



ELEMENTARY STUDENT HANDBOOK

W. G. Rice Elementary School

2018-2019

**South Middleton School District
Boiling Springs, Pennsylvania 17007**



South Middleton School District

Vision Statement

South Middleton School District: Where we respect the past,
engage the present, and impact the future

South Middleton School District

Mission Statement

The Mission of the South Middleton School District is to provide a challenging education in a safe, supportive environment that empowers all students to become lifelong learners and productive, respectful citizens of our diverse and changing world.

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**SOUTH MIDDLETON SCHOOL DISTRICT
4 Forge Road
Boiling Springs, PA 17007
(717) 258-6484**

BOARD OF SCHOOL DIRECTORS

Michael Berk, President
Steven Bear, Vice President

William "Terry" Draper John Greenbaum Stacey Knavel Denise MacIvor
Elizabeth Meikrantz Christopher Morgan Jonathan Still

District Administration.....717-258-6484

Dr. Matthew Strine, Superintendent
Mrs. Melanie Shaver-Durham, Director of Curriculum and Instruction
Mrs. Beth Scott, Administrative Assistant
Mr. Matthew Ulmer, Operations and Business Manager
Mrs. Nicole Weber – Assistant Business Manager
Mr. Zachary Gump, Director of Buildings and Grounds
Mrs. Kathy Ryan, Transportation Secretary

Elementary Administration.....717-258-6484

Mr. David Boley, Principal, W.G. Rice Elementary
Mrs. Sharon C. Giselman, Administrative Assistant
Mrs. Georgann Bailey, Secretary, W.G. Rice Elementary

Special Education.....717-258-6484

Mrs. Janette Fulton, Director of Special Education
Mrs. Kim Spisak, Assistant Director of Special Education
Dr. Jessica Petronis, School Psychologist
Mr. Alex Smith, School Psychologist
Mrs. Stephanie Roadcap, Secretary of Special Education

Food Services.....717-258-6484

Mr. Nicholas Milone, Director of Food Services, Chartwells

WELCOME TO OUR ELEMENTARY SCHOOL

Welcome to the W.G. Rice Elementary School of South Middleton School District. We value collaborative relationships with the families of our students and wish to provide you with a comprehensive roster of all faculty and staff assigned to each building. Please don't hesitate to contact the school if you have questions or concerns.

W.G. RICE ELEMENTARY (717) 258-6484 (3400) STAFF ROSTER

Mr. David Boley	Principal	dab@smsd.us
Mrs. Sharon Giselman	Administrative Assistant	scg@smsd.us
Mrs. Georgann Bailey	Secretary	tgb@smsd.us
Mrs. Megan Beecher	Kindergarten	mrb2@smsd.us
Miss Lauren Cross	Kindergarten	lmc@smsd.us
Mrs. Candice Delcamp	Kindergarten	cd@smsd.us
Miss Nikki Flemmens	Kindergarten	nmf@smsd.us
Mrs. Brenna Larkin	Kindergarten	bds@smsd.us
Mrs. Ketha Ranck	Kindergarten	kmr@smsd.us
Mrs. Melissa Vincent	Kindergarten	mav@smsd.us
Mrs. Sue Ann Augustine	First Grade	saa@smsd.us
Mrs. Michelle Group	First Grade	mjg@smsd.us
Miss Kaitlin Smith	First Grade	Kjs2@smsd.us
Miss Jennie Sheriff	First Grade	jrs@smsd.us
Mrs. Colleen Walp	First Grade	ced@smsd.us
Miss Jessica Willhide	First Grade	Jmw2@smsd.us
Miss Nicole Wise	First Grade	nmw@smsd.us
Mrs. Mary Cornman	Second Grade	mmg@smsd.us
Mr. Brad Group	Second Grade	blg@smsd.us
Mrs. Debra Harris	Second Grade	dlh@smsd.us
Miss Sally Heberlig	Second Grade	sah@smsd.us
Ms. Vanessa Long	Second Grade	vjl@smsd.us
Mrs. Susan Stahl	Second Grade	smd@smsd.us
Miss Brittany Wendler	Second Grade	bcw@smsd.us
Ms. Megan Capuano	Special Education	mjc2@smsd.us
Miss Christina Mohler	Special Education	cmm@smsd.us
Mrs. Jennifer Flohr	Special Education	jflohr@smsd.us
Mrs. Erin Rech	Counselor	emr@smsd.us
Mrs. Kim Herman	School Nurse	kah@smsd.us
Miss Ellen Schin	Librarian	ems@smsd.us
Mrs. Susan Lutz	Art	slutz@smsd.us
Miss Rebecca Schlegel	Music	rschlegel@smsd.us
Mr. Rob Waynick	Physical Education	rcw@smsd.us
Mrs. Erin Edmonds	Math Intervention	ech@smsd.us
Ms. Kelly Klacik	Reading Intervention	kec@smsd.us
Mrs. Karen Doersom	ELL	ked@smsd.us
Mrs. Sallie Miller	Special Interest	sjm@smsd.us
Mrs. Laura Leskosky	Speech/Language	lal@smsd.us
Mrs. Megan Chaphones	Special Education Aide	
Mrs. Jennifer Etchison	Special Education Aide	
Ms. Heidi Gutshall	Special Education Aide	
Mrs. Megan Chaphones	Special Education Aide	
Mrs. Alice Chamberlain	Special Education Aide	
Mrs. Allison Samella	Kindergarten Aide	
Mrs. Amy Hartmann	Kindergarten Aide	
Mrs. Debbie Giewont	Kindergarten Aide	
Mrs. Diane Najdek	Kindergarten Aide	
Mrs. Marlene McNair	Cafeteria Aide	
Mrs. Rebecca Metzger	Cafeteria Aide	
Mrs. Lori Nescio	Cafeteria Aide	

EQUAL RIGHTS AND OPPORTUNITIES POLICY

The South Middleton School District does not discriminate on the basis of sex, handicap, religion, race, color, age and national origin in its education programs and activities or employment as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendment, Section 504 of the Rehabilitation Act of 1973, and the Pennsylvania Human Relations Act of 1955 as amended, and the Americans with Disabilities Act 1990. This policy of non-discrimination extends to other legally protected classes. Inquiries should be directed to Dr. Matthew Strine, Superintendent, South Middleton School District, 4 Forge Road, Boiling Springs, PA, 17007.

ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, the South Middleton 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. 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.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT POLICY

A federal law called the Family Educational Rights and Privacy Act ("FERPA") gives parents of minor students and students who are eighteen years of age and older ("eligible students") certain rights with regard to the student's education records. Parents or eligible students have the following rights under FERPA:

1. The right to inspect and review the student's education records.
2. The right to seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
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.
4. The right to refuse to allow the disclosure of certain "directory information" such as the student's name, address, telephone listing, e-mail address, photographs, date and place of birth, major fields of study, dates of attendance, grade level, participation in school activities and sports, height and weight of members of certain athletic teams, degrees, honors and awards received and most recent previous educational agency or institution attended by student.
5. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the District to comply with the requirements of FERPA.

Parents or eligible students interested in inspecting and reviewing the student's education records should submit a written request to the school principal that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Parents or eligible students may ask South Middleton School District to amend a record that they believe is inaccurate or misleading by submitting a written request to the school principal clearly identifying the part of the record they want to be amended and specify how the record is inaccurate or misleading. The District will either amend the record as requested or notify the parents or eligible student of its decision not to amend the record. A parent or eligible student may appeal the District's decision not to amend the record and is entitled to a hearing regarding their request.

Parents and eligible students may file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with FERPA requirements by contacting the Family

If a parent requests copies of education records from the SMSD, the District may charge a reasonable cost which is not to exceed the actual expense of making the copies requested. Any copies of records made for the parent or eligible student shall cost \$.25 per copy sheet, payable when the records are copied.

VISITORS

We welcome and encourage visits by parents, other adult residents of the community, and interested educators. To ensure safety and security in the schools, it is necessary to establish guidelines governing school visits. The superintendent or building principal has the authority to prohibit the entry of any person to a school of this district in accordance with the following procedures:

1. **All visitors shall be required to check in through the school office using School Gate Guardian. Visitors will need a valid, state issued ID to check in using this system. A visitor must wear the generated badge for the duration of the visit.**
2. Persons wishing to visit a school are required to make arrangements in advance with the school office in that building.
3. Should an emergency require that a student be called to the school office to meet a visitor, the principal shall be present during the meeting.
4. No visitors shall be permitted during the school day for social purposes.
5. Visitors may come during the lunch period; however, they are not permitted to go out with the students to recess. Please note that lunch visitors are required to RSVP prior to arriving for lunch. If a visitor is coming such as a grandparent, a note is required from the parents prior to the visit.
6. Visitors must remove hoods, hats and sunglasses before entering the building.

VOLUNTEERS

Volunteers are a valued resource in our elementary schools. Students benefit greatly from the support of parents and community members who serve as classroom assistants, clerical assistants, chaperones for field trips, and coordinators for classroom parties and other special activities. To ensure the safety of our students and in compliance with Pennsylvania law, South Middleton School District follows explicit procedures for allowing volunteers to interact with its students. A volunteer manual is available on the district website and through the elementary school office for any parents or community members who wish to volunteer. In this manual, you will find information regarding the new legislation as well as what will be expected of any adult who would like to serve as a volunteer for our schools.

All volunteers MUST: Fill out the Volunteer Information and Disclosure Statement Forms found in the Volunteer Manual. These forms are included in this manual and should be submitted to the office of your child's school. These forms are to be completed every year.

Independent Volunteer/Coach/Sponsor MUST:

Complete Act 34 PA State Police Clearance. (<https://epatch.state.pa.us/Home.jsp>)

Complete Act 151 Child Abuse History Clearance.

(<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms>)

Complete the Act 114 FBI Clearance, if you have not lived in the state of Pennsylvania for the last ten consecutive years. (<http://www.pa.cogentid.com/>)

All volunteers must have a TB test from your family physician or family provider. A copy of the results must be provided to the District.

Clearances must be renewed every five years. If your clearances were obtained more than three years ago you will need to get these updated prior to volunteering for the 2017-2018 School Year.

Volunteers will be required to check in the school office using School Gate Guardian. Volunteers will need a valid state issued ID to check in using this system. The system generated badge must be worn for the duration of the visit.

ATTENDANCE

ENTRANCE AGE

Students enrolling in kindergarten must be five years old before September 1 to qualify.

STUDENT ABSENCES

Students are able to take full advantage of the educational opportunities offered to them only if they follow a policy of regular attendance. Regular attendance shall be defined as attending school for a full day on each day during which school is in session. Students are required to attend all sessions unless properly excused by school authorities.

Parents/Guardians should notify the school by 9:00 a.m. of a student's absence. Please call 258-6484 and select option 2. Upon return to school, a medical excuse or if not available, a written excuse is required. **If an excuse is not submitted within three days after a student returns, the absence(s) is (are) marked unexcused.**

Medical documentation is required to excuse a student from physical education classes or other activities following absence/illness.

Retention may be considered if a student is absent more than 25 school days per school year.

