

South Park Elementary Center Parent/Student Handbook



Revised 2023-2024 Edition

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Dear Parents and Guardians,

Welcome to South Park Elementary Center!

On behalf of the entire staff, I would like to extend a warm welcome to you and your child to our wonderful school community. We are thrilled to have your family be a part of our South Park family, and we look forward to an exciting and rewarding academic year ahead.

At South Park Elementary Center, we are committed to providing a safe, inclusive, and nurturing environment where every child can thrive and reach their full potential. We believe that education is a collaborative effort between the school, parents, and the community, and we encourage open lines of communication throughout the year.

This Elementary School Handbook has been prepared to serve as a guide and resource for you and your child. It contains important information about our school policies, procedures, academic programs, and various support services available to our students. We kindly request that you review this handbook carefully and keep it in a safe place for future reference.

Throughout the year, you can expect regular communication from our dedicated teachers and staff, including newsletters, parent-teacher conferences, and school-wide events. We encourage your active participation in your child's education and invite you to attend school functions and volunteer opportunities whenever possible. Your involvement plays a vital role in creating a positive learning experience for your child.

In addition to the academic curriculum, we emphasize the importance of character development and promoting a positive school culture. Our school's core values of respect, responsibility, kindness, and perseverance are embedded in our daily practices and interactions. We believe in fostering a supportive and inclusive environment that celebrates diversity and encourages mutual understanding among all members of our school community.

Student safety is of utmost importance to us. We have implemented various measures to ensure a secure learning environment, including visitor check-in procedures, emergency response protocols, and ongoing staff training. We appreciate your cooperation and adherence to our safety guidelines to help maintain a secure campus for all.

Should you have any questions, concerns, or suggestions throughout the year, please do not hesitate to reach out to your child's teacher, the school office, or myself. We value your feedback and are committed to working collaboratively with you to ensure your child's success.

Once again, welcome to South Park Elementary Center. Together, let us embark on a journey of knowledge, growth, and achievement as we inspire and empower our students to become lifelong learners and responsible citizens. Wishing you and your family a fantastic academic year!

Sincerely,

Mrs. Kelli Dellarose
Elementary Principal

MISSION STATEMENT

Proposed Mission: South Park School District fosters a student-centered culture of lifelong learners, difference makers, and global citizens.

THE DISTRICT'S ESSENTIAL BELIEFS IN ACHIEVING ITS PURPOSE

- Students should be actively engaged in a broad-based education, which will enable them to meet the challenge of becoming lifelong learners and contributing members of the emerging global community.
- The school, family and community will form a partnership to educate the children.
- Instruction (curricular and co-curricular) should address the needs of the learner and should focus on helping the student to learn.
- The physical facilities should be made adequate to meet the growing needs of the community and accommodate the changes in the education program.
- The staff must be capable of facilitating the instructional programs of the district while conducting them in a professional manner. As such, we believe in a professional development program to meet these needs.
- Students must understand the function of technology in their personal and work lives, be prepared to use it in the workplace and be aware of how it is integral to the learning process

SOUTH PARK SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

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SOUTH PARK SCHOOL BOARD POLICIES

Please refer to the District website for all policy information. This site contains the most updated versions.

Violation of these policies may result in a disciplinary action including suspension from school.

Smoking - Smoking is not permitted on school grounds. (Policy 222)

Drug-Free Schools – Drugs/alcohol are not permitted on school grounds. (Policy 227)

Bullying – Bullying is strictly prohibited on school property, in school buildings, on school buses and at school-sponsored events and/or activities whether occurring on or off campus. (Policy 249)

Student Discipline - Attached at the end of this handbook. (Policy 218)

Weapons – No weapons or look-alikes may be brought on school grounds. A student who has knowledge of a weapon being on school grounds must immediately inform the principal or school official. (Policy 218.1)

Cellular Phones/Pagers (Policy 237)

Hazing - No hazing whether endangering either physical or mental health of an individual will be permitted or condoned as part of any school sponsored activity. (Policy 247)

Use of Medications (Policy 210)

Student Expression/Distribution and Posting of Materials (Policy 220)

Transportation – Video/Audio Recording (Policy 810.2)

In compliance with the federal McKinney-Vento Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), South Park School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth are defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to lack of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park, or campground due to lack of alternate adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings; bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, etc.)

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin.

If you believe your child(ren) may qualify for this service, please contact your school principal of your child(ren)'s school.

STUDENT BILL OF RIGHTS

A student of South Park Elementary Center has the right to...

Grow intellectually by exposing yourself to ideas and concepts that challenge your ability to think, reason and make decisions;

Mature emotionally while interacting in an environment that nurtures awareness and an understanding of yourself;

Become a whole person by learning from people who have made a commitment to your education and special needs;

Develop socially by modeling accepted social attitudes and social skills;

Grow physically by being an active participant in curricular and extracurricular activities that develop your body and sense of fair play;

Express yourself creatively by sharing your talents and abilities in the Arts;

Allow yourself to be helped through a challenging period in your growth by people with a sincere understanding of your feelings;

Understand your fears knowing that your concerns are natural and shared by everyone;

Seek help when you need it in order to gain a better understanding of your schoolwork;

Be yourself because you are a special person.

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ADMISSION

Kindergarten and First Grade pupils are admitted to the South Park Public Schools on the following basis:

Kindergarten: Children must be 5 years of age before September 1st of that school term.

First Grade: Children must be 6 years of age before September 1st of that school term.

Early Admission: Request must follow the school board policy which is available on the web site.

Beginning children will not be admitted to school after the first two weeks of the term unless they are transferring from another school district. Also, beginning children must present documentation of full immunization or they will be excluded from school as mandated by state law.

- Prior to entering school, a physical examination is required. The exam must be completed within one year of entry to be valid. Forms for the physical can be picked up in the elementary school office. Please have your physician sign and date the completed form; then return it to the school.
- Children entering first grade without records or who have not attended kindergarten must be tested within the first two weeks of school. The elementary guidance counselor will then confer with parents regarding the appropriate educational placement for the child.
- A copy of the birth certificate or other affidavit of birth is to be presented to the office upon registration to school.
- A child entering the South Park Schools from another district should present a report card or other evidence of temporary placement. Should there be any doubt as placement, an achievement test will be administered and results fully evaluated before placement is completed.

ARRIVALS/ PICK-UP

Arrival -- Students should arrive no earlier than 8:45 a.m. Students should report to the appropriate area upon arrival.

Late arrivals—students arriving after 9:00 a.m. must report to the front door **with their parent**. The parent will then fill out the E-Form using the QR code in the front door window. If a child comes to school late and is not signed in by a parent, the main office may call the parent to come back to school to check in the child.

Pick-up -- Students are not allowed to leave the school grounds during the school day without permission. Parents wishing to withdraw their child from school during school hours must first fill out the E-form found on the school web site in the morning. Then when you arrive to pick up the child you must fill out the E-Form using the QR code in the front door window. If someone other than a custodial parent is picking up the child, his/her name must be on the authorized student information sheet. **For the safety of your child, there can be no exceptions.** Due to safety concerns, students are not permitted to walk to/from school for any reason.

ATTENDANCE POLICY (District Policy 204)

The purpose of this policy is to promote regular school attendance and to improve the academic achievement of students in the South Park School District. Regular school attendance is a prerequisite for school success. School success correlates highly with regular school attendance. A student's absence from class disrupts the continuity of the learning process and the benefits of regular classroom instruction, which once lost, can never be regained. Supervised classroom learning experiences, continuity of instruction, and personal interaction are essential ingredients in the education process. Participation in planned learning activities under the supervision of school personnel provides valuable important personal interactions between students and teachers. Such activities are a vital part of the learning process in any public School. The provisions of this policy shall govern all students enrolled in the public schools of the South Park School District. Please keep this policy for convenient reference. **A**

maximum of 10 days of lawful absences, verified by parental notification may be permitted during a school year. Each absence beyond a total of 10 days during a school year will require a state licensed physician's excuse.

A. COMPULSORY SCHOOL ATTENDANCE LAW

The compulsory school attendance law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school attendance, unless absent for an approved reason, and charges the parents of the child with the responsibility for the child's school attendance.

B. EXCUSED ABSENCES FOR TEMPORARY PERIODS

The following are reasons for excused absence for temporary periods of time from school:

1. **RELIGIOUS HOLIDAYS** A student may be excused from school for the observance of bona fide religious holidays of particular religious groups. A student's absence from school for religious holidays shall be recorded as an excused absence and there shall be no penalty attached to such an absence.
2. **HEALTH CARE** A student may be excused during school hours for the purpose of obtaining health care under the following circumstances:
 - a. The health care services are rendered by state licensed practitioners.
 - b. There has been established reasonable cooperation between the school authorities and practitioners in providing services to school children outside school hours.
 - c. The time of necessary absence from school involves a minimum interference with school work.
 - d. Every principal may require a written statement signed by the practitioner stating the time of the student's appointment.
 - e. Not excused for sports physicals
 - f. Students who miss more than half a day, four (4) hours, due to a healthcare appointment will be counted absent and will not be eligible to participate in school extra-curricular activities or practices that day.
3. **ILLNESS OR OTHER URGENT REASONS** Upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, every principal may excuse a student from non-attendance from school during a temporary period. However, the term "urgent reasons" shall be strictly construed and shall not be used to permit irregular attendance.
4. **EDUCATIONAL VACATIONS** Student absences from school resulting from family vacations with educational value shall not exceed **five (5)** school days per school year to be considered excused. Any additional days will be deemed unexcused. Educational vacations shall be ruled excused if it is the opinion of the building administrator a

vacation does have educational value and the following procedure is adhered to:

- a. The parent or guardian completes an "Educational Trip" form **two weeks** prior to the trip, unless an emergency situation arises. This form can be found on the SPSD website at <http://www.sparksd.org>.
- b. The student is responsible for obtaining assignments prior to the trip.
- c. The student shall give completed assignments to his/her teachers immediately upon return and arrange for the completion of other academic missed work.
- d. All academic work and exams shall be completed within a time period not exceeding the number of days absent as a result of the trip.
- e. If a student has missed **10 or more days** in the year or **has 3 or more illegal absences**, an educational vacation will be denied.
- f. An extended leave can only be granted by written approval of the Superintendent or his/her designee after a written parent/guardian request containing the student name, grade, reason for absence, dates of absence and date of return.
- g. Please note that educational trips will not be approved during the final two weeks of the semester or during the **PSSA or Keystone** testing periods for those students who are scheduled to take the PSSA or Keystone Assessments.

