

SOUTH EASTERN SCHOOL DISTRICT

**INTERMEDIATE SCHOOL HANDBOOK
2017-2018**

**Grades 5 and 6
417 Main St
Fawn Grove PA 17321
Phone: 717-382-4851 Ext 3800
Fax: 717-382-4786
www.sesdweb.net**

This Agenda Belongs To:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ **E-mail** _____

Cell Phone: _____

Student Number/Grade: _____

Equal Opportunity/Non-Discrimination Policy: The South Eastern School District fully and actively supports equal access for all people, regardless of race, color, religion, gender, age, sexual orientation, national origin, veteran status, disability or genetic information in its education programs, activities and employment. We prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Any compliance issues/questions should be directed to the Superintendent.

School Day

The school day begins at 8:30 A.M. and ends at 3:25 P.M. for students who attend elementary school (PK-4) and South Eastern Intermediate School (grades 5 and 6). Students are required to be in school on time. Students may not leave school once they have arrived without permission from administration. All students must be signed out by a parent/guardian in the office before leaving for an early dismissal.

Half Day Hours

A.M. Pre-Kindergarten Early Dismissal: 8:30 A.M.–10:00 A.M.

P.M. Pre-Kindergarten Early Dismissal: 10:30 A.M.-11:45A.M.

Grades K-6 Early Dismissal: 8:30A.M.-11:45 A.M.

SESD Policy #204 (Attendance)

1. The SESD will release a student during the school day under the following circumstances: Students will be released from school only to their parent/guardian or persons authorized by their parent/guardian. Parent/guardian or authorized agents of parents must sign a written excuse indicating the date, time and reason why the student was released from school. If a student is ill, the office staff or the nurse will call the parent to pick up the student at school. A parent/guardian may indicate to school officials in writing who may pick up their student.
2. If a student presents a written note for an early dismissal prior to the beginning of school, the office staff will make arrangements for the dismissal of that student at the requested time. The school must have a telephone number where a parent/guardian can be reached for that specific day.
3. If the parent/guardian of a student cannot be reached, the student will not be given permission to sign out early.
4. An excuse card for early dismissal must be presented in the office prior to the beginning of homeroom, as teachers do not have the authority to dismiss students early.

Student Release from School

Students may only be picked-up for the reasons permissible under an excused absence and will not be released from school early unless parental authorization is obtained. Students should bring a written note to the office indicating the time and reason they are to be picked up. **If a student does not have a note and his/her bus dismisses before their parent/guardian arrives, the student will have to ride the bus home.**

Agenda

The Agenda is school property and should be treated as a textbook. **Students should not destroy, alter or remove any pages from the book.** If the Agenda is altered, lost, destroyed or decorated in any way, the student may be subject to a disciplinary consequence, and may be required to purchase a new agenda at a cost of \$10.00. South Eastern Intermediate students (grades 5 and 6) should carry their agenda at all times, with the exception of lunch and recess, during the school day.

Announcements, Bulletins and Posters

Announcements include important information about school activities and special opportunities for students. For students this requires listening carefully to announcements. Students should demonstrate respect for others by being silent during announcements. All announcements, bulletins, flyers and posters must have prior approval by the building administrator and/or the SESD Administrative Office.

Organizational Values

We believe that every child can learn when placed in a safe, secure learning environment that is student-centered, collaborative, future-focused, and resource rich.

We believe in a standards based curriculum with measurable goals that is constantly evolving, and instruction designed to meet individual student learning needs that is informed by ongoing assessment.

We believe in active student engagement in the learning process, activities that require problem-solving and critical thinking, as well as those that foster creativity and innovation.

We believe that technology integration and cultural diversity are essential to prepare students for success in the 21st century.

We believe in the strength of community, the power of school and community partnerships, the value of open communication between teachers and parents, and in helping children reach their full potential.

School Wide Bullying/Cyber Bullying Rules

SESD Policy #249.1

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school and/or outside a school setting, that is severe, persistent and/or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Substantial creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber-bullying via any form of electronic communication including, but not limited to phone, text messaging, internet, websites, email, blogs, chat rooms, and/or instant messaging.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised and/or sanctioned by the school.

Violations may be considered as Level I, II, III, IV Student Code of Conduct disciplinary infractions depending upon the character, severity, and frequency of the actions as determined by the administration.

Follow the NO-BULLYING Rules:

- a. We do not bully other students.
- b. We help students who are bullied.
- c. We include students who are left out.
- d. We tell an adult at school and/or an adult at home when someone is being bullied.

Safe Schools Helpline Information

Safe Schools Helpline is a 24/7 communication service. We encourage students, parents and community members to use this number to anonymously report wrongdoing, bullying and negative issues that would impede the learning process.

800-41-VOICE ext. 359

School Pride

Every student is encouraged to take pride in his/her school building. Students should use common courtesy by showing proper respect for posters and signs displayed throughout the building. Students should assist the custodians by keeping areas neat and clean. Students should pick up paper and litter in the classrooms, hallways, cafeteria and restrooms. Students are not permitted to chew gum while on school property or on school buses.

