

ELEMENTARY STUDENT HANDBOOK



**W.G. Rice Elementary School
&
Iron Forge Elementary School**

2023-2024

**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 collaboratively provide a challenging education in an emotionally, mentally, and physically safe, supportive environment that empowers ALL students to become lifelong learners and productive, respectful citizens of our diverse and changing world. ALL students can succeed when appropriate and differentiated instructional practices and supports are afforded to every child.

BOARD OF SCHOOL DIRECTORS

Brad Group, President
Robin Scherer, Vice President

Terry Draper
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Shannon Snyder
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Mr. Jason Baker, Assistant Superintendent
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Mrs. Susan Serafin, Administrative Assistant
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Iron Forge Elementary Office Staff.....717-258-6484

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Ms. Kim Smith, Director of Food Services, Chartwells

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Additional Rice Staff Members

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Mrs. Terri Cole	Rice Building Substitute
Mrs. Brid Kenyon	Rice Building Substitute
Mrs. Danielle Roush	Custodian
Mrs. Nadia Tipiana-Cam	Custodian
Mrs. Heather Myers	Shippensburg Head Start- Pre-K
Mrs. Debra Harte	New Story Teacher
Megan Geoghegan	New Story Teacher
Cindy Hockly	New Story
Sally Lynn Kerstetter	New Story
Caitlin Quattrone	New Story
Christine Thoel	New Story
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Miss Taylor Montepara	Special Education Paraprofessional
Ms Mawaddah Ramli	Special Education Paraprofessional
Miss Holly Stock	Special Education Paraprofessional
Mrs. Deborah Giewont	Kindergarten Aide
Miss Holly Wilt	Kindergarten Aide
Mrs. Diane Najdek	Kindergarten Aide
Mrs. Allison Samella	Kindergarten Aide
TBD	Cafeteria Aide
TBD	Cafeteria Aide
Mrs. Marlene McNair	Cafeteria Aide



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Mrs. Holly Bush	Special Education Paraprofessional
Ms. Emina Mehmedovic	Special Education Paraprofessional
Mrs. Jennifer Paden	Special Education Paraprofessional
TBD	Special Education Paraprofessional
TBD	Special Education Paraprofessional

Mrs. Linda Schiavoni	Cafeteria Aide
Mrs. Liz Boswell	Cafeteria Aide
Ms. Kelly Clifton	Lead Supervisor
Ms. Sara McCleaf	New Story Teacher
Ms. Lana Troutman	Food Service Worker/Cashier
Ms Sara Johnson	Food Service Worker
Ms. Teresa Jones	Food Service Worker
Mr. Derek Bream	Custodian
TBD	Custodian



VISITORS

We welcome and encourage visits by parents, other adult residents of the community, and interested educators. To ensure order 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 procedure:

1. All visitors shall be required to check in the school office using School Gate Guardian. Visitors will need a valid, state issued ID to check in using this system. Visitors must wear the badge that is generated by the School Gate Guardian system for the duration of their 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 (ie. lunch, etc.)



VOLUNTEERS

Volunteers are a valued resource in our elementary schools. If you are interested in volunteering, please read the information below in order to fulfill the requirements needed.

ANNUALLY - All volunteers MUST: Fill out the Volunteer Information and Disclosure Statement Form found under the parent resource tab in the Volunteer Manual. These forms should be submitted to the district office.

EVERY 5 YEARS – All 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. (<https://www.compass.state.pa.us/cwis/public/home>)
- ❖ Complete the Act 114 FBI Clearance, if you have not lived in the state of Pennsylvania for the last ten consecutive years.(<https://uenroll.identigo.com>) Use CODE: 1KG6XN

*** Clearances must be renewed every five years (5). If your clearances were obtained more than five years ago, you will need to get these updated prior to volunteering for the current School Year.

One time - Optional except for Volunteer COACHES. Complete the Mandatory Reporter Training. (<https://www.reportabusepa.pitt.edu>) The new legislation states that anyone serving in a volunteer capacity is now a Mandated Reporter. This training educates volunteers as to what exactly it means to be a mandated reporter and the process for reporting abuse.

One time – ALL volunteers must have a TB test completed and read with the W.G. Rice Elementary Nurse, your family physician or an urgent care clinic. A copy of the results must be provided to the District.

TB Testing information:

- ❖ South Middleton School District now provides Tuberculin (TB) testing for free for new employees and volunteers.
- ❖ Testing is available at Boiling Springs High School.
- ❖ You must schedule an appointment with the school nurse by calling 711-258-6484, ext 1046 or email ahoward@smsd.us. Walk-ins will not be accepted.
- ❖ You must also plan to be able to return 48-72 hours later for the TB test to be read.

Questions regarding volunteering should be directed to our District Administration Building at (717) 258-6484 ext 2303.