C. WRITTEN STATEMENT REQUIRED FOR ALL ABSENCES

Can we accept as a form of an excuse?

Upon return from an absence from school for any reason, the student shall present to the appropriate attendance personnel a written or e-Form (Class Dojo and email is not acceptable) statement, which is signed by the student's parent or guardian, giving the **date** of the absence and the **reason** for the absence. If the written statement is not presented within three (3) days of the student's return to school, the absence shall be considered as an unexcused absence. If a student has a record of excessive absenteeism (5 consecutive days or 10 or more cumulative days in 1 year) they will be required to present a written statement from a licensed health practitioner. A student who is required to present such proof must do so for every absence from school for illness. All doctor's excuses must be submitted to the attendance office within 3 days after the student returns to school. Failure to do so will result in the absence being recorded as unexcused and possibly illegal under the compulsory attendance law of Pennsylvania. On-going medical conditions, with a doctor's excuse on file, will be reviewed every 30 days.

D. UNEXCUSED ABSENCES AND MAKE-UP PRIVILEGES The following actions will be taken to notify parents/guardians of their child's unlawful absences:

Parental Notification -

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence. (Power School Update/Automated Phone Call from School District)

Enforcement of Compulsory Attendance Requirements

Student is Truant -

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[35\]](#)

The notice shall:[\[35\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[35\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[35\]](#)

School Attendance Improvement Conference (SAIC) -

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[\[35\]](#)

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[8\]](#)

The following individuals shall be invited to the SAIC:[\[8\]](#)

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.

5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[35\]](#)

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[\[35\]](#)

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[\[35\]](#)

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:[\[36\]](#)

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[\[36\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[\[36\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[36\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[\[36\]](#)

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[37]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[37]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[17][38][39][40]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[17][38][40]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[35]

1. First unlawful absence: A notice of unlawful absence will be sent to the child's parent/guardian.
2. Second unlawful absence: A second notice of unlawful absence will be sent to the child's parent/guardian.
3. Third unlawful absence: A third notice of unlawful absence will be sent to the child's parent/guardian. At that time an attendance improvement plan meeting will be scheduled with the parent.
4. If the child is unlawfully absent 6 times, a citation will immediately be sent to the Magisterial District Judge.

While all unexcused student absences are subject to the provisions of the Pennsylvania School Code (School Laws), certain absences carry make-up privileges and others do not. The following unexcused absences carry make-up privileges:

Emergency at home - one or more days of absence can carry make-up privileges depending upon the nature of the emergency. This privilege shall be at the discretion of the principal.

Runaways - each case must be dealt with on its own individual merit. A decision to grant make-up privileges must rest with the administrator involved.

Weddings, funerals, and graduations - make-up work will be granted for the day and reasonable travel time.

The following unexcused absences from school do not carry make-up privileges:

- Truancy
- Unexcused absence during PSSA testing, semester or final examinations.
- Recreational purposes, e.g. baseball games, fishing, hunting, sports physicals, outside sports events.
- Draft registration (time is given during the school day to register at the draft board.)
- Failure to bring excuse within the three (3) day period immediately following the student's return to school.
- Non-educational vacations - when in the judgment of the building administrator a vacation is considered to be one of convenience.

E. TARDINESS TO SCHOOL Students who are tardy to school must report to the school office with their parent or guardian. Students who are tardy are expected to have a valid reason for being tardy. These reasons are illness, appointment with licensed practitioner, or family emergency. All other excuses will be deemed unexcused.

F. SCHOOL RESPONSIBILITY Student attendance and tardiness shall be recorded and monitored by a method appropriate to each school building. The district will seek to assist the parent/guardian and the students to resolve chronic attendance problems through counseling and appropriate referrals. All attendances/absences are recorded on the student's' permanent record cards. When a child is absent with an unexcused absence, the guardian will receive an automated phone call stating that the child is marked absent.

G. PARENTAL RESPONSIBILITY The Commonwealth's compulsory school attendance law charges the student's parent/guardian with the responsibility for the student's school

attendance. Therefore, all parents should encourage their children to be in regular and continuous attendance in school during the school year. The only school holidays which are sanctioned by the school district are those listed in the official school calendar adopted by the board of school directors. Parents should direct their children to report to school even when it appears the child may be late to school. Parents/guardians must submit a dated, written excuse within three (3) days of their child's return to school. **After the 5th consecutive day of absence or 10th cumulative day** of absence a medical excuse from a licensed physician shall be required upon the student's return. **A doctor's excuse is required each time a child is absent after the 10th day for the remainder of the school year.**

H. STUDENT RESPONSIBILITY Students are responsible for regular school attendance. They are expected to report to school classes each day on time. All make-up work must be submitted within 3 school days after the student returns. Student assignments will be sent home after the 3rd day of absence.

Full-Day / Half-Day Absences

1. Students who are legally absent for the entire school day will be given the opportunity to make up for all work missed.
2. All make-up work must be submitted within three (3) school days after the child's return, or by the end of the grading period, whichever comes first.
3. Only in extreme cases of extended absence will a longer period of time be allowed for work to be made up. The time and nature of the make-up work may be determined by the teacher.
4. Students arriving after 10:40 a.m. shall be marked half ($\frac{1}{2}$) day absent. Students arriving after 11:40 a.m. shall be marked absent for a full day. Students leaving before 1:40 p.m. shall be marked absent half ($\frac{1}{2}$) day.

Partial-Day Absences

Students who have a legal absence for any part of the school day are responsible for the work covered in all classes. If students know that they are going to miss class because of an appointment they should get their assignments or make arrangements to take a test **BEFORE** they leave for the day. They are expected to be prepared for class the next day. In addition, any homework due that day must be submitted **BEFORE** leaving.

AUTOMOBILES ON SCHOOL GROUNDS

Automobiles constitute a hazard in all school areas. Parents are urged to be especially alert for children and to observe the 5 M.P.H. speed limits. Parents and visitors are also asked to park in designated parking spaces. Bus loading areas must also be avoided whenever

possible. State law requires that “traffic must stop when a school bus is stopped with red signal lights flashing.” This law applies to school grounds as well as on roadways. To avoid traffic problems, we encourage the use of our school bus transportation. We also ask that on party days, all cars be removed from parking areas 15 minutes prior to dismissal time.

At all times, there is no parking allowed in the drop off zone. Parents picking their children up at school should arrive at 3:35 p.m. and report by the and provide the instructional assistant with your pre-determined number which is handed out at the beginning of the year, for your child(ren).

BREAKFAST PROGRAM

Breakfast in the Cafetorium will be served from 8:50 a.m. until 9:00 a.m and the cost is currently free (prices subject to change). Breakfast will not be served after 9:00 a.m. as classes will begin at 9:00 a.m. Students arriving late from breakfast to homeroom will be marked tardy. If your child rides a bus to school, the child will arrive in time to have breakfast. If they are a car rider, they must arrive in time for breakfast. If your child is not going to arrive in time for the breakfast program, please make sure that your child has a healthy breakfast before coming to school.

BULLYING/CYBERBULLYING

South Park School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off campus.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property or school-sponsored events.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated.

BUS TRANSPORTATION

The safety of all students to and from school is dependent on the understanding and cooperative effort of parents, students, school personnel and school bus drivers. Parents should caution their children to observe the following guidelines to insure their safety to and from school.

Correct bus conduct includes:

- Sit correctly in the bus seat and do not stand until the bus has stopped.
- Talk to only those who are seated in your same seat.
- Keep hands and feet to yourself.
- Listen to and follow the bus driver's directions.
- No eating or drinking on the bus.

CHILDREN MUST:

1. Walk on the left side of the highway facing traffic when there are no sidewalks.
2. Be at the bus stop at least 5-10 minutes prior to the scheduled time.
3. Cross in front of the school bus when crossing a highway. Do not cross behind the bus. Do not walk between two parked buses.
4. Keep buses clean, sanitary and orderly.
5. Obey bus drivers, as they are in full charge of buses and pupils while in transit.
6. Always demonstrate correct conduct on the bus.
7. Always ride the assigned bus.
8. Dress suitably according to the weather.
9. Never play games on the street or highway while waiting for the school bus. Stand as far as possible from the edge of the road.
10. Never cause damage to the school bus, and report anything noticed to the driver. Any student disfiguring or mutilating a bus will be required to pay for the damage, and denied further use of buses.
11. Never ask or accept rides from strangers.
12. Never get off the bus at any stop other than your assigned bus stop, unless you have written permission from your parent and school principal.
13. Never use tobacco products on school buses.
14. Never fight, scuffle, or incite any disturbance creating a hazard to the safety of others on the bus.
15. Never use obscenities or profane language on school buses.
16. Never take any firearms, explosives or anything of a dangerous or offensive nature on the bus.
17. Never take animals on the bus.

18. Do not extend arms or head out of the bus window at any time.

Failure to follow these rules may result in a loss of bus riding privileges. If bus privileges are revoked it is the responsibility of the parent to get their child to and from school. Failure to do so results in illegal absences.

Riding the school bus is a privilege and should not be considered a right. Offenses reported by the driver to the office will result in disciplinary action and may result in a temporary suspension of privileges. Repeated offenses can result in a student's suspension from riding the bus for the remainder of the school year. When a student receives a bus misconduct form, the following disciplinary options may occur, but are not limited to:

- restitution for damages
- verbal warning
- detention
- out-of-school suspension
- removal from the bus

PLEASE BE ADVISED

South Park School District has a policy in regards to students riding different busses; Students are not permitted to ride to or from South Park Elementary Center on another student's bus, per District Policy. In addition, students will ride only their assigned bus and will not be permitted to transfer to other buses. It is important to note that bus drivers are instructed not to delay at stops to wait for children exiting homes. This causes schedule delays.

Kindergarten Parents Please Note: South Park District procedures require an authorized adult to accompany kindergarten students to and from the bus stop. If an adult is not present to meet a kindergarten student at the dismissal bus stop, the child will be transported back to school where a parent or guardian will need to sign out the child.

