disciplinary process and provide duplicated copies for the school office, parent, bus driver, and Supervisor of Pupil Transportation.
- E. Pupils violating the code of bus conduct may receive a warning or may have bus riding privileges suspended for specified periods. Such suspensions may be to a maximum of ten (10) school days. Any further violations may result in the Board of School Directors or its designee denying a student the privilege of riding a school bus for longer periods or for the balance of the school year.
- F. Students who perform actions which directly endanger other students on a bus may be suspended without prior report.

- G. Students shall have the right, with parents, to be heard and the right to counsel in each case. All disciplinary meetings or hearings for private school students shall be held in the administration office of the South Western School District or at a point designated by the Supervisor of Pupil Transportation.
- H. Principals are to clarify the policy and procedures for controlling discipline to all students and also publish this policy in the student handbook.
- I. Students shall be transported via the assigned bus, route, and assigned bus stop as designated by the Board of School Directors or its designee.
- J. It is the opinion of the South Western School District that it is the responsibility of parents to teach students to walk to their assigned bus stop and/or accompany their children to the assigned bus stop if necessary.
- K. The South Western School District is also of the opinion that parents are responsible for the proper conduct of their children at their bus stop.
- L. Problems dealing directly with transportation should be directed to the Supervisor of Pupil Transportation in the district administration office.
- M. Seats shall be assigned at the discretion of the bus driver.
- N. Private school students transported by South Western School District buses shall be the responsibility, plus under the jurisdiction, of the South Western School District. These students shall be subject to all regulations set forth by South Western School District while under their responsibility.
- O. Private school students shall report to the areas assigned to them by administration in an orderly manner as soon as they arrive at the intermediate school.
- P. Students while en route to or from school may not leave district transportation to be transported by another person. Written permission by the student's parents to the responsible administrator may be granted in an emergency.
- Q. Act 65 Unauthorized School Bus Entry: Act 65 of 1998 Amends the Crimes Codes to classify as a third degree misdemeanor the entrance onto a school bus without proper authorization, and with the intent to commit a crime, disrupt or interfere with the drive, or refusal to disembark from the bus after being ordered to do so.

II. Code of Conduct

- A. When waiting for and boarding the bus, students should:
 1. Be at the bus stop no less than five minutes nor more than ten minutes before the scheduled bus arrival time. The bus driver has a schedule to keep and cannot wait.
 2. As the bus approaches, form a line.
 3. Stay a safe distance, at least six feet, from the curb or road's edge.
 4. Enter the bus without pushing or crowding.
 5. Go directly to their seats, since the bus will not move until all students seated.
 6. Private school students are responsible for waiting in an orderly manner between bus runs at areas designated by district administration.
- B. When on the bus, students should:
 1. Remain properly seated while the bus is in motion.
 2. Open windows only with the driver's permission.
 3. Be accountable for any damage they cause to the school bus.
 4. Keep all limbs inside the bus.
 5. Refrain from throwing objects inside or out of the bus.
 6. Refrain from smoking or chewing tobacco.
 7. Refrain from carrying any dangerous weapons and non-education or disruptive devices.
 8. Refrain from eating or drinking any food or beverage.

9. Refrain from using any profane or foul language.
 10. Refrain from fighting or spitting.
 11. Refrain from bringing parcels which are too large to be placed on the student's lap.
 12. Refrain from singing, shouting, or cheering.
 13. Refrain from bringing radios onto the bus.
 14. Refrain from any act distracting to the driver which endangers other passengers.
 15. Refrain from sitting on the back of the bus seat.
 16. Refrain from pounding, kicking or stomping on the ceiling, side panel or floors of the bus.
 17. Refrain from bringing electronic sound producing devices on the bus.
- C. Use of chewing gum on buses is discouraged. Those students who distract the driver or litter the bus with gum will be subject to disciplinary action.
- D. After leaving the bus, students should:
1. Cross in front of the bus before the driver leaves or turns off his safety lights.
 2. Go directly home or to their assigned place.
- E. The student should show consideration and respect for the bus driver, other passengers and school and personal property.

CELL PHONES

Cell phones are not to be a part of the school day. However, if a student brings a cell phone to school they must be stored in a book bag and turned off during the hours of 7:30 AM – 3:00 PM. Students may not use phones until 3:00 PM or later.

Students found with cell phones during the school day will have them removed. Phones will be returned to the parent or guardian in the school office. Repeat offenders of the cell phone policy could have their phones held in the office till the end of the school year.

COMMUNICATION

Good schools require ongoing and quality communication. Communication is the key to developing a partnership between educators and parents in working for the best interests of children. Such communication has been the strength of the South Western Elementary Schools, and parents are strongly encouraged to contact the teachers at school with concerns and questions about their child's education or to inform the school whenever there is a problem at home that could affect the child's performance at school. All principals and teachers have voicemail, and all school personnel have email that can be accessed through the district's website: www.swsd.k12.pa.us. It is the goal of all staff members to respond to parents within 24 hours. Excellence will be achieved when the school has a direct line of communication with parents who are a valuable component of our educational team.