Hallways

The rules of conduct set forth below are established not only for instructional reasons but also for reasons of safety, cleanliness, comfort and convenience. Students should not use inappropriate language, should not have physical contact with others, should not run, should not yell, should not hit lockers, walls or otherwise make excessive noise while in the halls. Failure to observe these rules may result in disciplinary consequences. In addition, students are reminded that they are not to be in the halls without permission from a teacher. South Eastern Intermediate School students should always carry a signed agenda or hall pass. Food and drink are not allowed in the halls. Teachers and administrators have the authority to confiscate any food or drink seen in the halls.

Respect for Adults

As the persons in charge of the building, teachers and adult staff members are to be treated courteously and respectfully by the students at all times. When asked by an adult to behave in a certain manner, students are expected to immediately comply. Failure to do so may result in disciplinary consequences. Students must give their names, when requested, to any adult on the faculty or staff. This also includes any substitute teacher.

Responsibility for Your Own Actions

You will be held responsible only for the things you do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a citizen-student of the SESD. Your first responsibility is to decide how you should conduct yourself while you are at school. Your second responsibility is to accept the consequences of your actions.

SESD Honor Code

The SESD is an institution of learning. Useful and lasting learning occurs when students go through an honest process that reflects their true abilities and measures their own efforts. Progress that is based on unsound learning, as is the case with cheating, is not genuine progress. Cheating prepares a student for failure, not for success. Dishonesty serves to undermine the academic and intellectual integrity of the school district.

Cheating involves one or more of the following actions:

- To use the work (including homework) of another person as your own.
- To share work or make available information from another student's test, examination, quiz, homework, report or paper.
- To plagiarize or to use another person's idea.
- To prepare for cheating in advance, such action involves having or giving a copy of a test, homework, paper, or other assignment to be given or having been given, using written or electronic notes during a test or examination or talking while taking quizzes, tests or examinations.

Change of Address or Telephone

New addresses and phone numbers must be reported to the office along with proof of residency. If a parent's work number changes, it is extremely important to give this change to the office as soon as possible.

Withdrawals

A parent/guardian should notify the office before withdrawing a student from school. At least one (1) day prior to a permanent withdrawal, the student or parent/guardian must ask for a form from the office, which the student must have signed by his/her scheduled teachers. All books must be returned and all obligations satisfied. Lockers at the South Eastern Intermediate Building must be cleaned out and checked by school personnel.

Transfer of Student Records

Student records are transferred to another school where a student is enrolled upon the request of the receiving school. Transferred records will include identifying information, annual and final grades, discipline records, attendance, standardized test results, health and dental information, and other information pertinent to educational placement.

School Health Services

Services are maintained to provide health supervision and emergency care for students, teachers and other school personnel. They are primarily of an emergency and advisory nature and are never given with the intent of assuming responsibility for treatment. School health services pertains to those activities carried on throughout the school day, or under the direction of the school physician, school nurse, or other medical/public health specialists for the detection and ultimate correction of physical and emotional effects, communicable diseases and other conditions needing attention.

The Certified School Nurses of the South Eastern School District provide school health services in accordance with Article XIV of the Public School Code 1949 and 28 Pa. Code Chapter 23. Mandated health services include:

- Physical Examinations - original entry (K or 1), Grades 6 and 11
- Dental Examinations – original entry (K or 1), Grades 3 and 7
- Growth Screening – annually in grades K-12
- Vision Screening – annually in grades K-12
- Hearing screening – Grades K,1,2,3,7,11
- Scoliosis screening – Grades 6 and 7

Notice of non-compliance will be sent to parents no later than 3 weeks prior to the established exclusion date via certified mail. Failure to complete the state required examinations will result in the student's removal from school.

Use of the Health Room

Except in the case of true emergency, a student must ask permission of his/her teacher and have his/her agenda or a note signed before reporting to the Health Room. The agenda or a note must also be signed by Health Room staff before the student returns to class. If the Health Room staff is unavailable, the student should report to the Main Office. A student who cannot remain in class because of illness, injury or other problems must be picked up by a parent, guardian or emergency contact person within a reasonable period of time. In these circumstances, students may not be permitted to ride the bus.

Student Emergency Card

Student Emergency Cards are distributed to all students prior to the first day of school or upon registration. They are to be completed and returned immediately. **Students who fail to return these mandatory documents promptly may be subject to disciplinary action.**

Student Emergency Cards are kept on file in the Health Room and provide the Health Room staff with important information including:

- Phone numbers for parents or guardians, physicians, dentists and other emergency contacts in case of illness or injury
- Student's annual health history, including health conditions, allergies and medications
- Parent or guardian permission for the student's use of first aid treatments and non-prescription medications available in the Health Room.

Current, accurate health and emergency contact information is vital to ensure the safety and well-being of each student.

We request that parents and guardians update the emergency contact and health information immediately when changes occur.

Illness

Unnecessary absences from school due to minor illness are detrimental to a student's academic progress. However, a student who has had an elevated temperature or who has been vomiting during the night or in the morning before school should remain at home until these symptoms have been gone for 24 hours. Pennsylvania Law (28 PA Code CH. 27) requires the school nurse to exclude anyone suspected of having a communicable condition. The student may return to school when the school nurse verifies that the readmission criteria for the particular condition have been satisfied.