CAFETERIA

Hot lunches are served at the school daily. Children may purchase milk if they bring lunch to school. Cost for a hot lunch is \$2.45 (Price Subject to Change). A free and reduced lunch program is offered to students whose families qualify. Forms are available in the school office or call Food Services at 412-655-3111. Please send your child to school the first day with a lunch or lunch money or until the free and reduced forms are completed and approved. The South Park School District has implemented a point of sale system in our cafeteria. This system will

give you the ability to place money in an account for your child to use to purchase breakfast or lunch in our cafeteria

<http://www.myschoolaccount.com/>

We urge you to take full advantage of this system by placing money into your child's account on a weekly, monthly, or annual basis. You choose the amount you want to deposit. If a student puts money into his or her account in the lunch line, change will not be provided. The entire amount will be placed into their account. Any money not spent by the end of school will be available for your child's use the following school year or refunded if your child is graduating.

The cafeteria needs help to collect all debts owed. We need your help in collecting this money. As a district we try very hard to be frugal with our budgets and to make the best fiscal decisions for our students. The importance of collecting debt cannot be overlooked. We strive to teach our students about the importance of being a responsible member of society and part of that is paying what you owe.

CAR RIDER DISMISSAL

Adults who will be picking up students at dismissal time should arrive by 3:35 p.m. and line up in front of the school. The adult provides the staff with a predetermined number which is handed out at the beginning of the year for your child(ren). That number will then be used to call that child to the dismissal area. Only students for whom we have a matching number will be called for dismissal. **Note: only parents, guardians, or another adult designated in writing by the parent may pick up a student.** Remember, if your child is usually a bus rider and is to be a car rider, please complete the appropriate e-form of your intentions before 2:45 on the day of pickup.

CHILD CUSTODY

When a dispute exists regarding legal custody of a child, it is the responsibility of the registering parent to notify the school district of any person who is not entitled to excuse the child from school for any reason. Such notice shall be written on a district form and proof of custody shall only be verified by a court order. If legal custody is not resolved, the registering

parent and their estranged spouse must record this on a notarized form and, upon approval by the superintendent of schools, the child will not be released to any person not named by the parent. Custody papers must be updated each year. The removal of a child from school for the purpose of establishing custody is not permitted by board policy and the administrator will enforce this policy through legal means, if necessary.

CHROMEBOOK PROGRAM

Students in Kindergarten through twelfth grade receive a Chromebook as part of the South Park School District's one-to-one initiative.

A Chromebook and accessories in good working order are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the property of the South Park School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to the use of the Chromebook. The equipment will be returned when requested by South Park School District, at the end of the school year, or sooner, if the student enrollment changes, or withdraws from the District prior to the end of the school year.

The District property may be used by the student only for non-commercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

Students may install Chrome apps from the District approved app store. But please note that personal apps, videos and photos may be deleted if required to free up space for District apps and documents.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. The South Park School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements. An email account—a school licensed Gmail account – firstname.lastname@sparkstudents.org – will be available for each student to use for appropriate academic communication with other students and staff members. This email is for communication within the School District and approved senders.

The student agrees to use best efforts to assure that the District property is not damaged or rendered inoperable by any electronic malware while in the student's possession.

CHROMEBOOK RESPONSIBILITIES

Student Responsibilities:

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of South Park School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it maybe become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so that it has a full charge at the start of school every day.
- I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting coursework done as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify IT support staff, teachers, or administrators.
- I will bring the Chromebook to IT support staff or an administrator if it needs repair. If it needs repair, the student's record will be checked, a loaner may be checked out if the student is eligible and device is available, and appropriate fees will be charged to the student.

Parent/Guardian Responsibilities:

Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer.

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home.

- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child recharges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the South Park School District.

Use and Care of Your Chromebook

- **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
- **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
- **Makeup work is a must if you do without.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.
- **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.

- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your Chromebook; however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action.
- **Abide by media content expectations.** Parents should work in conjunction with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and e-texts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(ature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed and any violation of this policy will result in disciplinary action.
- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the district's internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at *commonsensemedia.org*.
- **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- **Leave the District-loaded apps on your Chromebook.** Do not delete any District-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- **Avoid eating and drinking while using your Chromebook.** Doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.

- **Notify IT support, teachers, or administration if your Chromebook has a problem.**
Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry cloth.

No Expectation of Privacy: No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook issued by the District, regardless whether the usage happens for school-related purposes or not. At any time, without prior notice of consent, the District may access, supervise, view, monitor, log, and record student use of Chromebooks at any time for any reason related to the operation of the District. At any time, the District may inspect the contents and condition of Chromebooks. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software: School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school.

Files Downloaded onto Chromebooks: All images, documents, files, and apps downloaded onto the Chromebook become the property of South Park School District as allowable by law.

CLASSROOM PARTIES/ACTIVITIES:

All classroom events, dash activities and PTO sponsored activities offered during the school day which include food will follow The Nutrition Standards for Foods in Pennsylvania Schools. An explanation of these standards shall be made available, upon request, to persons coordinating activities. In addition, no nut or nut products will be allowed. All snacks/food must be approved by the main office.

CLASSROOM SNACKS:

Due to the number of food allergies and dietary restrictions of our students, food treats brought from home will not be passed out in the classroom. If your child is celebrating a special day we strongly encourage non-food items for treats. If you send in a food item it must be individually wrapped so that it can be sent home. Treats that are not individually wrapped will not be passed out.

CODE OF CONDUCT (District Policy No. 218)

There is a need for students, teachers, administrators and other school personnel to have an orderly, safe, and stimulating educational environment. In order to maintain that safe and orderly learning environment and provide each student with the opportunity to reach his/her potential, each student of South Park Elementary Center is expected to adhere to the following Code of Conduct in all school related activities.

Exclusion from privileged activities such as field trips, assemblies, and other school related extracurricular activities may be affected due to disciplinary actions

School/Classroom Expectations

Students shall conduct themselves in keeping with their level of maturity; acting with the respect for the supervisory authority given by the South Park School District to all district employees.

Students of South Park Elementary Center are expected to:

- Respect and obey all persons in authority.
- Respect the rights of others.
- Work to their capacity in all of their classes.
- Be prompt and regular in attendance; equipped with the necessary books, paper, and other school supplies.
- Bring to school only those materials required for class.
- Meet classroom standards for behavior and performance.
- Assume responsibility for the care of school property.
- Accept the consequences for their actions.
- Keep hands and feet to themselves.
- Follow all rules of safety.
- Maintain appropriate habits of speech, dress, and personal cleanliness.

Students involved in the following activities may face suspension from school and be fined by the local authorities.

- Fighting in the building, on school grounds, on school buses, or at any school activity.
- Disrespectful or discourteous behavior to school personnel.
- Possession of a weapon on school property, school buses, or at any school activity.
- Destruction of school property.
- Harassment, threats, ethnic discriminating, or derogatory comments to other students.
- Possession of lighters, matches, or any item that can be used to ignite an object.
- Possession of a cellular phone.

Loss of Privileges

Individual teachers may withdraw privileges extended within the classroom for infractions of the rules.

- School privileges may be withdrawn for a designated period of time. These may involve removal from events during the school day, extracurricular activities, school social events, as well as other functions. The use of technology is a privilege, and students found violating the District's technology policy, will lose this privilege.

Out-Of-School Suspension

Students involved in disciplinary action, which warrants suspension, will be suspended in conformance with the following procedures:

- An attempt will be made to contact the student's parents/guardians to inform them of the school's action, the violation and the length of the suspension, and may request that they come to the school for their child.
- A suspension letter will be sent to the student's parents/guardians and to the office of the Superintendent.
- Any student who is suspended from school shall not return to the school or school grounds until the period of suspension is terminated with the exception of scheduled sessions with the guidance counselor or administration. Any unauthorized presence on school property will be treated as a trespass, and prosecution for the same may result.
- The student is responsible for making up all work and tests missed after the suspension within 3 days of the student's return to school.
- Suspended students are not permitted to participate in any school activities, and this includes witnessing an athletic contest.
- A conference with the parent/guardian and the administrators may be required before the student is readmitted to school.
- Subsequent suspensions could lead to a recommendation for a full 10-day suspension or to an expulsion.

Expulsion

Expulsion means the permanent removal of a student from the school. It is a very serious step that should only be ordered for the most serious offense and follow strict adherence to the requirements of due process of law. Only the Board of School Directors can permanently expel a student.

- Pupils may be expelled for a period exceeding ten school days or permanently by a majority vote of the Board of School Directors (24 P.S.Sec.13-1318) following a formal hearing before the entire board of school directors or a committee of the board composed of no fewer than three members for any of the offenses listed in Part D of this section.
- The following procedures must be observed in connection with a formal hearing conducted by the Board of School Directors:
 - Notification in writing of the charges lodged against the pupil must be sent to parent(s) or guardian(s) by certified mail
 - Sufficient notice of the time and place of the hearing must be given;

- The accused pupil must be accorded the right to be represented by counsel;
- The right to call friendly witnesses and to cross examine all prosecution witnesses must be granted the pupil, his parent(s) or guardian(s), or his counsel;
- An accurate record of the hearing must be kept and made available to the accused pupil;
- The Board of School Directors must honor a request by the accused pupil that the formal hearing be held in private.
- Any pupil absolved of alleged violations by a formal hearing of the Board of School Directors shall have any evidence of the alleged offense expunged from the school records.

Reasons for Out-Of-School Suspension or Expulsion

A violation of any of these regulations is considered a reason for suspension or possible expulsion from school. The building principal, assistant designee shall have complete discretionary powers to interpret and suspend in all cases governing the school.

When a student is suspended from school, he/she cannot attend any school function, nor be on school property, during the suspension dates. Tests and assignments that are missed during the suspension are required to be made up.