CONTROL OF COMMUNICABLE AND INFECTIOUS DISEASE

All pupils suspected of having a communicable or infectious disease will be excluded from school and will be issued a notice stating the reason for the exclusion. The following is a list of childhood diseases along with the length of time a child must remain out of school:

German Measles (rubella)	4 days after appearance of rash
Mumps	9 days from onset or until all glandular swelling has disappeared
Measles	4 days from onset

Whooping Cough	4 weeks from onset or 7 days from institution of appropriate therapy
Strep Infection	7 days from onset or 24 hours after institution of appropriate therapy
Impetigo (Crusty Sores)	Until judged noninfective by school nurse/child's physician
Pediculosis (Head Lice)	Until judged noninfective by school nurse/child's physician
Influenza	Until fully recovered
Tonsillitis	24 hours from institution of appropriate therapy
Hepatitis	3 weeks after onset
Meningitis	Until fully recovered
Conjunctivitis (Pink Eye)	24 hours from institution of appropriate therapy
Scabies (itch)	Until judged noninfective by school nurse/child's physician
Chicken Pox	6 days after the appearance of the last crop of vesicles
Ringworm	Until judged noninfective by school nurse or child's physician

DETENTION

Detention of a student after school hours to complete classroom work or for disciplinary reasons may be required, with notice to parents. Parents are then responsible for transportation to the home.

DRESS GUIDELINES

Students should use proper discretion with respect to school dress. Clothing should be clean and free of suggestive or vulgar printing or pictures, advertising signs, symbols or slogans of alcohol, drugs or tobacco products. Clothing which disrupts the educational process by style or appearance (bare midriffs, spaghetti straps, and short shorts) is prohibited. Head apparel should not be worn at school. Flip flops are highly discouraged. The administration reserves the right to require students to change their attire if deemed inappropriate. Parents are encouraged to help their child make appropriate choices with warm weather apparel.

DRUGS AND ALCOHOL (STUDENT USE AND ABUSE)

This policy and the related regulations and guidelines represent the South Western School District's commitment to deal openly and effectively with the use and abuse of prohibited substances by any members of the student population.

Statement of Policy

Through the means of strong and consistent efforts by faculty and administration, curriculum content and related instruction, appropriate disciplinary action, and planned rehabilitative procedures, the South Western School District will strive to prevent and, where necessary, intervene in the use and abuse of prohibited substances by its students.

Any student who on school property or at a school-sponsored activity, regardless of location, is under the influence, possesses, uses, dispenses, sells, or aids in the procurement of prohibited substances shall be subject to discipline and rehabilitative efforts pursuant to the provisions of regulations developed by the superintendent in accordance with this policy and to the fullest extent of the law.

ELEMENTARY SCHOOL COUNSELING

The role of the elementary school counselor is to promote academic and interpersonal success through the delivery of a developmental school counseling program. This program focuses on skills to help children cope, make decisions, develop a positive self-concept, and become responsible citizens. Program components include classroom guidance lessons, small group counseling, and individual support.

The classroom guidance curriculum is delivered to students in all grade levels. The lessons align with the American School Counselor Association National Standards, and address academic, personal/social and career domains. In addition, the elementary school counselor facilitates small counseling groups and provides individual support to address student needs. The counselor is a resource for teachers, administrators and parents, and is available to discuss academic, social, or personal issues concerning your child. South Western School District has established its school counseling program as an integral part of the total educational process.

EMERGENCIES

If a student is to be notified of an emergency situation for which he is to be excused, please call the school office. Do not take the student out of school without properly notifying the office.

Students should be prepared ahead of time to know where they would go in the event of an early dismissal. Parents will complete a form detailing these plans and return to school at the start of the school year.

In case of inclement weather or impassable road conditions, please check the district website or listen to radio stations WHVR 1280 AM, WSBA 910 AM, WBAL 1090AM, WGET 1320 AM, WLAN 1390 AM, WPOC 93.1 FM, BOB 94.9 FM, WYCR 98.5 FM, WARM 103 FM, WGTY 107.7 FM or view local television stations: WGAL-TV 8, WHP-CBS 21, WHTM-TV 27, OR WPMT FOX 43 for school closings. Parents may also sign up to receive automatic communication from some of the television stations directly, such as WGAL-8. Please do not call the radio stations or school as it is essential that telephone lines be open for emergency use. Announcements will be made before 7 a.m. whenever possible or whenever it is determined to close school early.

EMERGENCY OPERATIONS PLAN

The district's emergency plan provides for response actions to be taken in all types of emergencies; therefore, several types of drills are planned and practiced.

<u>Condition</u>	<u>Response</u>
-Building evacuation	Evacuation to a safe area on the school ground in case of a fire.
-Intruders in the building	Code Red to have students and staff take protected positions
-Delayed opening, cancellation of classes early or delayed release of students.	These actions are normally taken in case, of a winter storm. Cancellation of classes may be necessary in case of disruption of public utility services.

<u>Condition</u>	<u>Response</u>
-In-place sheltering	Sudden occurrences such as tornadoes and hazardous material accidents may dictate taking cover in place as the best immediate response.
-Evacuation	Total evacuation may become necessary if the school is in an endangered area. Hazardous material accidents, major storms, etc. are examples.
-Medical Emergency	Code 3 to have trained staff to emergency area.

Additionally, if your residence should be in an endangered area, and the school is not, your children will be cared for in their regular school until the danger has passed or you or a person you authorize come to the school to regain custody. If a total evacuation becomes necessary, your children will be bussed to a host school unaffected by the emergency. That school is/may be designated by the York County Emergency Management Agency as the reception center to which the general public evacuates should the latter also be necessary. In either case, you will be kept informed on the location where you can regain custody of your children through local radio and television announcements.

Parents or others authorized to pick up a student will be required to provide identification at the pick-up point, and sign a release register prior to release of a student to their custody.

We specifically urge that you not telephone schools, or attempt to make different arrangements. That will only create confusion, and divert staff and faculty members from their assigned emergency duties. In the event telephone service is lost, mass media will be used to communicate status, procedures and future considerations. Loss of mass media communications could necessitate the use of route alerting and/or a neighborhood communications network.