Injury/Accident Procedures

A student who is injured in the school building, on school property or while in the care of the school should report to the adult in charge or the Health room for care. If the injured student is unable to walk to the office or Health room, an adult will call for assistance and the Emergency Team will be dispatched. All accidents or injuries occurring in the school building or on school property must be immediately reported to the nurse or person in charge. Injuries

occurring outside of school should be cared for by the student's family. Please make sure that the school nurse is made aware of any serious injury that happens in or out of school.

Medication at School

Schools are not institutions for dispensing medication. It is in the best interest of all concerned that medications be given before or after school whenever possible. However, some students have health conditions that require medication during the school day. Medications supplied by the parent or guardian may be administered by the Certified School Nurse when all of the following conditions have been met:

An Authorization for Medication during School Hours form (or equivalent) is on file in the Health Room, documenting:

- Written, signed consent of parent or guardian for administration of a prescription or non-prescription medication.
- Complete written order for a prescription or non-prescription medication signed by the prescribing health care provider.
- The medication is in the original container with the pharmacy label clearly stating:
 1. Student's name
 2. Name and strength of medication
 3. Medication dosage
 4. Time and route of administration

****Ask the pharmacy for a separate container, one for school and one for home.**
- The Certified School Nurse has evaluated the request and or medication order to determine appropriateness for school administration, consulting with parent or guardian and prescribing practitioner as needed.
- PA Law (Act 87) "Use of Asthma Inhalers in Schools" applies to school-aged children. Our policy requires students be able to demonstrate how to use, etc. Very young students may not be judged capable.

All medications, prescription and non-prescription, must be brought to the Health Room or Main Office by the parent, guardian or other responsible adult. Students may not carry any medications in school (except cough drops and certain emergency medications). Students found to be possessing medications in school may be referred to the Administration for disciplinary action under the "Drugs, Alcohol and Medication" policy. Students carrying cough drops must provide written permission from a parent or guardian, and must report to the Health Room immediately upon arrival to school. Qualified students may carry and self-administer prescription medications such as metered dose inhalers or Epipens for the treatment of such conditions as asthma or severe allergy. A written order from the prescribing physician, written permission from the parent or guardian and the permission of the Certified School Nurse are required.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form. Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out-form in the presence of the school nurse.

A back-up of medication must be kept in the Health Room. Certain non-prescription medications, approved by the School Physician, are available in the Health Room to relieve minor discomforts and to avoid early dismissals from school. Parents and guardians may give permission for their student to use these medications by completing the appropriate area of the Student Emergency Card.

The following first aid items are routinely used in the South Eastern School District Health Room: latex gloves, medical tape, analgesic rub, Anbesol, first aid ointment, hydrocortisone cream, hydrogen peroxide, rubbing alcohol, antibacterial soap, waterless hand sanitizer, mouth antiseptic, sore throat spray, Band-Aids, sting-kill wipes, Vaseline, Caladryl and Blistex. Parents may contact the building school nurse for more information on any of these items. Parents should contact the school nurse if a student has an adverse reaction to any of these items.

Over-the-Counter and Prescription Medicines

If over-the counter or prescription medicine must be given at school, the student's physician and parents should complete the form for that purpose. Students will be given these forms on the first day of school. If students need medicine during the school day, it must be delivered to the office by a parent/guardian or other designated adult. Students should never bring medicine to school. The medication should be in the original container. Ask the pharmacy for a separate container, one for school and one for home. All oral medications will be given in compliance with the school medication policy.

Emergency Evacuation

Letters from the Superintendent of Schools will be sent home to inform parents of the District's evacuation procedures in the event of an incident at the Peach Bottom Atomic Power Station and information for any emergency school closing.

Potassium Iodide (KI)

South Eastern School District participates in the Pennsylvania Department of Health Potassium Iodide (KI) program. The Student Emergency Card includes information about the district procedures for a radiological emergency and KI distribution program. The following information is from the Pennsylvania Department of Health. This information is offered to help parents decide if their child should participate in Pennsylvania Department of Health school KI distribution program.

Potassium Iodide (KI) Frequently Asked Questions

Q. What is potassium iodide?

A. Potassium iodide (KI) is a salt compound. The element iodide is routinely added to table salt to make it "iodized". KI is available in tablet form, over-the counter, without a prescription.

Q. What will KI do?

A. Taking a tablet of KI will help to protect your thyroid gland, located in the front of your neck, against the harmful effects of radioactive iodine that may be released in a radiological emergency. The thyroid gland is the only part of the body that is protected by KI.

However, KI is not a magic anti-radiation pill and will only protect the thyroid gland. The thyroid is the part of the body that quickly absorbs potentially harmful radioactive iodine. KI will not protect against all radioactive materials. It is only effective against radioactive iodine at the time of or immediately following a radiological release. Evacuation is the best way to protect yourself and your family if there is a release of radioactive iodine in your area.

Q. How will I know when to take KI?

A. State health officials and the governor will make an announcement telling citizens when to take KI. When there is an ongoing accident at a nuclear facility, the warning sirens will be sounded for approximately three to five minutes followed by an Emergency Alert System message on your TV or radio. Listening to these messages is critical because they will tell you what is going on at the plant, what you need to do and if you should take KI.

Again, do not take KI unless Pennsylvania State Health Officials and the Governor instruct you to do so. You should not take KI during a test of the Emergency Alert System or a test of the plant's sirens.