Students may be suspended or expelled for, but not limited to:

- being in possession, using or selling narcotics, (including alcohol) on school property, school buses, bus stops or at school-sponsored activities. This also includes look-alike products.
- performing or threatening to perform acts of violence on school personnel, on school property, on school buses or at school-sponsored activities.
- using obscene, vulgar, profane, racial slurs/or disrespectful words and/or actions or gestures directed to or in the presence of any school member or school employee.
- being insolent, insubordinate and/or generally incorrigible toward school personnel on school property, school buses or at school.
- destruction of either private or public property at school, on school buses or at school- sponsored activities.
- being in possession of a weapon or look-alike weapon, which can endanger the safety of others on school property, school buses or at school-sponsored activities.
- setting off false fire alarms, calling in false 911 calls, and/or calling in bomb threats to the school or at school- sponsored activities.
- starting any fires on school property, school buses or at school-sponsored activities.
- wearing attire which is disruptive to normal school operations or which could be damaging to school property or school-leased buses.
- smoking or use of tobacco on school property, school buses or at school-sponsored activities.
- Insubordination, i.e., refusal to follow the reasonable instructions of a teacher, staff member, or any other school personnel.
- Creating a disturbance in the classroom, on a school bus, or at a school activity (regardless of the location of the activity such as athletic contests, field trips, and musical events).

- Any action which would substantially disrupt the harmony and good order of the school or interfere with the education of other students.
- **Throwing of Objects** - No student shall throw, shoot, or cause to travel through the air any object, including snowballs, stones, or other missile or projectile, by hand or by any other means while on school property or while under the supervision of school authority. Violation of the above policy endangers the safety and property of others. Compensation for property damage or injury resulting from thrown objects can be the responsibility of the individual causing the damage or injury.
- **Deadly Threats**-Threats of written or verbal nature or by gesture made to school district employees and/or students will be handled in the following manner:
- **Student threatening a staff member:**
 Interview student and staff member separately
 If threat is verified, student is suspended; parents and police are notified
 Upon return, student is assigned to meet with the guidance counselor for intervention sessions
 Possible referral to ESAP or an outside agency
- **Student threatening another student:**
 Students are interviewed separately
 If threat is determined to be serious, one or more of the following will occur, as determined by the building administrator:
 Parents are contacted
 Student is suspended
 Police are notified
 Threatening student is assigned to meet with guidance counselor for intervention sessions
 Possible referral to ESAP or an outside agency
- **Bullying**
 The district prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Bullying occurs when a student or group of students exploit an imbalance of power between the student perpetrator and the student victim and engages in written or verbal expression or physical conduct against another student and the behavior:

 Results or will result in physical harm to the student or damage to the student's property, or places a student in reasonable fear of physical harm to the student's person or of damage to the student's property, or
 Is sufficiently severe, persistent, or pervasive enough that it creates an intimidating, threatening, or abusive educational environment for the student or substantially

disrupts the operation of the school.

Bullying may be verbal or written expression or expression through electronic means, or physical conduct. Bullying could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

- **Dress Code**- Students should adhere to the school dress code policy at all times. Apparel and accessories that may damage or destroy furniture, clothing that may be considered injurious to self or others or is considered a safety hazard is prohibited. Shorts, skirts or dresses must be mid-thigh to knee length; tank tops and bare midriffs are prohibited as well as shirts that promote drugs and alcohol or drug usage or are in poor taste are prohibited; no undergarments should be showing.
 - a) Shirts and blouses should minimally come to the waist, and shoulders should be covered (no halter tops or tops with spaghetti straps).
 - b) Short shorts should not be worn.
 - c) Students will refrain from wearing shirts, sweatshirts, etc. that advertise alcohol, cigarettes, and/or illegal substances, or promote any form of violence.
 - d) Hats, bandanas, head wraps or hoods may not be worn in the building (except on special Hat Days).
 - e) No costume type attire shall be worn unless on a special school event day.

DISCIPLINE RESPONSE STRUCTURE - Minor

Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school. These misbehaviors should be handled by an individual staff member. However, such misbehavior may be indicative of a problem that should be referred to appropriate support staff.

Examples:

- Horseplay
- Teasing/name calling/tattling
- Classroom/hallway disruptions
- Minor inappropriate language
- Cheating
- Technology Violation (Minor)
- Stealing (Minor)
- Dress code violations
- Minor insubordination
- Minor disrespect/ lying
- Homework

PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. A proper and accurate record of the offense and disciplinary action is maintained by the staff member. The staff member may wish to discuss the behavior with the parents, the administrators, and/or appropriate support personnel.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSE BY CLASSROOM TEACHER

- Utilize classroom management system
- First, then statements
- Individual student conversations
- Re-teaching
- Redirection
- Chill corner
- Take a walk or break
- Seat change
- Parent contact
- Verbal warning
- Reflection sheet
- Student mediation
- Sticker chart
- School counselor consult

* The procedures and options suggested above are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with an approval by the building principal.

DISCIPLINE RESPONSE STRUCTURE - Major

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of the Minor discipline response level, require the intervention of personnel on the administrative level because the execution of Level 1 disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

EXAMPLES

- Vandalism/ destruction of property
- Physical aggression
- Bullying/ Threats
- Weapons
- Major classroom disruptions
- Directed profanity
- Technology Violation (Major)
- Stealing (Major)
- Repetitive dress code violations
- Defiance
- Leaving classroom without permission

PROCEDURES*

Student is referred to the administration for appropriate disciplinary action

Administrator meets with the student and/or teacher and affects most appropriate response Teacher is informed of administrator's action

Parents are notified of student's referral

A proper and accurate record of the offense and disciplinary action is maintained by the administrator

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES *

After School Detention

Withdrawal of privileges

Out-of-school

suspension Parental
conference

Referral to counselor and SAP Team

Temporary removal from assigned
class

Withdrawal of participation in school sponsored
activities Referral to appropriate outside agencies

Restitution

* The procedures and options suggested above are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation.

COMMUNICATING WITH THE SCHOOL

Main District phone number: 412-655-3111. At various times parents will need to contact the school regarding questions or to resolve issues. The initial point of contact should be with the individual involved. If the question or issue is not resolved, parents should contact the following individuals in the sequence listed: Teacher, Team Leader, Principal, and Superintendent. All emails in South Park follow the same pattern:

First.name.lastname@sparksd.org

DRUGS/ALCOHOL POLICY

The following rules, regulations and guidelines shall be used by all school district personnel when responding to drug, mood-altering substances and alcohol-related situations:

- No person may possess, use, produce, sell, distribute or aid in the distribution of alcohol, narcotics, drugs, look-alike drugs, health-endangering compounds, mood-altering substances or other substances, nor use, possess, sell or distribute paraphernalia for the purpose of drug use, at any time in school buildings, on school property and grounds, in school-sponsored vehicles or at school-sponsored events at other sites
- Any controlled substance, as identified by Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, but not including any substance accepted or exempted from said Act by Secretary of Health of the Commonwealth of PA.
- The unauthorized, inappropriate and/or illegal use of prescription and over-the-counter preparations is prohibited. Prescription medication or over-the-counter preparations for personal use shall be allowed only as per district medication policy, under the supervision of school personnel, with written orders from a physician. Federal, state and local laws shall apply.

Any student violating the Statement of Policy shall be subjected to discipline pursuant to the provision and procedures outlined in Board policies. Offenses will be cumulative, K-12. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse, even if the same is not provided for specifically in any rule and regulation enumerated herein. In determining the final disciplinary action to be issued as a result of any violation of this policy, the school district will consider all circumstances relevant to the situation, which must include a complete drug and alcohol screening by a licensed drug and alcohol provider, behavior of the student, the age of the student involved and the nature and severity of the conduct.

EDUCATIONAL TRIPS

The South Park School District's policy will permit educational travel during the school year that is provided at the parent's expense as an excused absence provided the procedures listed below are followed. When applying for an excused absence for educational travel, please be sure to adhere to these procedures as it helps us to expedite approval.

1. Provide a written request for excusal, which must indicate the days of absences, the destination of the trip, the educational purposes of the trip, and the reason, the trip could not be taken on days when school is not in session.
2. Unless an emergency arises, the written request for excusal must be submitted to the building principal at least two (2) weeks prior to the date of the trip.
3. Unless an unusual family circumstance exists, such trips may not be approved during the final two (2) weeks of each semester.
4. The trip(s) may not exceed a total of five school days. Please attempt to avoid taking an

educational trip near the end of a grading period or district testing period. It is the parent's and student's responsibility to obtain all classroom assignments prior to the absence and to ensure that all missed work is completed.

5. There is a new district policy that states that no educational trips will be granted during the weeks of your child's PSSA testing.

6. Educational trips may be denied due to previous, excessive absence issues and/or previous illegal absences. Applications for approval of educational trips are available in the school office.

ELEMENTARY CURRICULUM

The elementary curriculum is developed to reflect the district's mission statement along with the directives of PA state code. Students receive instruction in the areas of Reading, English Grammar (Language), Written and Oral Expression, Spelling, Math, Science, and Social Studies: additionally, the special areas of Art, Library and Media, Music, Physical Education, and Technology round out our curriculum.

ELEMENTARY SCHOOL COUNSELING PROGRAM

The purpose of the guidance services at South Park Elementary Center is to assist each student in his or her social, educational, vocational, and personal development. Counseling services are offered to all students both individually and in groups. The counselor coordinates a variety of special programs within the school. These may include registration, long-term educational program planning, and guiding students in other decision-making plans. In addition, school counselors are responsible for coordinating the administration of all standardized tests. The counselor may consult with parents, faculty, other school staff, and community agencies in order to best meet the individual needs of all students. Parents may contact the school counselor for additional information.

EMERGENCY DRILLS

Emergency procedures are in place at the elementary center in situations of fire, severe weather, or other emergencies. To maximize safety under such emergency situations, drills are periodically held to practice these procedures. Fire drills are held at least once a

month in the elementary center as set forth by the procedures of the district's fire marshal. It is essential that all students adhere to fire drills and other emergency drill procedures at all times.

EMERGENCY FORM

Each student is issued a Student Information Form to be completed by the parent. This form indicates the Online handbook and policy agreement, student pick up authorization and persons to contact in the event of an emergency. Please be certain that the telephone numbers on the child's form, even if unlisted, are up-to-date. The "School Messenger" system for emergency calls, snow delay/cancellations and student absences also use the phone number given on the emergency form. It is essential for the health office to have correct information on file, in order that you may be reached quickly in an emergency. Parents are responsible for transportation of their children when they become ill or injured.

EMERGENCY OPERATIONS PLAN (E.O.P)

The South Park School District has an Emergency Operations Plan to assure the safety and welfare of all students during any emergency situation.