ATTENDANCE



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. When a student is absent / tardy from school, parents/guardians will be notified by an automated calling system. Parents/guardians will be notified between the hours of 10AM – 11AM. The automated calling system will notify all parents/guardians regardless of whether they have already contacted the school. 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 illegal.** Notify the school using one of the two methods below:

CALL	EMAIL
Dial - 717-258-6484	RICEabsence@smsd.us
Select your child's building	IFESabsence@smsd.us
Choose option #1	

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

EXCUSED ABSENCES:

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

Please Note: For Iron Forge Elementary Students, Educational Field Trips will not be approved during the “open window” of PSSA testing dates. These dates change from year to year; please look for these dates in school communication.

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
4. Absence after the tenth day without medical documentation

ADMINISTRATIVE ACTION ON ABSENCES:

1. Students will be allowed three (3) illegal (unexcused) absences. When a student has been absent for three (3) days, and the absences are illegal and unexcused, an official notice is sent to parents/guardians informing them that additional illegal days may also result in a truancy citation to the district magistrate. Parents will also be invited and encouraged to participate in a Student Attendance Improvement Conference. This conference may occur after 3rd, but by the 5th illegal day.
2. A letter will be sent to parents/guardians of students who have been absent for six (6) days without medical documentation.
3. When a student accumulates ten (10) absences that are not excused by medical documentation, a letter will be sent to his or her parent/guardian. This letter will inform the parent/guardian that medical documentation will be required for any subsequent absence moving forward. If medical documentation is not received, the absence(s) will be unexcused and illegal. If the student receives three illegal absences, the student is subject to a truancy citation to the district magistrate. Parents will also be invited and encouraged to participate in a Student Attendance Improvement Conference. This conference may occur after the 3rd illegal day, but by the 5th illegal day.



SCHOOL DAY INFORMATION

The student day begins at **9:00 a.m.** and ends at **3:30 p.m.** for children in grades K-5. **If a student is not in his homeroom when the bell rings at 9:00 a.m., he/she is considered tardy.**

Walkers or children being dropped off by parents/guardians should not arrive at the building until 8:45 a.m. **Supervision of students will not be provided until 8:45 a.m.,**

DAILY SCHEDULE FOR BOTH ELEMENTARY SCHOOLS

8:45 A.M. Students Report
9:00 A.M. Tardy Bell Rings
3:30 P.M. Dismissal

LATE ARRIVALS

A student who arrives after 9:00 a.m. must be accompanied by an adult and signed in at the office.

1. *Students arriving between **9:01 a.m. and 10:15 a.m.** are recorded as **tardy.***
2. *Students arriving between **10:16 a.m. and 2:10 p.m.** are recorded as **½ day absent.***
3. *Students arriving at school after **2:11 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 your child arrives in the morning, a note should be given to the classroom teacher who will forward it to the principal's office for approval. The note should include the child's name, the name of the person picking up the child, the date, and the time the dismissal is required. Requests for change in the dismissal process for your child will not be accepted after 3:00 unless there is an emergency. **A half-day's absence will be charged if students are dismissed before 2:11 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.***
2. ***Students shall not be dismissed during school private music lessons, dancing lessons, scouts, etc.***
3. Parents who chaperone field trips may sign their student out upon returning from the field trip IF it is 2:30pm or beyond. If a field trip returns to the school before 2:30, parents who sign their children out will be charged an illegal early absence **or** may choose to have it count as time towards your 5 educational field trip days.

SCHOOL CLOSINGS AND DELAYS

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 Facebook
District automated calling system

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

***In case of early dismissal, please ensure that someone is available to receive your child, and ensure your child knows what the procedure will be to get safely home or to another location for childcare purposes.**



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.

DISCIPLINARY PHILOSOPHY

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 rules and procedures for student behavior. 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.

W. G. Rice Elementary School uses an Every Bubbler CARES program:

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

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 modifying their behavior, we have developed a building-wide process for addressing inappropriate student behavior. This process is a menu of sorts, depending on the student's action and history of behavior, consequences will be reflective of the severity and frequency of the behavior.

Iron Forge Elementary School continues the program Every Bubbler CARES:

- C stands for COMPASSION
- A stands for ACCOUNTABILITY
- R stands for RESPECT
- E stands for EFFORT
- S stands for SELF-CONTROL

GENERAL SCHOOL EXPECTATIONS

- Students are expected to respect all adults, other students, school property, and other students' property.
- Students are expected to show respect for other students by refraining from teasing, harassing, or bullying.
- Students are expected to show respect for school property by using school equipment and classroom supplies appropriately.
- Real or pretend weapons are not permitted on school property (ex. Buses, school, etc.)
- Students are expected to walk in classrooms, hallways, and sidewalks and keep hands and feet to themselves at all times.
- Students are expected to practice personal and academic honesty.
- Students are expected to use appropriate language at all times.
- Students are expected to eat food only in the cafeteria unless the teacher allows a snack in the classroom.
- Pets are not 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 teacher or school staff member. Any items brought to school are the responsibility of the student.