Q. Who can take KI?

A. Anyone who is not allergic to iodide can take KI. It is safe for pregnant women, women who are breastfeeding, people on thyroid medicine and children and infants, unless they are allergic. If you are unsure if you should take KI consult your family physician.

Q. What are the side effects of KI?

A. Side effects are unlikely because of the low dose and the short time you will be taking the drug. Possible side effects include: skin rashes, metallic taste in mouth, sore teeth or gums, upset stomach, swelling of the salivary glands, burning feeling in mouth or throat, symptoms of a head cold and diarrhea.

Q. What should I do if I experience side effects?

A. Even though side effects are unlikely, if you have them and they are severe or if you have an allergic reaction, stop taking potassium iodide and call your doctor or **1-877-PA-HEALTH** for instructions.

Q. Is KI safe?

A. KI is safe. However, adverse reactions are possible in persons with existing thyroid conditions or those with an allergy to iodine. Anyone considering the use of KI for themselves or their family should follow the directions for storage and use included with the product. If you have more questions about KI, call your doctor or your local health department at **1-877-PA-HEALTH**.

Q. Will my children be able to get KI if they are at school?

A. The Department of Health has developed a distribution plan for schools that want the pills. This plan includes information on how schools may incorporate the administration of KI into existing evacuation plans. It is up to each school district to decide if they want the pills. However, pills may not be administered without parental consent.

Q. Are Pennsylvania's nuclear facilities safe?

A. Yes, Pennsylvania's five nuclear facility sites are safe. The federal government and Pennsylvania State and local officials perform regular oversight of the plants. In addition, officials continually train with the plants on how to respond in case of an emergency to protect public health and safety.

Q. Where can I find more information?

A. For more information about KI call **1-877-PA-HEALTH**.

School Insurance

An optional student accident insurance plan is available at a cost to parents. The school supplies the insurance forms and assumes no liability, either for injury or the subsequent negotiations with the company. If a student has an accident or injury, the faculty member in charge shall complete an accident report and the accident claims form shall be issued from the Principal's office. The school's only involvement in the process is to provide the initial opportunity to purchase school insurance. Insurance, personal or school, is mandatory for participation in extra-curricular activities.

Student Rights

Every right that students have is attached to an obligation. Student rights must be balanced against the rights of others. The purpose of school and the requirements of the educational process must be weighed in deciding who has a right to do what and what behavior is deemed inappropriate. Students must give their names, when requested, to any teacher, administrator or staff member.

Students have the:

- Right to Education
- Right to Learn and Achieve in Education
- Right to Access Curriculum and Information
- Right to Safety
- Rights Associated with Extracurricular Activities
- Right to Fair Discipline
- Right to Free Speech and Expression
The U.S. Supreme Court held students cannot be forced to participate in or stand during the flag salute, if they do not wish to do so.
- Right to Free Exercise of Religion
- Right to Privacy
- Rights Under the Fifth Amendment

Homeless Students (McKinney-Vento Act)

In 1987, Congress passed the **McKinney-Vento Homeless Assistance Act**. Subtitle B of Title VII of this Act entitled, *Education for Homeless Children and Youth*, has been amended and is now part of the **No Child Left**

Behind Act of 2001, Title X, Part C. Under the NCLB Amendments (Sec. 725), the phrase "homeless children and youths" means individuals who lack a fixed, regular and adequate nighttime residence. The **Basic Education Circular: Education for Homeless Youth** 42 U.S.C. 11431 dated February 29, 2008, explains the categories of children who are "homeless" and entitled to protections of the federal law. These categories include children and youths who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Living in motels, hotels, trailer parks, or camping grounds due to alternative adequate accommodations
- Living in emergency or transitional shelters; are abandoned in hospitals
- Individuals and/or families living with relatives or friends due to loss of housing.
- Awaiting foster care placement: including those who live in shelters or are placed in emergency, interim or respite foster care; kinship care; evaluation or diagnostic centers or placements for the sole purpose of evaluation
- Primary nighttime residence that is a public or private place not designed for or ordinarily used for regular sleeping accommodations for human beings such as living in a vehicle, park, public space, or an abandoned building
- Living in substandard housing
- Migratory children who qualify as homeless
- "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian" (42 U.S.C. 1143a (6)). This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parent for any reason

The Homeless Liaison for the South Eastern School District is Kara Vojcsik, Social Services Coordinator. She can be reached at (717) 382-4851 ext. 2807 or vojcsikk@sesd.k12.pa.us

Religious Restrictions

Please inform the administration if there are special religious restrictions which apply to your student. Please complete an Educational Leave Form if your child needs to be excused from school for religious reasons.

Guidance Services

The guidance program is an important part of the educational process. Each individual student has a unique set of interests, needs, abilities and aptitudes; the counseling program will help students better understand these rapidly changing areas. The guidance department has developed many programs for the individual as well as for small groups so that the years spent in the SESD can be happy and productive. Throughout grades K-6, students will take part in planned group activities such as career information programs, discussion groups, support groups, testing sessions, character education lessons, guidance programs, as well as individual sessions as needed.

If a parent wishes to speak with a guidance counselor, he/she should call the guidance office to make an appointment.