The district also has "School Messenger". It is a phone system that calls everyone in the district to relay important information in regards to emergencies. In order for you to be alerted of emergencies, the district must have a correct phone number.

EMERGENCY SCHOOL CLOSURE

During adverse weather conditions, operation of school will continue on the regular schedule if at all possible. Only in the event of severe weather conditions will there be a deviation from the established schedule. When the opening of school is delayed, we ask that you do not drop your child off at school early because there will not be teacher supervision at this time. **"School Messenger" will call your house and inform you of delays and cancellations. Please make sure the district has a correct phone number for your residence in order for you to have the full benefit of this feature.**

For more information on schedule changes listen to the following radio and television stations:

TV

Radio

KDKA (Channel 2)
WTAE (Channel 4)
WPXI (Channel 11)

KDKA 1020 AM
WTAE 1250 AM
WVTY 96.1 FM

Please do not call the schools or the radio stations. School is called off on a day-to-day basis.

HEALTH SERVICES

The School Health Program is intended to assist in the identification and correction of physical defects and in the control of communicable diseases so that each pupil may receive the maximum benefit from his/her educational opportunity. First-aid is the only service that the school nurse is permitted to administer for an accident or illness. Nurses neither diagnose nor treat illnesses or injuries that originate after school hours. Facilities are provided for temporary care of students in case of illness or injury. Parents are invited to contact the school nurse for conferences concerning health problems.

Communicable Disease Control - In order to prevent the spread of communicable diseases, the Allegheny County Health Department requires that a child be excluded from school for the following time periods:

<i>Measles</i>	4 days from onset of rash
<i>German measles (3 day)</i>	4 days from onset of rash
<i>Chicken Pox</i>	Until all vesicles have dried and crusted.
<i>Scarlet Fever & Strep Throat</i> 24 hours after start of antibiotic	
<i>Whooping Cough</i>	3 weeks from onset of illness or 5 days from start of antimicrobial therapy
<i>Mumps</i>	9 days from onset or until subsidence of swelling
<i>Diphtheria</i>	2 weeks from onset or until a negative culture test
<i>Head Lice</i>	Exclude from school until immediately after the first treatment.
<i>Pink Eye</i>	24 hours from start of treatment or determined noncommunicable by a physician
<i>Impetigo</i>	24 hours after start of antibiotic and sores are no longer draining

students in the middle school are required to have a minimum of:

Diphtheria, Tetanus (DTaP, DTP, Td or DT)	4 doses minimum, 1 dose must be on or after 4th birthday
Polio	4 doses , 1 dose must be on or after 4th birthday
Hepatitis B	3 properly spaced doses
MMR	2 doses after first birthday
Varicella (chicken pox)	2 doses after 1st birthday, documentation of disease from physician, or serologic proof of immunity

The following immunizations are required for all students entering 7th grade in addition to those listed above:

Tetanus/Diphtheria/Pertussis (Tdap)	1 dose
Meningococcal (MCV4)	1 dose

The following immunization is required for all students entering 12th grade in addition to those listed above:

Meningococcal (MCV4)	2nd dose
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Students who have not completed immunizations as required will be excluded from entering school. Please keep the school nurse informed of any additional immunizations received throughout the child's school years. These requirements allow for the following exemptions: medical (only from licensed physician), religious or philosophical. Even those students exempt from immunizations may be excluded from school during an outbreak of vaccine preventable disease.

Allegheny County Health Department Universal Blood Lead Level Testing:

All students entering Kindergarten will be required to receive a blood lead level test. Each child shall be tested between 9 and 12 months and again at approximately 24 months. If the child did not have their blood tested at those times then the child is to have the test done as soon as possible but before entrance to Kindergarten. Documentation of the lead testing being completed is now required to be provided to school prior to entry.

HOMEBOUND INSTRUCTION

Instruction at home may be requested by parents if a physician has certified that the student will be absent from school for a period of two weeks or more. Application for Homebound Instruction is made through the elementary principal and school counselor. Homebound students will be eligible for a total of five (5) hours of instruction per week.

Instruction will be provided by a Pennsylvania certified teacher.

HOME-SCHOOL COMMUNICATION

Throughout the year, you will receive many important flyers concerning school activities, policies and PTO news through PeachJar. All of these flyers may also be accessed through our district's website. The school menu can be found online

Communication from the home is welcomed. If you have a question or concern, first contact your child's teacher either by a note or a telephone call (please see Telephone Calls). Further assistance can be sought through the offices of the principal at the school. (See communicating with the School) The Superintendent at the district office can provide additional assistance for concerns not resolved at the school level. The South Park School District Board of Directors will address concerns not resolved at the district administrative office level.

HOMEWORK

Homework is given by classroom teachers to enable skills to be reinforced and to help children acquire necessary study habits. Homework accounts for no more than 10% of a child's grade. A general policy on homework is as follows:

Grades	Daily Time (Approx.)
K, 1 & 2	10 to 20 minutes
3 & 4	30 to 40 minutes

This policy may not be strictly followed as some children need extra work to master skills or may not have completed assigned work in school. If you have questions about the amount of homework, please consult your child's teacher.

Homeless McKinney-Vento Assistance Act

In compliance with the federal McKinney-Vento Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), South Park School District is attempting to identify all children within the district that may be experiencing homelessness. The term homeless children and youth defined as individuals who lack a fixed, regular and adequate nighttime residence.

This includes individuals:

- Sharing the housing of other persons due to lack of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park, or campground due to lack of alternate adequate accommodations;
- Living in emergency or transitional shelters;
- Awaiting foster care placement (to be removed from definition on 12/10/16);
- Living in cars, parks, public spaces, abandoned buildings; bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, etc.)

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin.

If you believe your child(ren) may qualify for this service, please contact your school principal of your child(ren)'s school. You may contact me at 412-655-3111, extension 1000.

If your living situation changes during the school year, and you and your children becomes homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

INTERNET/NETWORK SAFETY AND ACCEPTABLE USE POLICY

Purpose – The South Park School District recognizes that telecommunications and other new technologies have changed the ways that information may be accessed, communicated, transferred and exchanged by members of society. Those changes will also affect student instruction and learning. The District is committed to the effective use of technology as a tool to advance the educational program and curriculum to enhance the quality of student learning, as well as to promote the efficiency of operations.

The South Park School District's electronic communications system ("network") provides unprecedented opportunities for students and staff to communicate, learn, access, exchange and publish information. The resources available through this network, and the electronic communications and information research skills that students develop using it, are of significant and growing importance in the learning process and preparation of students for success in the future.

Users of the South Park School District's network and Internet connection may use the network for purposes that are consistent with the curriculum and educational goals of the District. The District further believes that it has a responsibility to reduce these risks through

the adoption of a safety and acceptable use policy and related procedures and are in compliance with the Children's Internet Protection Act. Included in the South Park School District policy is the implementation of Internet filtering software that blocks access to material that is obscene, harmful to minors, or contrary to the policies of the South Park School District beginning with the 2001-2002 school year.

Definition – The term network shall be interpreted to include any and all District owned computers, computer terminals, servers, any hardware or software, the Internet, the South Park School District's electronic mail systems, and any other elements of the South Park District's computer, telecommunications or electronic communication/information systems.

Guidelines - The South Park School District's objective is to provide for and establish a reasonable, safe, and equitable policy for the use of the District's network by students and for development of applicable rules, safety procedures, and regulations regarding the acceptable use of the network as a tool to support and advance the South Park School District's educational program, curriculum and internal operations.

The network may be used only as a tool to support and advance the functions of the South Park School District and curriculum and educational program. Access to the District's network is a privilege and not a right. Users of the network are responsible for their behavior and communications over the network and access to network services will be provided only to those students who agree to act in a considerate and responsible manner and in accordance with the South Park School District's rules and regulations as may be adopted and amended periodically. All students (and/or the students' parents depending upon the age of the student as specified by administrative procedures) who wish to use the network must sign one or more network agreements whenever requested by the South Park School District. Students may use the network only in support of education and research consistent with the educational objectives of the South Park School District. Use of the network must be in compliance with applicable laws.

All computers that are part of the South Park School District's network shall have Internet access filtered by a central Internet filtering appliance that protects users from access to material that is obscene, pornographic, harmful to minors, or in violation of South Park School District policy. Students will not be issued individual email accounts. Any email correspondence by students will be done under direct teacher supervision and must be for a specific instructional purpose, following all District policies.

Inappropriate use of network may result in suspension or cancellation of network privileges. The South Park School District reserves the absolute right to define inappropriate behavior or improper use of the network, adopt rules and regulations applicable to network use, determine whether an activity constitutes inappropriate use of the network and determine the consequence of such inappropriate use. Network use shall not involve obscene,

pornographic or offensive matter; vulgarity, harassment, intimidation, insult or ridicule of others; damage or waste of property; use of another's password or misrepresenting one's identity; use of commercial purposes or illegal purposes, or any other use deemed inappropriate by the South Park School District. In addition to suspension or cancellation of network privileges, inappropriate use of the network may result in disciplinary action up to and including suspension or expulsion. Any and all material or information placed in any file on the South Park School District's network becomes District property. The South Park School District reserves the right to access any such material or information on the network, including personal and electronic mail files, and to dispose of any material or information contained therein without prior notice. The South Park School District further reserves the right to review, monitor, record, or log network use, and to limit content of District web sites to District approved information related to South Park School District curriculum and program. In order to protect the network, users may not install programs on the network or transfer programs, shareware or software from information services, electronic bulletin boards or any other external source without the permission of the network administrator. Students or guests may not use outside discs on the network or transfer files, from information services, electronic bulletin boards or any other external source without the permission of the class instructor. The following are not permitted:

1. Utilizing the network for illegal or inappropriate purposes, or in support of such activities.
2. Accessing personal email accounts, chat sessions or instant messenger, not directly part of a class assignment.
3. Intentionally altering the files on the District network or computers or copying of District software.
4. Installing software and/or files; uploading, creating, or knowingly transmitting computer viruses.
5. Gaining unauthorized access to resources, databases or other users' files.
6. Violating copyright laws, including the illegal use of copyrighted software.
7. Employing the network for commercial purposes.
8. Vandalizing hardware or software, or the data, files, or email of another user.
9. Revealing the password, personal address or phone number of you or any other person.
10. Sending, displaying, or copying offensive or inappropriate messages or pictures.
11. Harassing, insulting or attacking others, or using obscene language.