EXCUSED ABSENCES:

1. Illness
 - *medical documentation required after third consecutive day of absence**
 - *medical documentation required for every absence after 10 cumulative absences**
2. Family emergencies
3. Prearranged doctor and dentist appointments
4. Religious holidays
5. Educational trips
 - *administrative pre-approval required**
 - *form available in school office or on school website**
 - *up to five school days per school year permitted**
 - *days beyond five will be recorded as unexcused**

UNEXCUSED ABSENCES:

1. Absence from school with parents'/guardians' consent for reasons other than those considered excusable
2. Absence after the tenth day without medical documentation
3. Any absence for which an excuse has not been submitted to the school office within three days after the student returns to school

ADMINISTRATIVE ACTION ON ABSENCES

School attendance is mandated by Pennsylvania's Compulsory Attendance Laws. Regular school attendance is critical for every student's success. The following standards will be applied by the administration in dealing with absences:

1. Students will be allowed three (3) unexcused absences before a TEP meeting is scheduled. When a student has been absent three (3) days, and the absences are unlawful and unexcused, an official notice is sent to parents/guardians informing them that all additional unexcused absences will result in a TEP meeting is scheduled and a truancy plan is developed. Fines with the district magistrate could be incurred.
2. A letter will be sent to parents/guardians of students who have been absent six (6) days without a medical note.
3. When a student accumulates ten absences without a medical note, medical documentation will be required for each subsequent absence. If medical documentation is not received, the absence(s) will be unexcused. If the student is of compulsory attendance age, and has received the three (3) day notification for unexcused absences, the student could be subject to fine.

HOMEWORK REQUEST

If homework is being requested for a child who is absent, please contact the school office by 10:00 a.m. **Teachers will gather the assignments which may be picked up after 3:15 P.M. in the office.** Teachers have limited unassigned time which makes the preparation of assignments difficult once the student day begins.

SCHOOL HOURS OF OPERATION

LATE ARRIVALS

If a student arrives later than 8:55 a.m., he must be accompanied by an adult and signed in at the office.

1. Students arriving between **8:56 a.m. and 10:30 a.m. are tardy.**
2. Students arriving between **10:31 a.m. and 12:15 p.m. are recorded as ½ day absent.**
3. Students arriving at school after **12:15 p.m. are recorded as full day absent.**

EARLY DISMISSAL

Parents/guardians who need to have a student dismissed early or excused from school for a brief period of time must send a note to school. As the child arrives in the morning, he should give the note to the classroom teacher who will forward it to the principal's office for approval. The note should include the child's name, date, and time the dismissal is required. The child must be picked up in the school office. **A half-day's absence will be charged if students are dismissed before 2:00 p.m.**

RELEASING STUDENTS FROM SCHOOL

1. Children shall be released from school only to their parents/guardians or to persons pre-authorized by the parents/guardians. ***A signed note is required when a student is leaving with a person other than a parent/guardian. Please include the name of the person picking up the student. Photo ID must be shown prior to the release of the student.***

2. ***Students shall not be dismissed during school hours for non-school activities such as private music lessons, dancing lessons, scouts, etc.***

SCHOOL CLOSINGS, DELAYS AND EARLY DISMISSALS

The district superintendent will assume responsibility for deciding whether schools will be open or closed. The following media sources will be used to announce delays and closings:

District website www.smsd.us

District One Call Now system

Television stations: channels 8, 21, 27, 43, and 15

Radio stations: 106.7 FM, 97.3 FM, 104.1 FM, 105.7 FM, 99.3 FM, 102.3 FM, and 93.5 FM.

*Additional days may be added to the end of the school year if needed.

*On the morning of a delayed opening, parents are requested not to bring children to school prior to the announced time.

*In case of early dismissal, please make the necessary plans for receiving your child early on this day.

CODE OF STUDENT CONDUCT

It has been recognized that a positive educational environment is the responsibility of all parties sharing the benefits of the school association. At South Middleton School District, we are aware of the need for the total community to work towards the enhancement of the educational opportunities enjoyed by all. With this in mind, it is necessary to identify individual educational responsibilities. Through a combined effort, we will provide our school and community with the best educational experiences available.

The character of a school is mirrored in the behavior of the students as they function in the learning environment. This behavior should be safe, respectful, courteous, and in keeping with the purpose of attendance in school. The staff of the school needs to establish the rules of behavior for the students. Parents/guardians and students need to fully understand the expectation of the staff is for proper conduct on the part of all students at all times. When this is accomplished, every student will be able to reach his maximum potential for learning.

GENERAL SCHOOL RULES

Students will respect all adults, other students, school property, and other students' property.

Students will show respect for other students by refraining from teasing, harassing, or bullying.

Students will show respect for school property by using school equipment and classroom supplies appropriately.

Students will report directly to their homerooms upon arrival.

Students will not bring pretend or real weapons to school.

Students will refrain from running, pushing, and shoving in classrooms, hallways, and sidewalks.

Students will practice personal and academic honesty.

Students will use appropriate language at all times.

Students will maintain an orderly climate on school grounds.

Students will eat food only in the cafeteria unless the teacher allows a snack in the classroom.

Students will refrain from bringing or chewing gum on school grounds.

Pets will not be permitted at school nor on school buses for any reason unless approved by the principal.

Items of value should remain at home. The school will not be responsible for lost or damaged items.

Items for the purpose of sale or trade are not permitted in school.

Cell phones and other electronic devices should not be in use during school hours without the permission of a school official. Any items brought to school are the responsibility of the student.

SCHOOLWIDE POSITIVE BEHAVIOR CULTURE

The character of a school is mirrored in the behavior of the students as they function in the learning process. This behavior should be respectful, courteous, and in keeping with the purpose of attendance in school. The staff of the school needs to establish the rules of behavior for the students. Parents/guardians and students need to fully understand that the expectation of the staff is for proper conduct on the part of all students at all times. When this is accomplished, every student will be able to use his/her maximum potential for learning.