Confidential Communications

In accordance with mandatory reporting and student protection (FERPA/HIPA), information received in confidence from a student may only be revealed to the student's parents, principal or other appropriate authority where the health, welfare and safety of the student or other persons are clearly in jeopardy.

CARE – South Eastern Elementary Schools

CARE – (Children Assistance Resources Evaluations) The CARE team is a multidisciplinary team of school personnel (teachers, counselors, nurses, psychologists, administrators and other staff). The team is trained to identify students having continuous school related problems and make appropriate referrals to community agencies. The CARE team offers assistance to students who may be "at risk" because of substance abuse, anxiety, depression, or suicidal thinking. CARE is a method of intervention and of referring a student to appropriate services. It is a systematic process of student identification, collection of data, team collaboration, discussion with parent/guardian, and referral for assessment. Group and/or individual counseling sessions may be part of the intervention. Referrals

may be made by students, teachers, parents, counselors, administrators or other school personnel. They may be made through the guidance office at any time and are confidential. Anyone on the CARE team would willingly talk to a student at any time.

Homebound Instruction

A child of school age, who cannot attend the regular classroom sessions for an extended period, may qualify for homebound instruction. Parents/guardians of children whose physician has recommended (in writing) homebound instruction should contact the administration to make the necessary arrangements. Written notification from the requesting physician must include a specific diagnosis, anticipated length of illness, required educational needs, and physicians contact information in case of emergency or medical questions. Homebound instruction may not exceed three (3) calendar months.

Staff Certification

Parents/guardians may request, and the district will provide in a timely manner, information regarding the qualifications of their child's classroom teachers and any paraprofessionals providing services to their child. Please contact the Federal Program Coordinator (Assistant Superintendent) if you wish to receive this information.

Specialized Services

Specialists from Lincoln Intermediate Unit (LIU) are available to our school for speech therapy, hearing, vision and occupational/physical therapy. The services of the school psychologist include consultation with school personnel and parents and evaluation of individual students. Specialized services require written parental permission. Conferences with the psychologist or requests for psychological evaluation may be arranged through the guidance department or the principal.

Special Education Program

The SEDS provides an appropriate special education program, leading to high school graduation, for disabled students or limited ability students. **THE SOUTH EASTERN SCHOOL DISTRICT DOES NOT DISCRIMINATE IN THE PLACEMENT OF STUDENTS IN EDUCATIONAL AND VOCATIONAL PROGRAMS OR SCHOOL-APPROVED ACTIVITIES ON THE BASIS OF CREED, ETHNIC ORIGIN, RELIGIOUS BELIEF, DISABILITY OR GENDER.**

Curriculum Review by Parents/Guardians and Students

Parents/Guardians and students have the opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

Assessment

It is the philosophy of the South Eastern School District that students will respond more positively to an opportunity for success than to the threat of failure. The District seeks through sound objectives in its instructional program to make achievement both recognizable and possible for students. It emphasizes achievement in its processes of evaluating student performance and reports that achievement through the use of grades. In keeping with the philosophy of standards-based assessment, the SEDS utilizes various combinations of these grades to encourage academic success through developmentally appropriate practices.

Reporting Pupil Progress

The primary purpose of education is to provide maximum opportunity through which students can achieve their greatest learning potential. Teachers evaluate student achievement and report student progress to the student and parent in a variety of ways including but not limited to: individual conferences with students and parents, supplemental reports, progress reports, Sapphire, progress monitoring and relationship to grade level expectations and checklists.

Conferences

Teachers welcome the opportunity to meet students and/or parents/guardians to review student progress. Students can meet with teachers at a mutually agreed upon time. The parent/guardian should ask for an appointment.

Parent-Teacher conferences are arranged at a time that is convenient for both parent and teacher. Parents/guardians are **encouraged to contact teachers** via email or phone calls whenever a concern or question arises. At South Eastern Intermediate School, a conference may be arranged through the guidance office.

Promotion/Retention

A student's achievement of the skills for the grade in which he/she is enrolled and his/her readiness for work at the next grade level shall be evaluated before promotion to the next higher grade is approved. Those students who have mastered at least the minimum skills, as defined by grade level expectations will be promoted and those who have not will be retained. In evaluating student achievement for possible promotion and/or retention, each teacher, in consultation with the administration, shall make use of all available information including but not limited to: results of teacher-made tests, other measures of skill and content mastery, standardized test results, skill in relationship to grade level expectations, progress monitoring and teacher observation of student performance.

Homework

Homework is an essential part of the total education of the student. It is a direct outgrowth and a continuation of the learning process developed in the classroom and carried on by the pupil independently. The amount of homework shall gradually increase from K through the 6th grades. Homework has been identified as a vital factor in increasing student achievement in almost all national and state reports on education. Homework is assigned by teachers to be completed by students as a practice designed to enhance student learning and not as disciplinary consequences

Objectives

- To increase the level of retention through practice, application, integration, as an extension of the knowledge and skills presented in class.
- To prepare students for new material and the acquisition of new skills.
- To help students experience academic success.
- To teach students responsibility and accountability.
- To increase home-school communication.