Privacy - No user shall use the South Park School District network to disclose or

disseminate any personal information about students or staff members without the express written permission of student's' parent(s) or guardian(s) or staff members.

LOCKERS/CLASSROOM DESKS

Students will be assigned lockers and/or classroom desks. Students should keep only clothing and school related materials in lockers and desks. State regulations permit school authorities to search a student's locker/desk and seize any illegal materials; such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. Students should maintain their locker and/or desk in a neat and orderly manner.

LOCKER/VEHICLE SEARCH

All lockers are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools.

Prior to a locker search, the student shall be notified and given an opportunity to be present. Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to properly discharge his/her duty to protect the persons and property in the school.

A search of school property shall be conducted at any time school administrators have reasonable suspicion to believe that items are stored therein which constitute a crime or violation.

Generalized and random locker and vehicle searches (including canine sniff searches) are authorized and may be made without notice and require no particular presence of an illegal substance, such reaction shall constitute reasonable individualized suspicion so as to permit a

search of the individual's locker or vehicle. Drug sniffing dogs will not be used to search a student's individual person.

LOST AND FOUND

A lost and found box is located in the school building. Children may check the "lost and found" at any time. Since many items go unclaimed, it is an excellent idea for parents to mark their child's belongings. At the end of each nine weeks, our lost and found items are donated to a non-profit organization for those less fortunate.

MEDICATION POLICY

The South Park School board shall not be responsible for the diagnosis and treatment of a student illness. The administration of prescribed medication in accordance with the direction of a licensed physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

For the safety of the children of South Park, NO medication will be administered to students by school personnel unless medication has been prescribed by a licensed physician (including over the counter medication) and the guidelines below are followed:

Nonprescription medicine must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

Name, address, telephone and federal IDEA number of pharmacy
Student's name
Direction for use (dosage, frequency and time of administration, route, special instructions.
Name of licensed prescriber
Prescription serial number
Date originally filled
Name of medication and amount dispensed
Controlled substance statement, if applicable

All medications shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Medication must be brought to the school by the parent.

No student is permitted to carry medication (except for inhalers and Epi Pens) in school. Prior to allowing self-administration of emergency medication the district requires an order from a licensed prescriber for the medication including a statement that it is necessary for the student to carry the medication and the student is capable of self-administration. The parent and physician must also complete the proper district medication permission form. For the safety of the children of South Park, no student will be permitted to distribute medication to another student.

Medication ordered three (3) times a day will not be given during school hours unless specified by the physician.

MONEY AND VALUABLES

Students should not carry more money than required to meet immediate needs and be instructed never to leave money or valuables in their desk or outdoor clothing. These items may be left in the care of the teacher, but the teacher cannot be responsible for them beyond reasonable care. Cases of theft should be reported immediately to the classroom teacher.

Electronic devices, and other items that are brought into school that present problems to the orderly operation of our school will be impounded and not returned until the last day of school. *Cell phones, if brought to school, need to be turned off and must not be used during the school day. If used during the school day, phones will be confiscated until a parent comes to the office to retrieve them.*

OUTSIDE AGENCY REFERRALS

Should a child require additional services from an outside agency, the following list provides the names of community based organizations with which the district has had prior experience.

Child Mental Health and Social Services

Chartiers Mental Health	412-221-3302
Duquesne Reading & Guidance Clinic	412-434-6088
Family Links (Banksville Road)	412-343-7166
InterCare	412-831-0355
Mercy Behavioral Health	412-323-4500
South Hills Interfaith Ministry	412-854-9120
South West Human Services	412-831-1223

Hospital & Treatment Centers

Southwood Psychiatric Hospital	412-257-2290
Western Psychiatric Inst. & Clinic	412-624-1000

Hotlines

United Way Helpline 24 Hours	412-255-1155
Sexual Assault Hotline	412-765-2731
Resolve Crisis Network	1-888-796-8226

PARENT CONFERENCES

The South Park School District encourages conferences between teachers and parents to discuss student progress. In order to schedule a conference, please contact the school secretary who will forward a message to the teacher to contact you to arrange a mutually convenient meeting time.

PARENT-TEACHER ORGANIZATION

The Elementary Center has an active parent-teacher group. The group works in cooperation with the school to establish goals, meet children's needs, and coordinate many.

special activities. This group meets on a monthly basis during the school year and distributes newsletters.

PARENTAL SUPPORT

Following are some suggestions for parents to help your child be successful in school.

1. Send the child to school well rested and well fed.
2. Send the child to school regularly unless he/she is ill, and on time. A good calm start to each day helps to establish a good calm day.
3. Read many good stories to your child.
4. Teach your child his/her full name, address, and telephone number.
5. Teach your child the best route to and from school or the bus stop. Design an emergency/back-up plan in case you are unable (traffic, etc.) to be at home as scheduled at dismissal time.
6. Show an interest in the school work he/she brings home.
7. Never send anyone to school to pick up your child who does not have proper identification. Always provide a written note if someone other than those listed on the emergency card is to pick up your child.
8. Caution your child never to accept rides from strangers.
9. Dress your child suitably according to the weather.
10. Mark your child's belongings with his/her name.
11. Help your child to get along with others.
12. Caution your child to go directly home from school or the bus.
13. Teach your child to respect teachers, rules, school policies, and other students.

PARTIES

Through the cooperation of the PTO, our parties are held at Halloween, Christmas, and Valentine's Day. Refreshments are served by homeroom parents. Requests for PTO sponsored parties at other times must be approved by the elementary principal. In order to facilitate bus dismissal, all automobiles of party chaperones must be removed from school grounds 15 minutes prior to dismissal. Refer to the monthly school calendar for the time and date of the parties.

PHYSICAL EDUCATION AND RECESS

Physical Education is provided at each grade level, one day per week. Recess is provided on a daily basis. In cases of inclement weather, recess is held indoors in the school's gymnasium. Since both physical education and recess are activity-based, appropriate clothing should be worn to maximize students' health and safety. Clothing that provides for easy movement and soft-soled shoes are recommended. We do not recommend clogs, or other open-toe or open-back shoes, such as sandals, which make running and climbing difficult for children. Open toed shoes should not be worn in mulched areas. Also, during winter months, we recommend coats, hats and gloves or mittens be worn. We try to provide students with the opportunity to get outside (weather permitting) as frequently as possible. Therefore, please be aware of weather conditions in order to dress your child accordingly.

PHOTO PERMISSION STATEMENT

The South Park School District promotes and communicates student achievements and activities through district publications and the media. Students may be interviewed, photographed, and/or recorded on video throughout the school year for use in district publications, on the district's website, on the district's social media pages, in local newspapers, or on television. Names of students may appear in district publications, the district's website, the district's social media pages, in local newspapers, or on local television. Students are also identified by name when appropriate to the use of the photograph or video footage.

Photos and/or videos will be taken unless a note from the student's parent/guardian is sent to the school office stating that you do not want your child's photo and/or name used in district publications, on the district's website, on the district's social media pages, in local newspapers, or on television. The request will be in effect for that school year only and can be changed at any time by submitting a written request to the school office.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

South Park School District and its employees are required by Federal Law and State and Federal Rules/Regulations to protect the rights of students. The foundation of these rights comes from Federal legislation entitled, Family Educational Rights and Privacy Act of 1974 (also

known as the Buckley Amendments). There are State Rules and Regulations dealing with regular and special education students' rights and privacy. All students are covered by the State Regulations contained in Chapter 12 known as Students' Rights and Responsibilities.

The basic premise of the above-mentioned laws, rules and regulations is that information about students cannot be disclosed without written parental consent. There are different categories of information: Education Records, Personally Identifiable Information, and Directory Information. Education Records consist of information directly related to a student which is maintained by an educational agency. Personally Identifiable Information includes the student's name, and name of the parent or other family members, a personal identifier or a list of personal characteristics that would make the student's identity easily traceable. Directory information means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

Written parental consent is necessary for disclosure of personally identifiable information and educational records. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; (3) identify the party or class of parties to whom the disclosure may be made. Furthermore, South Park must maintain a written record of disclosure for the parents to inspect in case information has been released.

PSSA Testing

PSSA testing is a state requirement. Students in grades 3-8 take week-long tests that gauge their ability in Reading, Writing, Math and Science. **There is a district policy that states that no educational trips will be granted during the weeks of your child's PSSA testing.**

Testing Tips for Students

Here are some tips for parents who'd like to help students cope with PSSA or other standardized tests:

Have your child go to bed on time and wake up with a good breakfast. This helps them mentally wake up and be ready for the morning exam.

Give your student a positive way to think about the tests. These tests, despite all their political baggage, are to help assess your child's skills. Compare them to a health check-up. A child will likely understand that a person needs to go to the doctor now and then so that the doctor can look for problems so they can be treated.

Use positive words about the child's abilities and academic progress, such as "You're good in math," "I know you try hard" or "Remember when you couldn't read this book?" Stress that he

or she should "Do what you can do" instead of saying "Don't worry about the test."

Ask the child what he or she did during each day of the tests and how he or she was feeling. Give him or her words to name emotions: "I was frustrated because I couldn't figure out the last math problem" or "I was angry because the test was so hard."

Give students ways of coping when they're not sure of an answer. Tell them if they can eliminate wrong answers they can make a better guess on multiple-choice questions, for example. Tell them they can skip a question or section and come back to it later. Tell kids what they can do if they feel tired or stressed. Check with their teachers on what is allowed, but generally kids can put down their pencil or just sit and relax for a moment or put their head down on their desk. Teach them how to take deep breaths to relax.

Stress the need to listen carefully to directions and check their work. PSSA tests require boxes to be filled in on separate sheets and worksheets handed in, so students need to make sure what they hand in reflects what they mean. Educate yourself about the PSSA. Attend any meetings at which PSSA testing is discussed and ask questions of school staff, especially if standardized testing is new to you.