ENGLISH AS A SECOND LANGUAGE PROGRAM

Program Description

The South Western School District ESL program is designed to provide an appropriate instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the Pennsylvania Academic Standards and achieve academic success. The program is designed to do the following:

- Facilitate English language acquisition through communication skills of understanding, speaking, reading, and writing
- Ensure an effective and meaningful participation in regular education
- Facilitate the acculturation process by exposing students to the customs, traditions, and expectations of their new environment

Procedure for Identifying ESL Students

Registration at the school building is the initial step in the educational process for all students who enter the South Western School District. The only requirements for the registration of a student in a Pennsylvania public school are an immunization record and proof of residency in the district. Schools administer the Home Language Survey to all students at the time of registration. The results of the Home Language Survey and the

initial registration conference with parents are the first methods used to identify potential students for ESL services. Students' records from previous schools, if available, are the second source of information used to identify students for the program.

Throughout the school year, teachers may also refer students for services based on their observations of the students' performance in class. If a student is having academic difficulty or socialization problems, the teacher should refer the student for an ESL language evaluation. At the elementary and intermediate school levels, teachers refer students needing services to the principal; at the high school referrals are made to the school counselor. These students are then referred to the ESL teacher for further review and analysis of background information and for language proficiency assessment.

ESL Instruction

In addition to their time with the ESL teacher, students attend regular education classes in subjects where they are expected to experience the greatest likelihood of success. The ESL teacher should meet with the regular education teacher to discuss what is expected of the student in order to help support the student to the greatest extent possible. Students who are receiving ESL services and are currently attending regular education classes must demonstrate the following in order to pass the class:

- Actively listen in class
- Takes notes in a notebook
- Attempt to do any work given in class
- Complete relevant course work at an appropriate level

In accordance with the law, ESL students are not to be retained. Retaining ESL students fails to help the students catch up with their peers, and has been found to contribute to future academic failure and difficulty.

EVERYDAY MATH

This is the seventh year that the elementary level will use this math program. Everyday Math is organized into six mathematical content strands (operations and computation, numeration, patterns, functions and algebra, data and chance, measurement and reference frames, and geometry) that cover a number of skills and concepts. This provides a rich yet balanced curriculum – attention to numeration and computation without neglecting geometry, data, and algebraic thinking. Every strand is addressed throughout all grade levels of the program. Each grade level builds on and extends concept understanding so that children approach each new challenge from a firmly established foundation. Teachers frequently will send home information and meetings will be held to help acquaint parents with this math program.

FIELD TRIPS

All participating students must ride the bus to and from the field trip location. Admission fees for students are the responsibility of the child's parents/guardians. Each class generally has the opportunity to take one trip per year. Parents are notified of such trips via permission slips prior to the trip. During field trips, students **MUST** remain with assigned chaperone and follow the directions of the chaperone at all times.

Emergency guidelines for field trips are:

- Teacher should accompany child to hospital, if other teachers are on the trip to supervise the students.
- Child's parents will be notified by the teacher.
- The teacher calls the school.

Medications that are given at school on a daily basis cannot go along on a field trip.

GRADING SYSTEM

The purpose of the report card is to give concise information to parents about the academic progress of their children. Grading at the elementary level ensures that grades reflect what each child knows and is able to do.

Report cards will be distributed 3 times a year. Reading levels will be reported at the end of each term to give parents a clear understanding of the level at which their child is reading compared to grade level expectations. Students will be graded on attainment of standards using the following scale:

Achievement and Performance Grading Scale	
4	Student exceeds expectations on the standards in this grading period.
3	Student meets expectations for the standards in this grading period.
2	Student is approaching expectations for the standards covered in this grading period.
1	Student is experiencing difficulty understanding and/or meeting the skills for the standards covered in this grading period, even with interventions.

In art, music, physical education, and library, students will be graded twice a year, with one grade representing achievement, and the other reflecting citizenship.

HEALTH SERVICES AND IMMUNIZATION REQUIREMENTS

Under regulations of the Pennsylvania Department of Health, all children entering school for the 2011-2012 term are required to provide proof of having received the following immunizations:

- DTP** 4 doses with the fourth given after the fourth birthday.
- Polio** 3 doses with the last being after the fourth birthday
- Hepatitis B** 3 doses
- MMR** 2 doses
- Varicella** 2 doses or proof of the disease

When hearing and vision screenings are completed, other than apparently normal findings will be mailed to the parents. You are requested to return the report of examination as soon as possible after the defects have been corrected or investigated. This permits us to keep your child's individual school health record up to date. This frequently is of considerable help to both parents and family physician in event of serious illness.

The health services include annual weight, height, BMI, and vision screening throughout the grade. All students in grades K, 1, 2, 3, 7, 11 and special ungraded classes shall have hearing tested annually.

Pennsylvania now requires schools to report Body Mass Index (BMI) to parents every year. When a child's risk for becoming overweight is found early, parents, children, teachers, and healthcare providers can work together to help improve a child's health. The BMI is a good way to see a child's risk for becoming obese or overweight. The BMI formula helps us see whether a child's weight is in proportion to his/her height. The BMI percentile indicates how a person's measurements compare to others of the same age and gender.

Any student who is known to have a hearing loss or history of hearing difficulties shall have their hearing tested. A complete physical examination is given to each pupil on original entry in grades K or 1, 6 and 11. Parents have the option of having the examination conducted by the family physician. Students in grades K, 1,

3, 7, including special education, who have not returned a completed Dental Form from their family dentist will be given a dental examination by the school dentist if the parent signs a permission form.

State law requires that school districts have a policy regarding students' self-administration of asthma inhalers. A newly revised medication policy for the school district reflects the new law. Students are permitted to carry and self-administer emergency medication such as an asthma inhaler, with the written permission of the student's parent(s), a physician's order, and after review by the school nurse.