Homework Will:

- Be graded, reviewed and/or evaluated.
- Be assigned on a regular basis.
- Be relevant and congruent to the stated learning objectives.
- Have structure and purpose.
- Be independent practice to reinforce/review concepts previously presented to the students.
- Be both qualitative and quantitative.
- NEVER BE ASSIGNED AS A DISCIPLINARY MEASURE.

The most efficient way to obtain homework assignments after a day's absence is to call a reliable student in the student's classes. A longer absence of more than one (1) day warrants a call to the office. When a parent/guardian calls the school to request homework please specify a student who would be willing (and has their parent's/guardian's permission) to bring the student's books and homework home. If parents/guardians come to school for books and assignments, they should plan to arrive between 2:30 and 3:30 P.M.

The procedure of collecting assignments takes two (2) full school days. For example: If you call for homework on a Monday morning by 8:30 A.M. it will be ready by 2:30 P.M. on Tuesday afternoon.

Assemblies

Assemblies are held for several purposes: to teach, to honor, to display school spirit and to celebrate. Depending on the purpose of an assembly there is a specific type of behavior expected from the audience. First and always students should respect the rights of the performer or speaker presenting the program. There is an obligation of courtesy that each student in the SESD owes other students in their school. Additionally, as young learners, students are expected to:

- Follow directions given by a teacher or administrator.
- Honor and respect the dignity of the program and presenters.
- Avoid talking, clapping, yelling or shouting or indicating your approval or disapproval when it is not appropriate.
- Follow appropriate entrance and exit procedures.
- Follow concert etiquette

Assemblies/Concert Etiquette

The audience, as well as the musicians, are active participants in every concert. When a person listens to the music, they take on an important responsibility – not only are they sharing this experience with others in the audience but more importantly, with the musicians on stage. As compiled by the National Association for Music Education here are the “Ten Rules of Concert Etiquette” our school will be adopting:

- Refrain from talking, whispering to and or disciplining your other children.
- Refrain from unwrapping noisy candy wrappers during the performance.
- Turn off pagers, cell phones and watch alarms.
- Please do not wave to your child during the concert – after all, they already know who you are.
- Please do not walk down the center aisle with your video camera.
- Please do not leave the auditorium during the performance. Wait for a break!!
- Please do not leave as soon as your child’s portion of the concert is over – all the students deserve a full audience.
- Applaud at appropriate times.
- Go to the concert expecting the best.

With your help as an attentive audience member, the real winners will be our students because their performance experience will be a positive one!

Field Trips

Field Trips are an extension of the classroom. **Field trips are not to be regarded as a right, but as a privilege.** Chaperones are required to be 21 years of age and have valid Act 34 and 151 clearances to supervise student field trips. Conformity to the following standards is expected on field trips. All school rules are applicable on field trips. Any student who willfully disobeys the regulations relative to behavior shall be subject to notification of parent/guardian and local authorities, if applicable, and school discipline will be imposed. **No student will be permitted to attend a field trip without a signed permission slip.**

Physical Education

The Physical Education program is designed to meet the individual differences of each student; therefore, students are expected to participate in all classes. However, a doctor’s excuse for non-participation in physical education will be accepted. The note must be reviewed and signed by the school nurse. An alternate activity will be assigned as appropriate.

Students in South Eastern Intermediate School must wear a P.E. uniform in physical education class. Information regarding P.E. uniforms will be made available to students during the first week of school. Uniforms may be purchased from the office. Students are encouraged to take their P.E. clothes home every week to be laundered. Jewelry should only be worn for medical or religious reasons and all piercings must be removed or covered with a Band-Aid. Any valuable items should be kept at home or locked in a gym locker at your own risk. South Eastern Intermediate School is not responsible for lost or stolen gym uniforms or personal items. Students will need to wear sneakers for gym class.

Media Center

When in the media center, students are to maintain a quiet and polite atmosphere. During the first few weeks of school, students will be introduced to the librarian and the checkout procedures for signing out books. All students are encouraged to use the media center on a regular basis.

It is important that students remember to return books on or before their return date. Books that are not returned will be subject to a fine. If a student is absent on the day a book is returned, the time will be extended accordingly.

The elementary schools sponsor book fairs in the fall and spring of each year. Students will be allowed time to browse at the fairs and to purchase books for their reading enjoyment.

Financial Obligations

Students will be held responsible for all outstanding financial obligations to the school. Students must return or make full restitution for all borrowed books, materials and equipment. Students are also responsible for the full cost to repair or replace all school property, which may be lost, damaged, or destroyed because of their acts or activities.

Students are encouraged to resolve financial obligations as they are incurred. Any student who fails to honor and fulfill his/her financial obligations to the school district shall be subject to any and all authorized actions viable to the District, including the institution of legal actions, which may, to the extent allowed, include collection actions against the student's parent/guardian.

If a payment made by check is rejected when deposited at the district's bank, a letter will be sent from the Business Office to the parent/guardian for payment by cash, money order, or certified check for the amount of the check plus a bounced check fee to recover charges from the bank.

Safety Drills

The SEDS is required by law to have at least one fire drill per month. **When the alarm bell rings, students are expected to follow the assigned routes and exit from the building in an orderly manner without talking.** Upon leaving the building, the class should form a line and roll will be taken. When the signal is given, students should enter the building in the same manner as they exited. In addition, lockdown drills, severe weather drills, etc. are held throughout the school year.