Rules provide adequate guidance for children to practice self-discipline. By practicing self-discipline and following school rules, children can help to establish an enjoyable learning atmosphere.

At Rice Elementary, students are introduced to a positive behavior system: Every Bubbler CARES. Guidance lessons are provided to introduce the students to the positive behaviors cultivated by the program:

- C stands for COOPERATION
- A stands for ACCOUNTABILITY
- R stands for RESPECT
- E stands for EMPATHY
- S stands for SELF-CONTROL

The students practice and apply these concepts daily in all contexts of the school day, and positive behaviors are acknowledged schoolwide with incentives such as public announcements, EB CARES stickers, and photos in the cafeteria.

Through the Every Bubbler CARES program, we strive to assist our students in developing skills needed to monitor, evaluate, and control their own behavior. Because we believe it is imperative for the students to be actively involved in monitoring their own behavior, we have developed a building wide process for dealing with Levels I, II, and III disciplinary issues. Consequences are reflective of the severity and frequency of the infractions.

DISCIPLINE CODE

Level I

This is generally minor misbehavior on the part of the student which interferes with orderly classroom procedures or the orderly operation of the school. These types of behavioral problems are usually handled by an individual staff member but sometimes require the intervention of the principal.

Examples

Failure to complete classroom work or homework
Tardiness
Improper language
Lack of attention
Running in the hallway or classroom

Chewing gum
Misbehavior in the cafeteria, hallways, or at recess

Procedures

There is immediate intervention by the staff member on site or on duty; a proper and accurate record of the offense is made, if necessary; the principal intervenes, if necessary.

Disciplinary Options

Verbal reprimand
Special assignment
Minimal withdrawal of privileges
Principal notified by staff member
Parents/guardians notified

Level II

This level addresses misbehavior where frequency or seriousness tends to disrupt the learning climate of the classroom or school. These infractions usually result from the continuation of **Level I** behavior and may require the intervention of the principal because the execution of **Level I** options failed to correct the problem. Also included in this level is behavior which poses a serious negative effect on the operation of the school and on the learning of other students.

Examples

Continuation of **Level I** behavior
Negative student relationships
Profanity
Unsportsmanlike behavior
Attempt to defraud
Academic Dishonesty
Neglect of Studies

Procedures

The student is referred by a staff member to the principal; the incident is documented; the parents/guardians are notified; a conference may be held with the staff member and parents/guardians.

Disciplinary Options

Loss of privileges - Recess, Field Trip, Assemblies, Special Programs, etc.
In-school suspension
Detention
Restitution for damages

Level III

Infractions at this level include behavior previously addressed in **Levels I and II** and acts that are directed against any person(s), property, or the policies and procedures of the school or classroom. These acts might be considered potentially dangerous but can still be handled by the school staff. Corrective measures which the school could undertake depend upon the availability of resources for correcting the situation expeditiously and in a fair manner.

Examples

Continuation of behavior from **Levels I and II**
Assault upon an employee or student – physical or verbal
Throwing objects at another person
Vandalism
Stealing
Forging signatures
Unsafe behavior
Violation of the district smoking policy

Violation of the district drug/alcohol policy
Sexual Harassment

Procedures

The principal investigates the incident; the principal confers with the appropriate staff; the incident is documented; the principal meets with the student(s); the parents/guardians are notified.

Disciplinary Options

Detention

Temporary in-school suspension

Temporary out-of-school suspension

Loss of privileges - Recess, Field Trip, Assemblies, Special Programs, etc.

Restitution for damages

***BULLYING IS AUTOMATICALLY A LEVEL III INFRACTION**

The preceding is furnished for the purpose of example. There is no intent to restrict examples, procedures, or options to any one level or to infer that every procedure, or option, must be followed at each level. (Board Policy No. 233 "Suspension and Expulsion" is available for review in all building offices and on the School District Website at www.smsd.us)

DETENTION

Building Principal may detain students after school (3:45 p.m. - 4:45 p.m.) or require them to attend school early (8:00 a.m. - 8:45 a.m.) Parents/guardians will be notified of the detention in advance. In such instances, parents/guardians will be required to provide transportation. In addition, students may serve detention during the school day by losing recess privileges.

BUS SAFETY AND REGULATIONS

Student behavior is a critical factor in bus safety. Bus drivers must constantly be involved with their buses, road conditions, pedestrians, students entering and exiting the bus, and other drivers. When a driver's attention is called from the road, even for a split second, the chance of an accident increases. Maintaining good order on school buses requires the cooperation of pupils, parents/guardians, teachers, principals, and drivers. The importance of proper conduct while waiting for, boarding, riding, or disembarking from a bus cannot be over-emphasized. Any behavior that distracts the bus driver instantly endangers all.

In the interest of safety, all students should understand, and parents are urged to impress upon their children the necessity for strict compliance with the following rules:

1. Students should be at their assigned bus stops five minutes prior to the arrival time of the bus.
2. Students are to remain well out of the roadway while waiting for the bus.
3. Students are to get on and off the bus in an orderly manner.
4. Bus drivers are entitled to the same respect shown parents/guardians and teachers. Students must cooperate and obey instructions.
5. Students are to remain seated while the bus is in motion.
6. No part of the body shall ever be extended outside of the bus.
7. Aisles should be kept clear at all times.
8. Conversation should take place in an acceptable tone of voice. A sudden scream or yell is especially dangerous.