It is the parent's responsibility to be certain that their child has their inhaler with them at all times while engaged in school activities.

If a child needs to be given any medicine at school, other than the ones listed on the emergency card, a doctor must fill out the medication form. *All medications are required to be in the original container and labeled properly.* The parent or a responsible adult is required to deliver the medication to the health room. A child should **NEVER** bring in the medicine to the health room by him/herself. All medications must stay in the health room. Any medication that is placed in a plastic bag or container other than the original container will not be accepted.

Licensed nurses are bound by law regarding the giving of medications in school. Nurses may not give any medications without a doctor's order. This applies to over the counter (OTC) meds as well as prescription meds. Chapstick, over the counter medications, and cough drops are **NOT** to be brought into school. A parent may give his/her child any OTC drug, but school nurses cannot give any personal medications without a doctor's order. A signed permission from the parent is also required.

Students who become ill in school should report to the health room office with teacher's permission. If the nurse is not available, they should report to the school office. If the condition is thought serious enough, the parents will be contacted and the child may be taken home. Parents are responsible for transportation of ill students to their homes. In case of an emergency when parents cannot be contacted, the child will be taken to the family physician, the school physician or the hospital's emergency room at the parents' expense.

Parents should be absolutely certain the Emergency Card is completed accurately, promptly returned, and kept up to date. Any changes should be made by contacting the school office. Please note: To keep your child's health and immunization records up to date (including boosters, etc.) please send written proof from the physician to the school nurse whenever he/she receives additional protection. This enables us to keep an accurate record of your child's health history.

All pupils suspected of having a communicable or infectious disease will be excluded from school and will be issued an exclusion notice stating the reason for exclusion.

Many individuals have severe adverse reactions to latex. Latex balloons are not permitted in schools, however, those made out of other materials, such as mylar, may be used.

Any student with a fever of 100° or above will be sent home and should not return to school until their fever is under 100° for 24 hours without fever reducing medications or they have stopped vomiting/diarrhea for 24 hours.

The school cannot assume responsibility of injuries that did not occur at school. Parents are asked to refrain from asking school personnel to treat such injuries. If your child has an injury at home, please treat it at home. Students are encouraged to take out the School Accident Insurance which covers accident expenses of private physicians and hospitals. The school is not responsible for physicians' fees or other charges connected with

follow-up treatment of injuries sustained. The insurance is offered to students during the first month of school at a nominal fee.

Parents of kindergarten students are encouraged to send an extra pair of clothing placed in a plastic grocery bag in their child's backpack in case of spills or accidents.

At the end of the school year, a parent or a designated adult, needs to pick up your child's medication that was brought in throughout the school year. All medications will be disposed of within 24 hours after the final dismissal for the year.

HOMEBOUND INSTRUCTION

A child of school age, physically incapacitated from attending class for a prolonged period, may qualify for homebound instruction. Parents should contact the school principal to make arrangements.

HOMEWORK POLICY

Homework should be assigned for the purposes of establishing those concepts and skills previously introduced in class, developing within the student a sense of responsibility for learning and the formation of habits and skills necessary for independent learning.

In order for the purposes of homework to be accomplished, the responsibilities must be shared by the teacher, the parent, and the student.

The teacher must be responsible for:

- informing the students and parents of expectations and procedures
- providing homework that is consistent with the above purposes and
- reasonably related to the students' ability, learning level, and available time.
- thoroughly explaining each assignment and its specific purpose
- following up assignments with appropriate review or correction and
- reteaching as necessary
- informing parents of deficiencies in student completion of the work

The parent must be responsible for:

- facilitating the completion of homework by providing an appropriate
- place for study
- encouraging and supervising daily study or reading
- providing reasonable assistance
- avoiding the creation of distractions during study time
- initiating contact with the school in the event of problems or concerns

The student must be responsible for:

- knowing the assignments and the related expectations
- taking the necessary materials home
- completing assignments accurately and submitting them on time
- requesting assistance from the teacher as needed

Under the direction of the principal, each school shall develop, disseminate, and implement guidelines and reasonable time expectations for homework. These guidelines shall be considered regulations related to this policy.

INFORMED CONSENT

Providing Support for your Child —

Throughout the year, students may be pulled for various screenings such as curriculum based assessments, Title I reading, speech, and gifted screenings which help us meet our students' needs. If you would like to be contacted prior to any screenings, please contact your building principal.

INSTRUCTIONAL SUPPORT

If a student demonstrates academic and/or behavioral difficulty in the classroom, the teacher may refer him or her to the Instructional Support Team. The parent may also refer his or her child to the Instructional Support Team when the parent has academic and/or behavioral concerns regarding his/her child. The team consists of various professional members of the staff who develop strategies to address the student's needs. Parents are invited to provide input to the team so that a cooperative effort between home and school is realized.

There are many supports for all elementary students. *The Elementary Pyramid of Student Support*, listed on the next page, is a visual representation of supports that may be utilized for a variety of student needs.