Cafeteria Procedures

The cafeteria is the student dining room and should be treated in a respectful manner. It is important that each student makes it his/her responsibility to help maintain the room as a wholesome, clean and orderly place to eat. Students shall report directly to the cafeteria during their assigned lunchtime. Students should walk quietly through the hallways and should not cut in line but remain in line and wait their turn. Students are asked to pick up litter on the floor and carry their tray and all debris to the appropriate disposal area. Throwing food or other objects is strictly prohibited. Students will remain in the cafeteria until dismissed by a teacher or the administration. Students are permitted to use the lavatory during lunch with permission from the monitors.

A student who violates cafeteria rules may be given an assigned seat, detention, assigned in-school suspension or out-of-school suspension.

Cashless - P.O.S. System (Point of Sale)

Every child will be issued a pin number. **All money a student brings to school in an envelope for lunch should be given to the cafeteria staff.** Parents should make sure that the student's name and pin number are written on the outside of the envelope. In order to make the lines move faster, parents should pre-pay their student's lunch. The money deposited in a student's account will act like a debit card and only that student will have access to the money in the account. Students should not give out their pin numbers to anyone else. If a student loses or forgets their lunch money, they may charge up to 3 lunches to their account. After that and until charges are paid, students will receive a lunch of either a cheese sandwich or peanut butter and jelly. If there is a balance left on their account at the end of the school year, it will be transferred to the following school year. A \$15.00 fee will be assessed for any check returned for insufficient funds. Online deposits may be made at www.myschoolbucks.com.

Charge Policy

If there are insufficient funds in the meal account, students in grades K-6 are permitted three meal charges. If there are no funds in the student's lunch account after three charges, the student will be provided with a lunch alternative that has been determined by the building administration.

Discrimination

The USDA Program Discrimination Complaint form and instructions are available on the district's website at www.sesdweb.net /Annual Notices.

Menus

School menus are available on the district website and can be accessed at: <http://sesdweb.nutrislice.com/>.

If you prefer to use the free smartphone app, download School Lunch by Nutrislice from Google Play for Androids or the App Store for iPhones.

Prices

Meal prices are posted on the district's website at www.sesdweb.net/Parent/Lunch Prices.

- Breakfast: \$1.10
- Reduced Breakfast: \$0.30
- Lunch Elementary: \$2.25
- Lunch Secondary: \$2.50
- Reduced Lunch: \$0.40
- Milk: \$0.60

Free and Reduced Lunches

Each year a new form must be completed to determine if a student is eligible for free or reduced-price lunches. These forms are sent home during the first week of school. Additional forms are available in the main office and eligibility forms can be submitted at any time throughout the school year.

Late Bus Schedule

The late bus follows two routes. Students are required to have a late bus pass, given to them by their teacher. **There is one late bus run. It will depart from the main campus at 5:15 p.m.**

Stops are made only at locations listed below:

STEWARTSTOWN

1. New Park Service Station
2. Draco Rd & Norrisville Rd (Rt 23) @ Royal Farms
3. Main St (SR 24) & College Ave (SR 851) @ Shopping Center
4. Stewartstown Elementary School
5. Barren's Road North (SR 24) & Plank Rd (Thompson's Service Ctr)
6. Barren's Road North (SR 24) & Rinley Rd @ Sign
7. Barren's Road North (SR 24) & Dogwood Court
8. Cross Roads Ave & Hyson School Rd @ Rock
9. Cross Roads Ave & Holly Tree Ct (Logan Ln)
10. 6881 Church Rd at Methodist Church
11. 7362 Church Rd @ Round Hill Presbyterian Church
12. 8426 Church Rd @ Union/Hopewell Church
13. Hickory Rd & Janes Way
14. 8467 Pleasant Valley Rd @ Golf Course
15. SR 851 (Woolen Mill Rd) & Haugh Rd
Mill St & Hill St (Stewartstown @ Red Lion Bus Shed)**

****NOTE:** If a student does not disembark at scheduled stop, and if parent cannot be located, the student would ride the late bus to this final stop. If parent/guardian still cannot be reached, the student would then be driven to his/her residence in a contractor vehicle. **Please make sure your child has your contact information available when riding the late bus in case you need to be reached.**

DELTA

1. Main St & Fawn Grove Rd @ Square
2. New Park Rd & Fawn Grove Rd @ Gatchelville Store
3. Deer Rd & Bald Eagle Rd
4. 786 Mt Olivet Church Rd @ Church
5. Graceton Rd & Rt 136 @ Pull Off (Close to Saubel's Market)
6. Dooley Rd & Line Rd
7. 207 Main St (Delta)
8. Main St & College Ave (Delta Pizza)
9. Main St & Broad St Ext. (Delta)
10. SR 851/Broad St Ext & Delta Rd (SR 74)(Delta Family Rest)
11. 2325 Bryansville Rd (SR 851) @ Bryansville UMC
12. Bryansville Rd (SR 851) & Clubhouse Rd
13. Bryansville Rd (SR 851) & Miller Rd @ Aubel Rd Intersection
14. Miller Rd & Burns Rd
15. Miller Rd & Gemmill Rd
458 Gemmill Rd @ Gemmill Residence (Bus Shed)**