REPORT CARDS

Report Cards, in grades one through four, are issued four times each year during each nine week period. Grades will now be posted online every Friday so that grades and attendance can be monitored from home on a weekly basis. A letter grading system is used. The grades are as follows:

Core Curriculum

A-100 - 90 Outstanding Achievements

B-89 - 80 Achievement is consistently Above Standards

C-79 - 70 Standard Achievements

D-69 - 65 Minimum Standard of Achievement

F-64 - 0 Fails to Meet Minimum Standard of Achievement

Specials/Science/Social Studies/Handwriting

M-Mastery

P-Progressing

NI- Needs Improvement

The purpose of the reports is to indicate school achievement, social development, and

attendance, plus encourage helpful cooperation between home and school. Please feel free to request a conference with your child's teacher at any time during the school year if the need arises. At the end of the school year, your child's report card will indicate their grade level assignment for the following school year. This assignment will be made on the basis of teacher evaluation, achievement in school subjects, test records, and by careful decision of the school. Report cards for the **school** year are (barring any changes in the grading periods) scheduled to be posted online soon after the last day of each grading period.

The grading period schedule is as follows:

October	End of 1st 9 weeks
January	End of 2nd 9weeks
March	End of 3rd 9 weeks
May	End of 4th 9 weeks

All student grades will be available online every Friday.

SCHOOL BOARD POLICIES

Please be advised that the policies found at <http://www.boarddocs.com/pa/spar/Board.nsf/Public#> are in effect in our District. Violation of these policies may result in a disciplinary action including suspension from school. You may read all of our district policies online or at the local library. *To review these policies in their entirety, you may view them on our district website.*

Please refer to the District website for all policy information. This site contains the most updated versions.

SCHOOL HOURS

Grades K-4 School Hours:

Arrival: 8:45

Tardy: 9:00

Dismissal: 3:40

*Students who arrive after **9:00 a.m.** (unless transported by school bus) must be signed in via e-form by a parent or guardian at the office before reporting to the classroom. **Students reporting to school after 9 am without a parent will be marked tardy illegal.**

Please note that school doors do not open for students until **8:45 a.m.** Do not drop off your child prior to 8:45 am.

SCHOOL VISITATIONS

All visitors are requested to sign in with a valid Photo I.D. at the office of the school upon arrival. Your identification will be processed using the Raptor School Safety System. Visitors should also sign out at the office when leaving. This provides the school with the opportunity to be accountable for all visitors; especially should an emergency situation arise.

We also ask that visitors turn off their cellular phones while in the building so as not to distract from the educational process.

SCREENING AND EVALUATION

The South Park School District uses the following procedures for locating, identifying, and evaluating specific needs of school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

Screening of a child's hearing acuity in the following grades: K, 1, 2, 3, 7 and 11.

Visual acuity is screened in every grade.

Speech and language skills are screened in kindergarten and on a referral basis.

Gross motor and fine motor skills, academic skills and social-emotional skills are assessed by classroom teachers on an ongoing basis. After all evaluations are completed, an Evaluation Report (ER) will be compiled with parent involvement. It will include specific recommendations for the types of intervention necessary to deal with the child's specific needs. Parents are then invited to participate in a meeting where the results of the multidisciplinary evaluation will be discussed. Should an individual Education Program (I.E.P.) be necessary, it will be developed to reflect the student's special needs.

The South Park School District I.E.P. Team will consist of at least two of the following district staff: the building principal, the special education teacher, the regular education teacher(s), the district psychologist/liaison, other teachers or specialists as needed and other administrative staff when appropriate.

Parents are an integral part of the I.E.P. Team. The district will notify the parents in writing and make documented phone calls to make parents aware of the I.E.P. conference and the need for parental participation. Parents are then presented a Notice of Recommended Educational Placement (NOREP) with which they may agree or disagree. If parents disagree with the program being recommended, the issue may be taken to mediation or a due process hearing. After the initial NOREP, a new NOREP will be issued whenever there is a major change in program/placement.

SMOKING POLICY

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.

The school district may initiate prosecution of a student who possesses or uses tobacco and/or nicotine in violation of this policy.

PROCEDURES TO LOCATE, IDENTIFY, AND EVALUATE STUDENTS

As prescribed by section 1402 of the School Code, the South Park School District routinely conducts a visual acuity screening for all students at each grade level and a hearing acuity in kindergarten and grades 1, 2, 3, 7 and 11. Speech and language skills are screened for all students in kindergarten, for all newly enrolled students, as well as on a referral basis. Gross motor and fine motor, and academic skills, and social/emotional development are continuously assessed by classroom teachers. A Home Language Survey is completed for all students at registration to screen for English as a Second Language services. Specific needs from screening are recorded in the child's official file. Screening information may be used by the Student Assistance Program (ESAP) Team at each school to plan, implement, and monitor appropriate interventions. Screening information may also indicate a need for further evaluation. Parents that have concerns about their child may contact the school Principal to request a screening or ESAP Team intervention, or may contact the Coordinator of Special Education for further evaluation of their child.

Interventions are designed by the ESAP Team to provide for a child's learning including their academic, sensory, physical, speech, social, and behavioral needs, so that students can be successful in the general curriculum. If a student does not demonstrate progress, then a parent/guardian may be asked for written permission so that the School District may conduct a multidisciplinary evaluation. The multidisciplinary evaluation is a process of gathering information and completing assessments necessary to design a program for a child's educational needs. Parent input is requested and tests, interviews, and other assessments are conducted by teachers and specialists as necessary to obtain information about a student's functioning and needs. A parent may request in writing that the school district initiate a screening or evaluation of their child. The reason for referral should be stated in the letter and it should be submitted to the school Principal or Coordinator of Special Education.

Once the evaluation is completed an Evaluation Report (ER) is prepared. The ER includes findings from school records, observations, and testing, information about the child's strengths and needs, a statement as to whether a child is exceptional, and if so, specific recommendations necessary to provide an appropriate educational program. The ER is distributed to team members for review and signature. The School District will then notify and invite parents and students in writing, or through a series of documented telephone calls or home visits, of the opportunity to participate in an Individual Education Program (IEP) meeting during which the multidisciplinary evaluation will be discussed and an educational plan developed. The IEP Team may consist of the following members: the parents/guardians, the student, a school Principal, a special education teacher, a regular education teacher, the Coordinator of Special Education, and other teachers or specialists as necessary and appropriate. The parents, and student if age 18 or older, or younger if a transition plan is to be discussed, are required members of the IEP Team and efforts will be made to ensure their participation.

In advance of the IEP meeting a packet of procedural safeguards is provided to parents that describe rights and protections afforded to parents and students related to identification, evaluation, and placement of special education students. These include the parents' right to be notified about a child's program, progress, and any changes in program, the right to approve or reject programs and testing, and the right to privacy. If the child is determined to be eligible for

special education the team will develop a written IEP document, which is the plan for the education of an exceptional student. The IEP in part includes information about the child's current functioning, strengths, and needs, and identifies annual goals and objectives, modifications, and related services that are necessary for the student. Upon completion of the meeting and development of the IEP the parents are presented with the school district's Notice of Recommended Educational Placement (NOREP) which indicates the placement, class, or services that are recommended for your child. Parents may choose to agree or disagree with the recommendation of the NOREP. There is an opportunity to resolve disagreements through informal meetings, conferences, mediation, a pre-hearing conference, or due process hearing.

Information about early intervention, parental rights, mediation, or due process procedures, the Student Assistance Team, specific special education services and programs offered by the District is available upon request from the school Principal or Coordinator of Special Education (412-835-4055).

SPECIAL EDUCATION SERVICES

The South Park School District provides special education classes and related services to meet the needs of identified, eligible students. The school district also provides programs and services to mentally gifted students. The following types of classes are available for student placement, either at a school building located in or outside the school district: learning support, emotional support, life skills support, sensory support, speech and language support, physical support, autistic support, multi-handicapped support, gifted support, and English as a Second Language support. Children with different disabilities can be placed together in one class if their learning needs are similar and if they can benefit from the same level and type of instruction. The individualized program and services that are provided to eligible students are determined by the IEP team. At the elementary level (grades K-6) a class cannot have children who are more than three years apart in age. At the secondary level (grades 7-12) an age range that does not exceed more than four years is allowed. Learning support classes are currently provided at South Park Elementary School, South Park Middle School, and South Park High School. Autistic support is offered at South Park Elementary Center. Life Skills support is offered at South Park Middle School. Psychological counseling is available at all levels. Speech and language support and gifted support programs are available at elementary, middle, and high school levels. Itinerant hearing, vision and English as a Second Language support services are available at each school building. Students who require autistic, life skills, sensory, physical, or multi-handicapped support programs may attend classes in other school districts or other alternative sites. However, the District makes every effort to provide supplemental aides and services to maintain students in the regular class and in their regular public school. All services and programs are offered to the child at the South Park School District's expense.

PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, the South Park School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. These aids, services, and accommodations may include, but are not limited to, special transportation, modified equipment, adjustments in the student's program, or the administration of needed medication. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all disabled students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the school Principal or Coordinator of Special Education, South Park School District, 2001 Eagle Pride Lane, South Park, PA 15129 (Phone: 412- 532-0036).

STANDARDIZED TESTING PROGRAM

During enrollment in the South Park School District various standardized tests are administered to students. The results of the tests provide a continuous record of achievement that is used for educational planning purposes. Test results are also valuable to the Student Assistance Team, teachers, and counselors in identifying a student's strengths and weaknesses, to provide more effective instruction, and plan for course selection. The results of these tests, as well as scores received from academic aptitude tests taken by elective at the secondary level, are maintained and made part of the education record. This record also consists of grades, academic work completed, and attendance. The School District's standardized testing program consists of the following tests:

Test	Grade Level Administered
Kindergarten Screener	Kindergarten
CogAT	2
PA State System of Assessment-English Language	3 – 8

Arts PA State System of Assessment-Math PA State System of Assessment-Science	3-8 4-8

Student Expression/Distribution and Posting of Materials

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression, but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community.

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The Board requires that distribution and posting of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.

The Board reserves the right to designate and prohibit manifestations of student expression which are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school

functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates the use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, or discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written school district procedures on time, place, and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

STUDENT PHOTOGRAPHS

The South Park School District promotes and communicates student achievements and activities through district publications and the media. Students may be interviewed, photographed and/or recorded on video and their names may appear for use in district publications, on the district's website, on the district's social media pages, on South Park Community TV, in local newspapers or on television. Names of students may appear in district publications, the district's website, the district's social media pages, on South Park Community TV, in local newspapers or on local television. Students are also identified by name when appropriate to the use of the photograph or video footage.