9. Nothing should be thrown either in or from the bus.
10. Tobacco, drugs, or alcohol on the school bus are strictly forbidden and will result in immediate suspension and, where necessary, prosecution.
11. Crowding, pushing, shoving, etc. are not only unnecessary but dangerous as well.
12. Eating and drinking are forbidden on the bus.
13. Students are forbidden from carrying glass containers on the bus.
14. Sporting equipment and games must be carried in a backpack or bag while on the bus.
15. Large items (school projects, instruments, etc.) if carried on the bus must be maintained in the student's personal seating area.
16. Under no circumstances will permission be granted for pets (live animals) to ride on the school bus.
17. Written permission from parent(s)/guardian(s), and written approval from the building office, is necessary to temporarily change buses or to board or depart from your bus anywhere other than your assigned stop. Any such change should occur only in family emergency situations, which will be handled on a case-by-case basis. Changes should be requested at least 24 hours in advance of the change. Only SMSD students are permitted to ride the buses. Parent(s)/Guardian(s) are not permitted to use our buses as a means of personal transportation. In the event of a permanent change in busing, parent(s)/guardian(s) must contact the District Office at 258-6484, ext. 1525.
18. Failure to comply with the aforementioned rules will result in the following disciplinary actions:

Level 1

Disruptive

Disrespectful to driver

Refusal to follow instructions

Inappropriate language

Food on the bus

Leaving a mess on the bus

Carrying glass containers on the bus

Out of seat while bus is moving

Procedures

There is immediate intervention by the bus driver.

Minor behavioral problems are usually handled by an individual bus driver, but sometimes require the intervention of the principal.

The incident is documented.

The principal intervenes, if necessary.

Principal notified by bus driver.

The parents/guardians notified.

Level 1 Possible Actions on Referral

Conference with principal and parents contacted, and/or a warning, and/or 1-2 hours detention.

Level 2

Accumulation of **Level 1** Offenses

Bringing flammable and/or explosive materials, including but not limited to matches, cigarette lighters, or fireworks

Fighting

Disrespectful/Defiant

Refusal to follow instructions

Disruptive

Inappropriate language

Throwing objects in bus
Forgery of bus passes
Improper use of standard bus procedures
Not properly participating in evacuation drill

Procedures

There is immediate intervention by the bus driver.
The principal intervenes, if necessary.
The incident is documented.
The student is referred by the bus driver to the principal.
The parents/guardians are notified.
Conference with principal, bus driver, and parents/guardians.

Level 2 Possible Actions on Referral

Conference with principal, bus driver, and parents, and 2-4 hours detention, and/or 1-3 days in-school suspension, and/or up to 5 days loss of bus riding privileges.

Level 3

Accumulation of **Level 1** and **Level 2** Offenses

Vandalism
Throwing objects out of the bus
Actions so disruptive it seriously endangers the lives of others
Sexual Harassment

Procedures

There is immediate intervention by the bus driver.
The principal intervenes, if necessary.
The incident is documented.
The student is referred by the bus driver to the principal.
The parents/guardians are notified.
Conference with principal, bus driver, and parents/guardians.

Level 3 Possible Actions on Referral

Conference with principal, bus driver, and parents, and up to 10 days loss of bus riding privileges, and/or 5-10 days in-school suspension, and/or hearing before the superintendent, and/or permanent loss of bus riding privileges.

CAFETERIA CONDUCT

1. Students will respect the rights of all other students by staying where they are in line, refraining from pushing or shoving, and talking in a conversational tone.
2. Students will respect and obey cafeteria aides and serving personnel.
3. Students will use proper language at all times.
4. Talking quietly is acceptable.
5. Sharing food will not be permitted.
6. No food is to leave the cafeteria.
7. Once seated at a table, students should remain seated until dismissed by the person in charge to return their trays.
8. Students will refrain from throwing food or disturbing the trays of other students.
9. Students will refrain from fighting.
10. Students will use proper table manners at all times.
11. Students will clean up around their seats before leaving the table.
12. Students will wait to be excused by table and will form an orderly line after lunch is concluded.
13. A period of quiet lunchtime may be initiated as needed to maintain order and reinforce appropriate behavior.
14. **Lunch Aides are in charge. Listen to their directions.**

DRESS CODE GUIDELINES

A student's dress, personal appearance, hygiene, and behavior should reflect sensitivity to and respect for others. The fact that the South Middleton School District permits a wide variety of clothing to be worn by students does not imply that all styles worn are equally appropriate. Appropriate dress is a decision that is made by students and their parents/guardians. This decision must be made within the parameters outlined in the student dress code guidelines of the South Middleton School District. Student dress must be such that it does not present a danger to the student or to the health and safety of others. In addition, student dress should not disrupt or interfere with the work, creativity, or order of the classroom or overall operation of the building. It is the expectation of this district that all students will be appropriately dressed and groomed at all times.

The South Middleton School District recognizes the fact that students may be required to wear certain types of clothing while participating in courses, extra-curricular activities, or other situations that necessitate special attire to ensure the health or safety of the student. Examples of these courses include, but are not limited to, physical education, technology education, science, art, and family and consumer science.

In April 2013, the South Middleton Board of School Directors revised the set of Dress Code Guidelines. Guidelines were established for the following areas: clothing, footwear, body piercing, and accessories. Penalties for violation of the dress code were also established.

Clothing Guidelines

1. Clothing that can be considered as a health hazard or is soiled, torn, or ragged is not permitted.
2. Shorts, skirts, and dresses must be long enough to reach at least the mid-thigh of the leg. Running shorts, swimming shorts, and boxer shorts are prohibited.
3. Students must wear undergarments. Exposure of undergarments is not permitted.
4. Low-cut tops, tank tops, halter tops, mesh tops, midriff tops, tube tops, and tops with thin spaghetti-type straps are not permitted.
5. Oversized pants are not permitted. Pants must be worn at the waist. Pant legs are not permitted to be worn below the student's footwear.
6. Gang-related attire or clothing containing inappropriate messages, including those that promote violence, drug, alcohol or tobacco consumption, or contain sexually explicit message, are not permitted.
7. Outerwear is prohibited from being worn during class and must be placed in the locker or on coat hooks during the school day.
8. Hats and headgear are inappropriate apparel when worn inside a place of business and are not allowed in school. Headbands, when used for the purpose of keeping hair from a student's face for safety and comfort reasons, will be permitted.