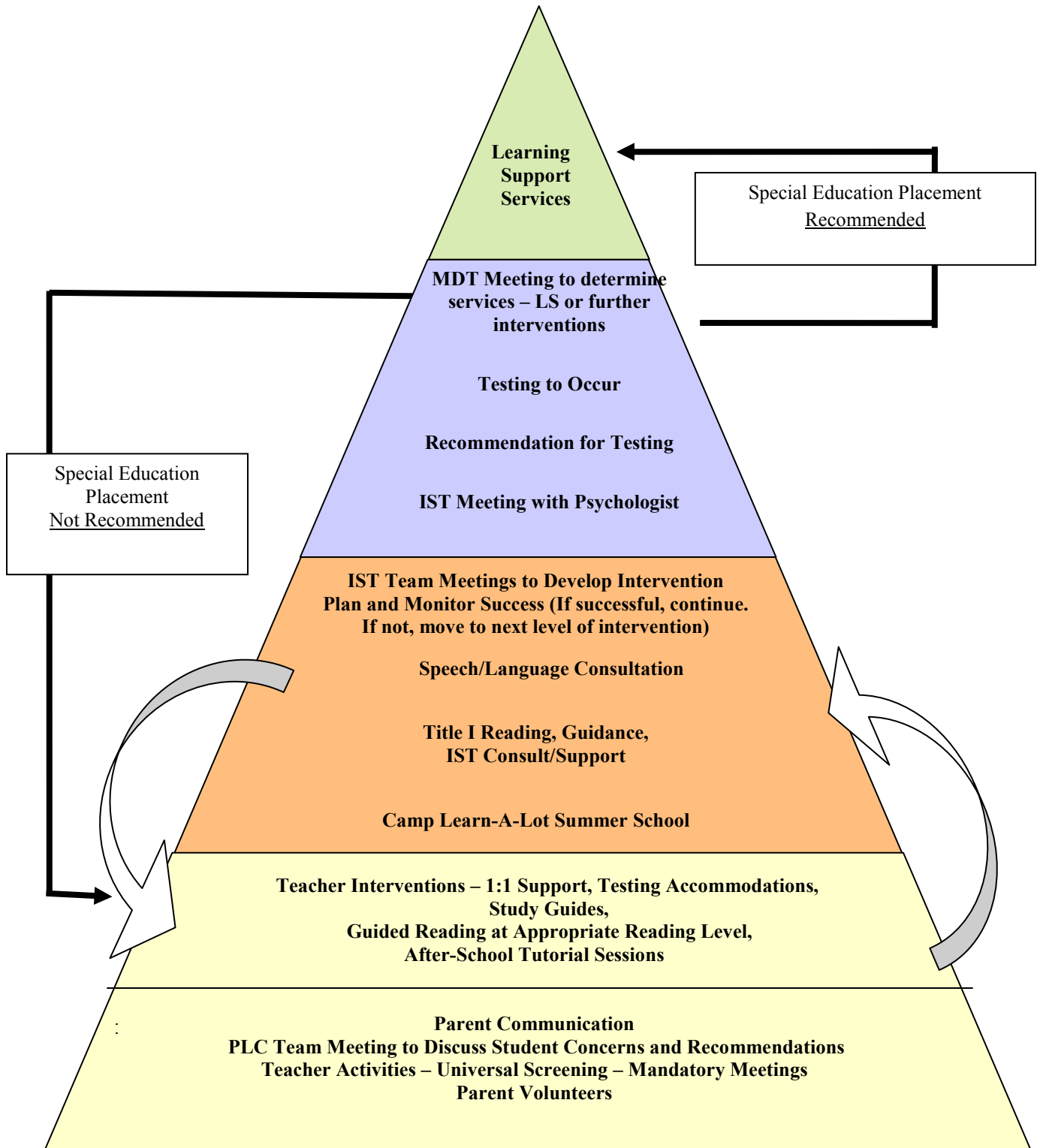
LIBRARY

Students receive library instruction each cycle for 35 minutes followed by a 10 minute check out period. All day Kindergarten students receive 20 minutes of library instruction followed by a 10 minute check out period. Half day Kindergarten students receive 10 minutes of library instruction along with a 10 minute check out period. Each elementary school library is open daily from 7:30 a.m. until 2:30 p.m. Students will be given time to exchange books during their instructional period in all grade levels. Any student wishing to exchange materials prior to the scheduled class time may exchange during the morning open checkout. Students may borrow books for a two-cycle loan period. Although no fines are collected, library privileges may be limited for any student with overdue books. A letter will be sent home requesting payment for lost or damaged books. Should a lost book be returned after a payment has been made, the district will reimburse funds. Look for additional information about class schedules and check out procedures on each building's library webpages.

LOST AND FOUND

Each school maintains a lost and found collection. Parents should clearly label all articles of clothing, school bags, umbrellas, etc. that a child may bring to school.

Elementary Pyramid of Student Support



MANDATORY PARENT MEETING

The Board desires to develop a positive, caring relationship with the parents/guardians of its students. Given the opportunity to meet with parents, administration may share with parents the importance of their maintaining a significant presence in their children's school lives which is critical to the student's academic and personal success.

The Board directs establishment of mandatory parental meetings when a student enrolls in the District or moves from one level to another, i.e. elementary, middle school and high school. These meetings shall require the presence of appropriate staff members and a parent/guardian. The focus of the meeting shall be to make parents/guardians aware of the developmental changes that will occur with their children at each level. The administration shall also share the District's counseling and academic services with the parent/guardian at these sessions.

The purpose of the mandatory parent meeting is to provide parenting strategies, signs of at-risk behavior and counseling and school readiness skills available through the District. The content shall focus on information critical for success at each level: parenting strategies, signs of at-risk behavior, school readiness skills, safety, peer relations, and any other area the staff believes important.

Mandatory meetings would be held as each student enters a new level in the school system: elementary, middle school and high school, and for any student transferring into the South Western School District from another district or home school or cyber school. Letters shall be sent to parents/guardians during the summer to explain mandatory meetings. An evening meeting will be scheduled at each level for all parents/guardians to attend. Two evening make-up meetings will be held to accommodate parents/guardians who are unable to attend the regularly scheduled meeting. Failure to attend any of the three opportunities may be followed up by a home visit.