****NOTE:** If a student does not disembark at scheduled stop, and if parent cannot be located, the student would ride the late bus to this final stop. If parent/guardian still cannot be reached, the student would then be driven to his/her residence in a contractor vehicle. **Please make sure your child has your contact information available when riding the late bus in case you need to be reached.**

Video Monitoring on School Buses [1] SESD Board Policy 709.1 Electronic Surveillance

Camera Location, Operation and Control:

1. The Director of Transportation may approve the equipping of school busses with video monitoring devices for monitoring student behavior.
2. Video monitoring equipment shall be in operation as determined necessary by the Director of Transportation to monitor student behavior or action of bus drivers.
3. The Director of Transportation shall be responsible to audit the use and security of surveillance cameras, including monitors and tapes.
4. Students shall be informed by the administration at the beginning of each school year that the Board may be recording student behavior on school busses and the purposes of such practices.
5. Audio taping shall be consistent with state and federal laws.

Access to Personal Information

1. Parents/Guardians and eligible students may request access to video recorded information. Neither a parent/guardian nor a student that has been video recorded, shall be allowed to view the video recording, in accordance with federal and state laws, unless the requesting student is the only subject on the video recording or written permission has been obtained from the parents/guardians of all the other students on the video recording.
2. Request for viewing video recordings shall be made to the building principals or designee within ten (10) days of the date of the recording. Approval/Denial for viewing shall be made within five (5) days of receipt of the request and so communicated to the requesting individual. Video recordings shall be made available for viewing within three (3) days of the approval of the request.
3. Actual viewing shall be permitted only at school-related sites such as school buildings or central administration offices. Only the portions of the tape concerning the requesting individual shall be made

available for viewing. Video recordings shall remain the property of the district and may be reproduced only in accordance with the law including applicable Board policies or other directives.

Lost and Found

There is a lost and found box in each school building. Students should check there first when an item is lost. If it is not there, please notify the main office. Students who find lost items are asked to take them to the office.

School Functions

There will be a variety of school functions throughout the school year. These school functions will be open only to students who attend the building that sponsors the event. No guests shall be permitted to attend. The rules and policies for that particular function will include any and all rules applicable during the academic day. Any conduct that is deemed unacceptable by the administration or activity sponsors will result in parents/guardians being notified. Parents/guardians will be required to pick up their child immediately. Students are not permitted to leave the function early unless their parent/guardian comes to the door to pick up their child personally.

Visitors

All visitors, upon arrival at school, must register and receive a visitors badge in the school office. Parents are always welcome in the SEDS. It is requested that parents/guardians call for an appointment if they wish to see an administrator or teacher so that they will not be delayed in the event that the person(s) are not available. Student age visitors are not permitted during the school day. Former students who wish to see former teachers should do so after school hours. It is necessary that we have these regulations in order to maintain a safe and orderly environment.

Student Messages

The school office is unable to deliver messages to students except in the case of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but the school cannot stop the instruction of other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities are interrupted. Arrangements for rides, after school activities and house key delivery and pick-up, etc. should be made before students arrive at school. Items delivered to school for students such as flowers, balloons or other gifts will be held in the office until the end of the school day.

Memory Book

Memory Books are sold each year and distributed at the end of the school year. The Memory Book contains pictures, snapshots and articles about school life and the school's organizations and activities.

PTA/PTO

The PTA/PTO encourages active parent/teacher membership. The PTA/PTO may sponsor multiple fund drives and student activities throughout the year. In the past, funds have been used to purchase technology for the school, supplies for the classroom and books for the library. The PTA/PTO has also donated money to each grade level for miscellaneous purchases and to supplement the cost of the class field trips. **All fund-raisers require prior approval by the administration and shall be reported to the Board.** All fundraisers requiring selling of items will be conducted outside of the school day.

Parties/Gifts

Invitations to private individual parties will not be distributed during the school day. In place of a holiday gift exchange between students or teachers, an opportunity will be provided to donate gifts or can goods to worthy organizations. All food donated for use during school celebrations and events must comply with the SEDS wellness policy.

Student Friendly Acceptable Use Policy

Technology Safety Rules *South Eastern School District*

1. I will always use words that are respectful and kind. I will not bully, annoy, tease, or frighten anyone online.
2. I will tell a trusted adult if someone is bullied online.
3. I will only go on appropriate sites and will only play games when my teacher says it is okay.
4. I will tell a trusted adult if I see something inappropriate on a device.
5. I will not login to anyone's account or change anyone's work without their permission.
6. I will only communicate with people I know, unless I have approval from my teacher.
7. I will be smart and careful by making sure I don't share any personal information, such as passwords, full name, and account info.
8. I will be responsible about what I search for on the Internet.
9. I will not use other people's ideas without giving them credit.
10. I will always take care of my device by keeping it dry and clean, carrying it carefully, and charging it.

See Board Policy 815 which was used to create the above Safety Rules.

SOUTH EASTERN SCHOOL DISTRICT

NOTICE: Sound recording devices may be used on buses for monitoring safety and behavior.

By signing below, I acknowledge that I have read **and** accept the terms
of the Student/Parent Handbook and the
South Eastern School District
Code of Conduct.

2017-2018

Student Name (Please Print):

Student Signature:

Grade: _____ Date: _____

Parent/Guardian

Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____