Footwear

1. Shoes must be worn throughout the building at all times.
2. High heels, platform shoes, or shoes without straps around the heel or ankle are not permitted.
3. Flip-flop shoes and steel-toed shoes are only permitted in specific areas such as the pool and shop areas for safety purposes.

Body Piercing

Body piercing will be restricted as follows:

1. Ear, eyebrows, nose, and tongue piercing jewelry will be removed for safety reasons in the following curricular and extracurricular activities:
 - A. Physical Education classes.

- B. Science and Art classes in which chemicals are used and require that protective eye glasses be worn that must fit securely around the eyes.
 - C. Technology Education classes where equipment is used and protective eye glasses must be worn that must fit securely around the eyes.
 - D. Extracurricular activities involving physical contact.
 - E. PIAA requires that all jewelry be removed for all practices and games.
2. Jewelry must be removed whenever body piercings become infected and present a health hazard to the student and/or to others.

Accessories

- 1. Chains that are attached to wallets or chains worn as belts are not permitted.
- 2. Sunglasses are not permitted to be worn during the school day unless medically prescribed.
- 3. Clothing, pins, patches, tattoos, or any other items that encourage violence, drug, tobacco or alcohol use, or containing a sexually explicit message are not permitted.
- 4. Articles that could cause damage to other students or students' property are prohibited.

In view of the fact that fashions are continually changing, the building principals reserve the right to be the final authority in all issues regarding the student dress code.

Board Approved: July 17, 2000; Revised 4/2013

SEARCHES

- 1. School authorities may search a student's locker or desk and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.
- 2. The courts have upheld the claim that school lockers are school property loaned to the student for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband, because, standing in loco parentis, school authorities are charged with the safety of all students under their care and supervision. Such a search is not an "illegal" search under the Fourth Amendment to the Federal Constitution, but a reasonable exercise of board power in the interest of the health, welfare, and safety of all school students. Courts have reasoned that the school extends locker use to students only for legitimate purposes.
- 3. Lockers may be issued to students for school use.
- 4. Lockers will be opened periodically at unannounced times. Students may not keep tobacco products, illicit drugs, narcotics, or alcoholic beverages in lockers or on school property. Offenders will be referred to the Pennsylvania State Police.
- 5. Improper magazines or books will be turned over to parents/guardians.

TOBACCO

Any tobacco product is considered a controlled substance. **Anyone who uses or has tobacco in his/her possession** on school property or at school-sponsored activities held off school property will be in violation of Act 145 of 1996 - School Tobacco Control Act. This person, adult or student, will have a citation filed with the District Justice in his/her name. This citation carries with it a fine. Any student who brings a tobacco product of any kind to school may be cited.

WEAPONS

1. School authorities recognize the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.
2. The following are included under the heading of weapon: **any knife, cutting instrument, cutting tool**, unchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, **look-alike gun**, chemical agent, mace, explosive device, tazer, firecracker, and/or any other tool, instrument or implement capable of inflicting serious bodily harm.
3. A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while she/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.
4. A student may not have in his/her possession a weapon or a replica of a weapon in any school building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity.
5. The school district may expel any student for a period of not less than one (1) year who violates this policy. Discovery of any weapon will be reported to the student's parents and to local law enforcement officials.

CARE OF THE BUILDING, GROUNDS AND EQUIPMENT

1. Students are asked to exercise good judgment in this respect. They should consider the school as their home and act accordingly. It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/guardians shall be held accountable for the actions of their child.
2. All books issued or loaned by the school must be accepted by students subject to their custody and care. Books lost while in their possession must be paid for by the student.

PLAYGROUND CONDUCT

Only students with a valid health excuse from a doctor or parent/guardian will be allowed to miss outdoor recess.

1. Children are expected to participate in recess activities and should be suitably dressed for active play. Students will go to the playground dressed as they arrived at school. Attire should be appropriate for weather conditions.
2. Students will refrain from rough play such as: fighting; play fighting; throwing sticks, stones, snowballs; playing physical contact sports; or participating in any dangerous activities.
3. Students will play only in designated areas. Students will not be permitted to play in the vicinity of parked cars or parked buses.
4. Students will appropriately and safely use playground equipment such as slides, swings, monkey bars and see saws.
 - a. Only one student at a time will be in/on each seat or piece of equipment.
 - b. Students will sit and not stand on each piece of equipment.
 - c. Students will stay a safe distance away from each piece of equipment when the equipment is being used.

- d. Students will use equipment properly by not twisting swings, climbing up a slide, sliding down the slide on their stomachs, or jumping from swings or monkey bars.
5. Safe, appropriate playground equipment is provided by the school. Permission must be granted by the classroom teacher prior to bringing playground equipment from home.

ACADEMIC INFORMATION

REPORT CARD PERIODS AND DATES

There will be four 9-week marking periods. The report cards will be distributed the week of:

1. **October 29, 2018**
2. **January 21, 2019**
3. **March 25, 2019**
4. **May 31, 2019***

*Students are responsible for lunch accounts, absence excuses, and books and materials issued to them.

*Report cards will be held until all obligations are resolved.

HOMEWORK GUIDELINES

Homework may be a part of your child's academic routine. The purpose of homework assignments includes the following:

1. To provide practice and reinforcement of skills presented by the teacher.
2. To broaden areas of interest through enrichment.
3. To provide opportunities for parents/guardians to know what their child is studying.
4. To encourage parent/guardian and child interaction.