All parents attending any of the meetings will be required to sign in as they enter the meeting. At least one parent/guardian with whom the child resides must attend a meeting.

MUSIC PROGRAM

All fourth grade students are given basic instrumental music instruction on the recorder during the first semester. During September, various band and string instruments are demonstrated as students have an opportunity to select an instrument of their choice for instruction. The district will provide a limited supply of the larger, more expensive instruments.

Students interested in receiving instruction are required to provide their own instruments. A vendor, providing an inexpensive rental plan, is made available to interested parents by the district. However, the vendor operates independently of the district.

All students in grades 1–5 will receive music instruction for 45 minutes and All-Day Kindergarten will receive 30 minutes each cycle taught by a certified music teacher. Band and orchestra will be provided for grade 4 and 5 students, as well as chorus for grade 5 students.

Part of the vocal music curriculum is preparing for a musical concert. Therefore, it is an expectation that all students participate in the evening concert on the following date:

Baresville: Mar. 20, 2012 at 7 PM at EHMIS (Grade 1 & All Day K)
Mar. 27, 2012 at 7 PM at EHMIS (Grades 2 and 3)
Mar. 7, 2012 at 7 PM at EHMIS (Grades 4 and 5)

Manheim: Apr. 3, 2012 at 6:30 PM at Manheim (Grades 1-5)

Park Hills: Mar. 5, 2012 at 7 PM (Grades 2 & 3)
Mar. 6, 2012 at 7 PM (Grades 4 & 5)
April 2, 2012 at 7 PM (Gr. 1 & All Day K)

West Manheim: Mar. 5, 2012 at 7:30 PM (Grade 5)
Mar. 6, 2012 at 6 PM - (Grade 3), (Grade 4) – 7:30 PM
Mar. 7, 2012 at 6 PM – (Gr. 1 & All Day K), (Grade 2) - 7:30 PM

Lack of participation could impact the child's grade for the third marking period.

NEWSLETTERS

A building newsletter will be published monthly during the school year. It is also available online by accessing the district's website at www.swsd.k12.a.us. Click on desired school name and then *Principal's Newsletter*. The newsletter will contain recognition of past accomplishments and announcements of upcoming events. Parents should make every effort to review the newsletter carefully to keep fully informed of school happenings.

OUTDOOR RECESS

Children need fresh air, sunshine, and exercise; therefore, they are expected to go outside for recess. Staff members on duty will determine if the weather is not suitable for outside play.

Children are not permitted to bring toys or electronic games to school. Playground balls and board games are available for students to use at recess.

If a child must remain inside during recess, a note must be written each day to cover that day only. A doctor's written explanation will be required for long term requests. Children should be dressed appropriately for all weather conditions.

PARENT ORIENTATION

Back to School Nights will be held at each elementary school according to the following schedule:
All Elementary Schools: Kindergarten Orientation August 23 - 6:30 PM

Baresville: August 24 at 6:00 PM (Grades 1 & 2)
August 25 at 6:00 PM (Grades 3-5)

Manheim: September 13 at 6:30 PM (Grades 1 & 2)
September 14 at 6:30 PM (Grades 3-5)

Park Hills: August 24 at 6:00 PM (Grade 3)
August 24 at 6:30 PM (Grade 2)
August 24 at 7:00 PM (Grade 1)
August 25 at 6:00 PM (Grades 4 & 5)

West Manheim August 23 at 6:30 PM (Grade 1)
August 24 at 6:00 PM (Grades 4 & 5)
August 25 at 6:00 PM (Grades 2 & 3)

PARENT PORTAL

Under the “Community” - “Community Portal” tab of the district’s website, parents at the elementary level will have access to their child’s attendance and report card. Teachers who will be utilizing other components of the Sapphire System will be contacting parents directly to inform them of those components.

Parents will need to sign up for a school-generated personal identification number (PIN) in order to log into the Sapphire Community Portal. The first time parents log into the Community Portal, they will need to create an account using the following instruction.

Parents may visit http://sapphire.k12system.com/parent_portal/ and complete the registration form by clicking on the ‘*Sapphire Community Web Portal Application & User Agreement*’ link and set up their individual account. The Sapphire Community Portal will prompt parents for the district keyword; the keyword for the South Western School District is *Mustangs*. Once completed, parents should print out and return the application to school. A notification letter containing a PIM will be emailed to the parent shortly after the form is completed.

PARENT/TEACHER ORGANIZATIONS

Baresville and Park Hills, have a Parent Teacher Association. West Manheim and Manheim have a Parent Teacher Organization. Parents are encouraged to join and become active in the respective organizations.

These groups are very active and provide a tremendous benefit to our schools through volunteer assistance, parties and special activities for students, the funding of many worthwhile projects, and support of our basic instructional program. Officers from these organizations meet regularly with the Elementary Administration to discuss the elementary program.

All parents are welcome to join these organizations and thus become active participants in the education of our children at the elementary level. Contact your school office for additional information.

PHYSICAL EDUCATION PROGRAM

Your child will be participating in many activities throughout the school year. Perhaps the most physically beneficial activity will be the physical education class provided once each cycle by our physical education specialist.

In kindergarten, your child will take part in physical education activities under the direction of the physical education instructor during a 20 minute class period. Students in 1, 2, 3, 4, and 5 receive 45 minutes of instruction each cycle.

In order for your child to participate to the best of his ability and for his own safety and comfort, each student is required to wear sneakers or tennis shoes. It is also suggested that your child be dressed in comfortable clothing that does not restrict movement and is not too warm. Any footwear leaving marks or residue on the floor will be prohibited. For the safety of your child and the other students in class, it is asked that they remove jewelry at the beginning of class. If your child has newly pierced ears, please write a note stating that you assume all responsibility if he/she gets injured.