Photos and/or videos will be taken unless a note from the student's parent/guardian is sent to the school office stating you do not want your child's photo and/or name to be used. The request will be in effect for that school year only and can be changed by submitting a written request to the school office.

STUDENT RECORDS

The South Park School District and its employees are required by federal law, and state and federal rules and regulations to protect the rights of students. The foundation of these rights comes from federal legislation entitled Family Rights and Privacy Act of 1974 (also known as the Buckley Amendment). There are also state rules and regulations regarding regular and special education students' rights, including those related to privacy. All students are protected by the State regulations contained in Chapter 12, known as Students: Rights and Responsibilities.

The basic assurance of the above-mentioned laws, rules, and regulations is that information about students cannot be disclosed without written parental consent. There are three different categories of information maintained by the school including education records, personally identifiable information, and directory information. Educational records consist of information directly related to a student, which are maintained by an educational agency. Personally identifiable information includes the student's name, the name of the parents or other family members, and a personal identifier or a list of personal characteristics that would make the student's identity easily traceable. Education records and personally identifiable information cannot be disclosed or released without written parent consent or, if a student is over 18, without student consent.

School records are always open and available to parents, as well as to those school officials with a legitimate need to know. Information from school records may be released to other persons or agencies only with appropriate authorization that requires written, signed permission from parents. Communication with parents and exceptional students shall be in their native language.

Information that can be released without consent is called directory information. Directory information refers to information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The School District designates which information is labeled as directory information. It shall include the following: the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height, membership on athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution that the student attended.

Parents have the right to refuse to let the School District release directory information pertaining to their child. If you refuse to permit the School District to release any or all directory information pertaining to your child, your objection must be received by the District in writing. Disclosure of information means to permit access to, or the release, transfer, or other communication of education records, or the personally identifiable information contained in these records, to any party, by any means, including oral, written, or electronic means. This means that information about a student cannot be shared even in conversation without permission, and applies to South Park School District personnel who do not have an educationally relevant reason to possess such knowledge of the student.

Written parental consent is necessary for disclosure of personally identifiable information and educational records. The consent must: (1) specify the records that may be disclosed, (2) state the purpose of the disclosure, and (3) identify the party or class of parties to whom the disclosure may be made. Furthermore, South Park School District must maintain a written record of disclosure for the parents to inspect in case information has been released.

If a student transfers to another school system, records will be forwarded to the new school upon receipt of written notification of enrollment. Parental permission is not required.

A high school transcript will be released to post-secondary educational institutions or prospective employers only upon a parent's or student's written authorization.

A copy of the school district education records policy is located in the Principal's office of each school, as well as the District Administrative Offices and is available for inspection upon written request.

The District's policy on student records which is in compliance with Pennsylvania State Board of Education regulations and the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

SPECIAL SERVICES

Elementary Student Assistance Program (ESAP) - The Elementary Center has a **Student Assistance Program** in place and available to assist students who need additional support dealing with academic or other school-related problems. A multidisciplinary team of educators identify learning barriers; use evidence-based processes, and create comprehensive plans to promote student success. The team consists of the principal, the school counselor, a classroom teacher, parent or guardian, and other professional staff members, such as the Title I reading teacher or special subject teacher or nurse.

Psychologist - Evaluates children who may be experiencing either social or academic difficulties in school.

STUDENT DEBTS

It shall be the policy of the South Park School District that when a student accrues a debt to the school district through loss or damage of school district property, materials, and/or equipment, or cafeteria, parking or library debts, the student's report card and/or the diploma may be withheld and/or HAC account suspended until such debt is cleared.

Suicide Awareness, Prevention and Response

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

In support of the district's suicide prevention mission, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal, or other

appropriate authority when the health, welfare or safety of the student or any other person is clearly in jeopardy.

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Any district employee who observes a student exhibiting a **warning sign** for suicide or has another indication that a student may be contemplating suicide, shall refer the student for suicide risk screening and/or assessment and intervention in accordance with district procedures.

In the absence of a **warning sign** for suicide, students demonstrating **suicide risk factors** that appear to be adversely impacting the student should be referred to the school counselor and Student Assistance Program for support and follow-up.

TELEPHONE CALLS

A school office is an extremely busy center of activities. Only a telephone call that is of vital importance should be directed to the school during the school day. All other matters should be conducted by note to the teacher, nurse, or administrator.

Voice mail messages can be left after-hours on the school's voicemail system. Also, the school's answering messages may be recorded if there are any changes in the school schedule for informational purposes.

TEXTBOOKS

Students are to assume the responsibility for all Chromebooks, textbooks, library books, and school materials that are distributed to them. Therefore, you can be held financially responsible for any lost or damaged school materials. Book covers are often required to be on all textbooks that are taken home. Students are required to pay for lost Chromebooks, books or books damaged beyond normal wear and tear. This includes library books, Chromebooks, as well as textbooks and other school materials and/or equipment. Your child's teacher will notify you of the cost of the book. Please make checks payable to South Park School District. Students are

responsible for putting a cover on all textbooks which are taken home.

Unlawful Harassment

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith charges of harassment.

USE OF SCHOOL BUILDINGS

All school facilities are available to the public but permission must be granted by the superintendent, in accordance with school board policy. Any group desiring to use any part of a building should request an application from the athletic office. Rules which must be closely followed include:

1. No smoking or alcoholic beverages on school premises.
2. No boisterous behavior.
3. Only tennis shoes can be worn in gymnasiums.
4. Participants bring their own materials.
5. All equipment must be returned to its proper place and the facility left in the condition in which it was found. A monitor should be available to supervise the completion of this task.
6. Group leaders must sign in at the facility and supervise the group at all times.

WITHDRAWAL OF CHILDREN

If you are planning to move, please notify your child's teacher as soon as possible indicating the last day of attendance, new school and new home address. You will be given your child's immunization card (if available) once the school destination requests records. All school materials and library books must be turned in before records are released

HOMELESS POLICY

The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.[1][2][3]

The Board authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability, and success in school of homeless students and youths.[1]

Definitions

Enroll or Enrollment means attending classes and participating fully in school activities. [4]

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:[4][5]

1. Sharing the housing of other persons due to loss of housing or economic hardship or a similar reason.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
7. Living as migratory children who qualify as homeless because they are living in circumstances described above.
8. Living as run-away children.
9. Abandoned or forced out of homes by parents or caretakers.
10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations; and
11. School-aged parents living in houses for school-aged parents if they have no other

available living accommodations.

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School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled, including preschool. When the child or youth completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.[6]

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by parents, guardian or other caretaker; or separated from a parent or guardian for any other reason.[4]

Delegation of Responsibility

The Board designates the Administrative Assistant to the Superintendent to serve as the district's liaison for homeless students and families.[6]

The district's liaison shall ensure outreach and coordinate with:[6]

1. Local service agencies and other entities that provide services to homeless children and youth and families.
2. Other school districts on issues of prompt identification, records transfer, transportation, and other inter-district activities.
3. State and local housing agencies responsible for comprehensive housing affordability strategies.
4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[7][8]

The district's liaison shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, including schools, shelters, public libraries, and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[6] The district's liaison shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[6]

Guidelines

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.[6] Enrollment/Placement

Best Interest Determination -

1. In determining the best interest of a child or youth, the district shall:
2. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or

3. unaccompanied youth.[6]
4. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.[6]
5. If, after such consideration, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.[6]

Placement -

In accordance with the child's or youth's best interest, the district shall continue to enroll a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.[6]

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.[6]

The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.[6]

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The district shall provide the parent/guardian or unaccompanied youth with a written explanation of any district decision related to school selection or placement, including the right to appeal.[6]

Enrollment -

The selected school shall immediately enroll the student and begin instruction, even if:

The student is unable to produce records normally required for enrollment.[3][10][11][12][13][14][9]

The application or enrollment deadline has passed during any period of homelessness.[6][9]

The district's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academic or other records.[6][10][11][12][13][14][9][15]

The district may require a parent/guardian to submit contact information.[6]

Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[6][16]

Dispute Resolution -

If a dispute arises over eligibility, enrollment or school selection:[6]

1. The parent/guardian or unaccompanied youth shall be referred to the district's

2. liaison, who shall assist in the dispute resolution process.
3. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
4. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a district's written decision or file a complaint with the

Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program. Education Records

Information about a homeless child's or youth's living situation shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[14][15]

Comparable Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; career and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, services provided under the Title I or similar state or local programs, students with disabilities, and gifted and talented students.[17][18][19][20][21][22][23][2][6][8]

Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.[22][2][6]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[6]

Training

The district's liaison shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[6]

The district's liaison shall arrange professional development programs for school staff, including office staff.[6] School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[6]

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1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and

3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

*****The preceding rules and guidelines contained in this handbook are a partial representation. The complete policy guides are on file in the Elementary school office and online at <http://www.boarddocs.com/pa/spar/Board.nsf/Public#>***

PARENT/STUDENT AGREEMENT OF UNDERSTANDING

This page indicates an agreement that the parents have read and discussed the contents of this handbook with their children so that they understand these policies. It is also understood by the student and parents/guardians that violation of the code of conduct will be dealt with firmly and that the student and his/her parents/guardians take the necessary actions to eliminate those behaviors that disrupt the educational climate of the South Park Elementary Center

First Day Forms will have a signature page for the student handbook. Please sign and return.

IMPORTANT TELEPHONE NUMBERS

District Office 412-655-3111
x1000
Elementary School Office X4000
Principals X4002 and X4003
School Nurse X4040
Counselors X4406
and x4410
South Park Police 412-833-1000
District Magistrate 412-653-2102
Bus Garage 412-384-8810
School Fax 412-655-6540

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. (Policy 104)

The Board declares it to be the policy of this district to ensure that all district programs and

practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. (Policy 103)

For information regarding civil rights or grievance procedures, contact Wayne Gdovic, Title IX and Section 504 Coordinator, at 2005 Eagle Ridge Road, South Park, PA 15129, (412-655-3111).