Successful learners demonstrate the following attributes:

1. Stay focused on instruction and follows directions.
2. Participate in class discussions.
3. Are organized and complete classwork and homework on time.
4. Show self-control, respect, and good manners.
5. Complete work neatly.

RETENTION PROCEDURE

1. The classroom teacher identifies and recommends a student as a tentative retention based on documented information:
 - a. Benchmark assessment data
 - b. Staff evaluations and input
 - c. Report cards and other achievement data
 - d. Non graded learner attributes
2. A Child Study team meeting will be scheduled to discuss the tentative retention. This team shall include the classroom teacher, reading and math specialists, guidance counselor, building principal, school psychologist, and parent(s)/guardians. Other staff members may be invited to attend.
3. Recommendations for retention are due in the guidance office by the end of the third marking period.
4. The decision reached by the Child Study team and building principal shall be final. (School Code 1532 - Teacher Recommendations for Promotion or Retention.)

HEALTH SERVICES

SOUTH MIDDLETON SCHOOL DISTRICT POLICY ON MEDICATION

The South Middleton School District recognizes the need for a policy regarding the administration of medicine during school hours. The Board, therefore, establishes the following guidelines and procedures to coordinate medication use. The efforts and cooperation of home and school are essential.

Parents, whenever possible, are asked to arrange medication time intervals to avoid school hours. The South Middleton School District recognizes the legal and regulatory implications of administration of medications by school personnel. Therefore, only the nurse/health aide may dispense medications under the established procedures of this policy. In the absence of the nurse/health aide, the principal or principal's designee shall assist in the self-administration of the medication.

Parents/guardians are required to bring all medications to be administered to the nurse/health aide, principal, or principal's designee in each respective building. For long-term medications, no more than a four (4) week supply shall be kept at school. Medicine must be clearly identified in the original prescription container and accompanied by written consent which must include the following information:

1. Student's name
2. Current date
3. Type of medication, dosage, time schedule, length of time medication must be administered
4. Physician's name and phone number
5. Diagnosis
6. Parent's signature
7. Physician's signature

Please Note: A physician's order is required before any medication will be administered to any student attending South Middleton School District.

8. A written record shall be kept on each student receiving medication. The time and date of each dose is to be recorded and initialed.
9. The student is to take the medication in the presence of the nurse/health aide administering the medication, or the principal or principal's designee assisting with self-medication.

It is preferred that all medicines be given at home. Medication to be given three times a day may be given before school, immediately after school and at bedtime unless otherwise specified by the physician.

Non-Prescription Medications

A nurse/health aide, principal, or designee may administer non-prescribed medication, i.e. acetaminophen, etc. under the following conditions:

1. Required parent consent as indicated on the emergency form.
2. A required standing order as indicated by the school physician.
3. Physician's signature.

Please Note: A physician's order is required before any other over-the-counter medications will be administered to any student attending South Middleton School District.

The nurse/health aide, principal or designee may refuse to administer non-prescribed medication; i.e. acetaminophen, etc. if he/she feels the student does not require it.

IMMUNIZATIONS

Required immunizations for children entering all grades:

- | | |
|--|--|
| 4 doses tetanus - 1 dose on or after the 4th birthday | Polio 4 doses – 4 th dose on or after 4 th birthday and at least 6 months after previous dose. |
| 4 doses Diphtheria – 1 dose on or after the 4 th birthday | Hepatitis B three doses |

Measles 2 doses (given as MMR)
Varicella (Chickenpox) 2 doses or history of disease

Mumps 2 doses given as MMR
Rubella (German Measles) 1 dose

A student who does not have the above mentioned immunizations may not be assigned to a classroom in any public school in the state of Pennsylvania.

EMERGENCY FORMS

Vital information cards must be completed by the parents/guardians. These forms are important and must be completed accurately, since they contain information which would be needed in case of emergency.

It is important that parents/guardians contact the school office of any changes in the information contained on their child's emergency form. THIS IS PARTICULARLY IMPORTANT WHEN CHANGING YOUR ADDRESS OR TELEPHONE NUMBERS.

HEALTH SERVICES AND PROCEDURES

Student Accident Insurance - In order to help defray the cost of medical and surgical expenses due to accidental injuries, student accident insurance is made available to all students in grades Kindergarten through 12th grade. Applications for the purchase of this insurance will be available online on the District website.

STUDENT SERVICES

ELECTRONIC DEVICES

The Board prohibits use of personal electronic communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities, except when permitted by and under the direct supervision of a teacher for instructional purposes. Student use of electronic devices shall comply with the guidelines set forth by the Acceptable Use Policy for Technology (AUP) and the Bring Your Own Technology (BYOT) agreement.

The district shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student.

The administration strongly encourages students to leave electronic devices at home to avoid loss, damage, or misuse of these items.

FIELD TRIP GUIDELINES

Field trips are both valuable potential learning experiences and privileges earned by positive student performance during the school year. By being responsible for their pursuit of learning, for their behavior, and for their achievement; students earn the privilege of participating in field trips. This privilege may be denied when students fail to meet their responsibilities in areas such as: regular attendance, appropriate behavior, and classroom obligations, including homeroom.

LIBRARY SERVICES

The libraries of South Middleton School District offer a wide variety of material to all students in the district. These materials include computer software, magazines, books, and other items associated with a library (IMC) operation.

Library resources are loaned to students for their use and are expected to be returned to the school within a reasonable amount of time and in the same condition in which they were received.

All students in grades K-2 have Library class once per week or cycle.

GUIDANCE SERVICES

Rice Elementary is fortunate to have a full time guidance counselor to meet the needs of our students. Mrs. Erin Rech is responsible for students in kindergarten through second grade. The counselor provides support through classroom lessons, small group sessions, and individual meetings as needed. She also serves as a liaison to community resources for the elementary students and their families.