If your child is unable to participate in physical education or recess, he must have a note from his parents. If your child is unable to participate for longer than a week, he must have an excuse from a physician. Please have physician include recess activity as well as P.E. Extended excuses from normal P.E. classes may require placement in an adaptive P.E. class. Unless otherwise noted, if the physician's note just says "No PE," then this includes recess activities as well. A physician's note is also required to resume participation in physical education classes and recess. A physician's excuse is also required for strains, sprains, and minor fractures. If a physician's excuse is not received, your child will not be able to participate in physical education class or recess until we receive the physician's excuse. This is for the safety and protection of your child.

FITNESSGRAM: Elementary physical education teachers track students' participation in a wide variety of physical activities to help them develop and maintain an acceptable level of physical fitness. The FITNESSGRAM is a child's computerized report on the health-related physical fitness components: aerobic capacity, body composition, and muscular strength, endurance, and flexibility as measured in physical education classes in fourth and fifth grades. This report is sent home to parents. FITNESSGRAM seeks to develop affective, cognitive, and behavioral components related to participation in regular physical activity in all children and youth, regardless of age, gender, disability, or any other factor.

PICTURES AND PICTURE POLICY

Individual photographs of pupils are taken early in the fall. Group and individual pictures are also taken in the spring. Parents are under no obligation to purchase them. However, parents may wish to maintain a photographic history of their children's school days. Policy requires that any profits earned by the school from the sale of photographs be used to benefit the pupils.

Throughout the year, reporters from the local newspapers come into our schools to write articles about special events taking place. These articles are excellent publicity for our schools and a good way to recognize the many great things that are happening here in the South Western School District. When gathering the information for their articles, reporters often request permission to take photographs to accompany their articles. **Please note that we must receive written notification from you if you do not wish to have your child's picture and/or name included in any publications. Please see the *South Western School District Media Waiver Form* inside the front cover of this handbook.**

PROMOTION POLICY

1. A pupil should not spend more than two years in a grade and should not repeat more than 1 grade while in the K-5 program.
2. If a child is experiencing difficulty, a conference will be scheduled to encourage parental assistance and support. If students continue to experience failure, "Retention being Considered" will be checked on the report card of the third reporting period to encourage parent assistance and cooperation.
4. Parents will be notified of the final staff promotion/retention decision in May.

READING PROGRAM

Reading is the foundation of success in school. Parents have an important role to play in helping their children become strong readers. Parents should encourage children to spend time reading independently each day in addition to completing all academic reading homework assigned by their teachers. Required nightly reading expectations will be shared at each grade level.

Reading instruction begins in Kindergarten with students learning readiness skills and participating in guided reading. A balanced literacy approach is utilized in grades 1-5 using the grade level Houghton Mifflin anthology and leveled readers for guided reading to differentiate instruction to meet the diverse learning needs of students.

Certified reading specialists teach reading support classes at each school.

REGISTRATION FOR KINDERGARTEN AND FIRST GRADE

To be eligible for kindergarten, a child must be 5 years old on or before September 1. To enter first grade, a child must be 6 years old on or before September 1. When parents initially register a child for either kindergarten or first grade, they must present the child's birth certificate, immunization record, and proof of residency. According to district policy, no exceptions to the entrance age requirements will be made.

SCHOOL DAY

Opening
7:45 AM

Dismissal
2:30 PM

KINDERGARTEN HOURS:

Normal hours

AM Session 7:45-10:30 AM

PM Session 11:45 AM -2:30 PM

Modified hours for Two Hour Delay:

AM Session 9:45-11:45 AM

PM Session 12:30-2:30 PM

Act 80 Inservice Day:

AM Session 7:45-9:45 AM

PM Session 10:30 AM -12:30 PM

AM Kindergarten students should not arrive before 7:30 AM. Afternoon Kindergarten students should arrive no earlier than 11:35 AM. Therefore, students should not arrive at any building before these times. In the event of a delayed opening, supervision will not occur until ten minutes prior to the start of school. Please be respectful of timely pickup and drop off of students to and from the half day Kindergarten sessions for all staff schedules.

SCHOOL LUNCH AND BREAKFAST PROGRAMS

All children are invited to eat breakfast and lunch in the cafeteria. Space is provided for those who carry their lunches. Breakfast and lunch menus are distributed to students on a monthly basis. The cost of breakfast is \$1.05 and lunch is \$1.80 (includes milk). Meal costs are payable daily or parents may send additional money for the Point of Sales Program which will deduct daily food costs from the total amount on the child's account. Extra milk may be purchased for \$0.50.

Parents should help students prepare packed lunches with nutritious food items that will help provide energy. Soda should not be provided in a packed lunch.

SCHOOL-WIDE ACTIVITIES

School wide celebrations/activities are held periodically throughout the year. Parents of students who are not allowed to participate should indicate their desire in a note to the teacher. Children not allowed to participate for religious reasons will be provided alternate educational opportunities. In regards to student birthdays, parents should refrain from having balloons, flowers, etc. delivered to the school, as these items will not be permitted in the classroom or allowed on the bus at dismissal.

For confidentiality purposes, names, addresses and phone numbers of students will not be released by school personnel. If invitations are brought to school to be distributed, all students in the class or students of same gender should be invited.

SEXUAL HARASSMENT

It is the policy of the South Western School District to maintain a learning and working environment that is free from sexual harassment. Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student or when made by any student to another student. Any student who alleges sexual harassment should report it immediately to the building principal or school counselor. The right to confidentiality will be respected.