INTERVENTION SERVICES

When a student requires remedial assistance to meet the basics of our core curriculum, he/she is referred to our reading and math interventionists for evaluation. If eligible, as determined by the results of school assessment testing tools, students are scheduled for reading and math assistance in these classrooms.

PHYSICAL EDUCATION

A student must have a doctor's excuse to be excused from physical education. For the student's safety, sneakers are required for physical education class.

DISTRICT SPONSORED SWIMMING CLASSES

The South Middleton School District is again providing swimming instruction this school year for all first grade elementary students.

Parents of first grade students will receive specific instructions prior to the start of the swimming program.

STUDENT RECORDS

TRANSFER OF STUDENT'S RECORDS

When a family moves **from** the South Middleton School District, it is important the school office is notified in advance of the move. Records will not be given directly to parents. Once a request is received from the student's new school, records will be forwarded to the new school.

CHANGE OF ADDRESS

When a family moves and stays within South Middleton School District, proof of residency must be provided to the school office **before** change in transportation and change in address can be made. Please provide us with proof of purchase of home with a copy of new mortgage, lease, or rental agreement.

BREAKFAST, LUNCH, NUTRITION, & WELLNESS

Our school has a cafeteria which serves a nutritious type "A" lunch approved by the United States Department of Agriculture. In addition to buying a complete lunch, students who pack their lunches may purchase milk. Reduced and free lunches are provided to children who qualify according to the guidelines established by the federal government.

LUNCH PROCEDURES

We believe our students' lunch period should be a pleasant time in their school day. It is natural for all students to want to relax and enjoy this period when they can visit with their friends. It is necessary, however, to maintain some guidelines for our lunch room, particularly since so many people are using the cafeteria at the same time.

Prices for 2018-2019 will be as follows:

W. G. Rice Elementary School – Breakfast	Free
W. G. Rice Elementary School - Lunch	\$2.75
W. G. Rice Elementary School – Adult Lunch	\$3.80
Milk	\$0.50

FREE BREAKFAST

This year at Rice Elementary, all students will be offered to participate in the Free Breakfast Program. Students will be asked when they arrive if they would like breakfast. At that time, they will report to the cafeteria for breakfast at no charge to the student's account. Please have a conversation with your child at home if you would like them to take advantage of this opportunity.

CAFETERIA POINT OF SALE SYSTEM

South Middleton School District uses a computerized Point of Sale payment system for all school food items purchased in the district's cafeterias.

Every student has his or her own personal account and PIN number.

Children will be permitted to charge up to three meals. At no time are A La Carte items, ice cream, extra milk, extra entrees, allowed to be charged. Funds must be available in the account in order to charge these extra items. Parents may restrict or eliminate the purchase of A La Carte items. This may be done by either using the form distributed at the beginning of the school year or by contacting Jennifer Metz at 717-258-6484, extension. 2303. The daily amount of A La Carte purchases can be limited; however, the school has no way of blocking specific items. Parents may monitor their child's lunch activity by logging onto: <https://www.myschoolbucks.com>. Low balance email reminders can be set this way also. Parents may receive email reminders and letters occasionally notifying them that the child's lunch balance is in a negative balance; however, **it is the parents' responsibility to monitor the account and ensure it does not fall to a negative balance.**

STUDENT WELLNESS POLICY

South Middleton School District recognizes that student wellness and proper nutrition are related to each student's physical well-being, growth, development, and readiness to learn. The South Middleton Board of Directors is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

We are asking parents coming to school to have lunch with their child to refrain from bringing or providing food or drinks for any child other than their own.

CLASSROOM PARTIES/HOLIDAY CELEBRATIONS

All classroom parties and/or celebrations must be approved by the building principal.

Classroom parties will offer minimal amounts of foods (**maximum 2-3 items**) that contain added sugar as the first ingredient and will provide the following:

- fresh fruits and vegetables.
- water, 100% fruit juice, or milk.
- foods with minimal or no trans-fatty acids.
- food items that contain >2 grams of fiber per serving.
- foods with a moderate amount of sodium.
- Do not offer any foods of minimal nutritional value.
- All food must be offered in single serving sizes.
- All food items must provide fewer than 250 calories per serving.

The following items listed below meet the guidelines:

- Fresh Fruit
- Fresh Vegetables
- Low Salt Pretzels
- Lightly Salted Buttered Popcorn
- Baked Original Sun Chips
- NutriGrain Bars
- Baked Cheetos Crunchy
- Baked Garden Salsa Sun Chips
- Baked Doritos Chips
- Baked Harvest Cheddar Sun Chips
- Baked Jax Cheese Twists
- Baked Lay's Chips
- Water
- 100% Juices – 8 ounces
- Lowfat or Skim Milk – 8 ounces

Food as a Reward:

Food will not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (ie: guest chef, field trip to a farm or farmers' market, etc.).

ABSENCE FORMS

Student Name _____ HR _____ Grade _____ Date _____

Absent from school/ Tardy to school on: _____ Date: _____

Reason _____

Signature of Parent/Guardian _____

.....

Student Name _____ HR _____ Grade _____ Date _____

Absent from school/ Tardy to school on: _____ Date: _____

Reason _____

Signature of Parent/Guardian _____

.....

Student Name _____ HR _____ Grade _____ Date _____

Absent from school/ Tardy to school on: _____ Date: _____

Reason _____

Signature of Parent/Guardian _____

.....

Student Name _____ HR _____ Grade _____ Date _____

Absent from school/ Tardy to school on: _____ Date: _____

Reason _____

Signature of Parent/Guardian _____

ALMA MATER

Hail, Alma Mater,

Hats off to you!

Ever you'll find us

Loyal and true

We'll sing your praises,

Shout till it rings.

Hail to the school we love!

Hail to Boiling Springs!