SMOKING

Students smoking or in possession of tobacco and/or a lighter on school property or at a school function may be suspended from school. Students should be advised that Pennsylvania Act 145 placed into law in 1996 has legal ramifications for students who are smoking or in possession of a tobacco product on school property or at a school function.

The Board prohibits tobacco use by any persons in its school buildings and on any property that is owned, leased, or controlled by the school district. Violators may be given an oral reminder and warning and may be requested to leave the premises. Any and all civil or criminal remedies available by law may be utilized.

STUDENT BIRTHDAY

The Food Services Department can provide snacks for student birthday treats at the parent's request. Requests need to be made no less than two weeks prior to the date of the event. Snacks will vary based on the

availability of products at the time of the request, but will include items that are low in added sugar and fat content and also meet the guidelines of the district's student wellness policy. To place a request, parents should call the building head cook or the secretary for support services at (717) 632-2548 ext. 20114.

STUDENT RIGHTS AND RESPONSIBILITIES

South Western School District abides by the state regulations on Student Rights and Responsibilities as published in Chapter 12, Title 22 of the Pennsylvania Code. Copies of this portion of the code and the related district policy are available in each school administrative office of the district and are also part of the minutes of the Board of Education. According to the student rights and responsibilities drafted by the Department of Education, students have certain responsibilities which are in turn accompanied by numerous rights. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

STUDENT SEARCH AND EVIDENCE SEIZURE

Supreme Court has found that students do have constitutional rights that must be respected in the schools, but these rights must be balanced against the duty of the schools to maintain an environment in which learning can take place. To this end, school officials may legally search a student if there is reasonable suspicion to justify a search. Any search and seizure, if reasonable, may lead to disciplinary action and/or criminal charges being brought against the student.

Teachers shall have the power to correct all pupils for any improper behavior while on their way to and from school and on the school grounds, as well as any misconduct during school hours. Section 1317 (School Laws of PA) AUTHORITY OF TEACHERS OVER PUPILS- Every teacher in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school during the time they are in attendance, including the time required in going to and from their home, **as the parents,** guardians or persons in parental relation to such pupil may exercise over them. Proper respect should be shown to all staff members at all times.

TELEPHONE CALLS

To keep classroom interruptions to a minimum, telephone calls to pupils will only be accepted in the event of a dire emergency. Messages for teachers and other staff members should be left with the building secretary or as a voicemail message. All staff members will make every effort to return calls at the first available moment.

TERRORISTIC THREATS/ACTS

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act – shall mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal will very likely suspend the student from school for a minimum of 10 days.
2. Based on further investigation, the Superintendent may report the student to law enforcement officials.
3. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.

In the case of exceptional students, the district will take all steps necessary to comply with the individuals with Disabilities Education Act.

The entire text of School Board Policy #218.2 is available for review in the school office.

VISITORS

For the protection of our pupils and in order to properly maintain the instructional program, parents and others wishing to visit district schools during the school day must stop at the respective office and make known their presence and purpose by registering and wearing an identification badge before continuing into the school. Anyone not doing so may be questioned and asked to leave the building. Arrangements to observe a classroom must be made at least 24 hours in advance with the school principal. District policy requires that all visitors are registered in the office.

VOLUNTEER PROGRAM

School volunteers work under the direction of the classroom teacher. The use of volunteers within the classroom is left to the discretion of individual teachers. **All classroom volunteers will be asked to complete an informational sheet for the safety of our students.**

WEAPONS POLICY

The South Western School Board acknowledges that all students have the right to feel safe in school and that conduct is closely related to learning. An effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of the students.

Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or patrons.

A **dangerous weapon** means any weapon; device; instrument; material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Pocket knives of any type are not permitted in school, and they will not be considered as weapons with regard to school policy unless they are used to threaten or inflict bodily harm on another person. Possession of a pocket knife will be covered by regular discipline procedures.

Incidents of students possessing weapons will be reported to the student's parents. The Superintendent shall also report the discovery of any weapon prohibited by this policy to local law enforcement officials and shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education.

In addition, the school district shall expel, for a period of not less than one (1) year, any student who brings a weapon onto any school property, school sponsored activity, or any public conveyance providing transportation to a school or school sponsored activity.

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A code of ethics was adopted by the South Western School Board as part of policy 101. This code of ethics expresses the values that should be modeled and maintained by all adults and students who are part of the South Western School District. The purpose of the code is to ensure that all adults and students know the expectations regarding how all people are to be treated.



South Western School District

Code of Ethics



These values should be modeled and maintained by adults and students.

- Hope I will strive to overcome obstacles and believe in success.
- Compassion I will show concern and kindness for the well-being of others.
- Respect I will show high regard for myself, others and my environment.
- Honesty and Integrity - I will be truthful and do what is right, even when no one is looking.
- Accountability I will be responsible for my own choices and actions.
- Diversity I will embrace all people and seek to understand their beliefs and opinions.

Grade _____ SOUTH WESTERN SCHOOL DISTRICT
HR _____ EXCUSE FOR ABSENCE OR TARDINESS

_____ *tardy
_____ was *absent
(*Cross Out One)
from School on _____
An explanation from the parent or guardian in each case of absence or
tardiness is required for admission to school. Kindly state the reason below.

_____ Teacher
The reason for *absence - *tardiness was _____

_____ Date _____ Signature of Parent or Guardian
This excuse must be kept on file for the inspection of School Officials.
Absence claimed by illness may require a report from a physician, or
examination by the School Nurse or Health Official.

Grade _____ SOUTH WESTERN SCHOOL DISTRICT
HR _____ EXCUSE FOR ABSENCE OR TARDINESS

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