DRESS CODE GUIDELINES

South Middleton School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress should respect the South Middleton School Districts intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the parent(s)/guardians(s). The school district reserves the right to determine the appropriateness of attire to determine that it does not negatively affect the health and safety of any student and to make certain that student attire does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socioeconomic status, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Guiding principle: Certain body parts must be always covered for all students.

Clothes must be worn in a way that private parts, generally those covered by a swimsuit, are fully covered with opaque fabric (not able to be seen through; not transparent). All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

1. Students **must* wear** while following the guiding principle of section 1 above:
 - A shirt (with fabric in front, back, and on the sides and under the arms). **And**
 - Pants/Jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts). **And**
 - Shoes

*Certain classes require certain attire for safety reasons i.e., Industrial Technology, Physical Education, and Family & Consumer Sciences.

2. Students **may wear**, if these items do not violate #1.
 - Religious head wear
 - Fitted pants, leggings, and skinny jeans
 - Ripped jeans if the private parts as described above are not exposed
 - Tank tops, including spaghetti straps; halter tops
 - Athletic attire
 - Visible waistbands on underwear or visible straps on undergarments worn under other clothing (if this is done in a way that does not violate Section 1 above)
3. Students **cannot wear**:
 - Violent language or images
 - Images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity)
 - Hate speech, profanity, or pornography

- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group
- Swimsuits or undergarments as outerwear
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except religious observance or personal protective equipment). No hats. Hoodies must be down.

** Please remember that students will be going outside for recess. We encourage students to wear comfortable and appropriate playground footwear. It is preferred that students wear closed-toed shoes with a back on the heel for safety reasons.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expressions, sexual orientation, ethnicity, cultural or religious identity, socioeconomic status, body size/type, or body maturity.

PLAYGROUND GUIDELINES

- Children should have permission from a teacher on the playground before going into the building during recess.
- Throwing snowballs, stones, rubber mulch or other harmful objects is not permitted.
- Appropriate physical interaction is required (no tackling, shoving, etc.).
- When the whistle blows, children are to follow their teacher's procedures for getting ready to return to the building.
- Children are encouraged to keep the playground clean by throwing garbage in the trash.
- Students should be dressed appropriately for the weather conditions. We try to get students out for recess time each and every day.

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

BUS SAFETY EXPECTATIONS

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.

Students should also understand, and parents are urged to impress upon their children, the necessity for district compliance with the following rules:

- Share the seat
- Use kind words

- Take all your belongings with you
- Keep the bus clean
- Thank your bus driver
- Follow directions
- Be ready to enter and exit the bus
- Stay seated
- Use appropriate sound level
- Face forward
- Keep your hands, feet, and belongings to yourself

BULLYING AND CYBERBULLYING

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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

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

Bullying, as defined in this policy, includes cyberbullying, via any form of intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

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

Cyberbullying may also constitute the crime of cyber harassment and as such may be subject to criminal prosecution in addition to disciplinary consequences under this policy. Where appropriate, the Board directs that instances of bullying or cyberbullying be referred to law enforcement.

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

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. 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 reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from

bullying.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include, but is not limited to: counseling within the school, parental conference, loss of school privileges, transfer to another classroom or school bus, exclusion from school-sponsored activities, detention, suspension, expulsion, counseling/therapy outside of school, or referral to law enforcement officials for investigation and possible criminal charges, including, but not limited to cyber harassment.

SEXUAL HARASSMENT

Sexual harassment is any unwanted and unwelcome sexual behavior toward another person. Federal law and South Middleton School District policy strictly prohibits sexual harassment of any kind. Behavior that may be considered sexual harassment may include, but is not limited to: touching, pinching, grabbing in a sexual way, spreading sexual rumors, name calling, comments about a person's body, sexual notes or graffiti, flashing or mooning, and/or forcing a kiss. Any student who feels they are a victim of sexual harassment should contact an administrator, counselor, or teacher immediately.

LUNCHROOM EXPECTATIONS

We believe our students' lunch period should be a pleasant time in their school day, however, students will be expected to sit at an assigned table for the duration of the lunch period, unless told otherwise by a staff member in the cafeteria. We also ask that all students follow the guidelines below..

1. Students will respect other students and adults while in the cafeteria. Students will show respect and follow the directions given to them by cafeteria staff, including personnel in the kitchen.
2. Students will use kind words.
3. Talking quietly is acceptable.
4. Sharing food will not be permitted.
5. Once seated at a table, students should remain seated at all times. An adult will be present to direct students as to how trash will be collected and discarded.
6. Students should keep their hands, feet, food, and objects to themselves.
7. Students should use proper table manners at all times.
8. Students will clean up around their seats before leaving the table.
9. Students will wait to be excused by the classroom teacher and will line up when it is time to exit the cafeteria.
10. A period of quiet lunchtime may be initiated as needed to maintain order and reinforce appropriate behavior.

FIRE DRILL EXPECTATIONS

1. When the alarm sounds, students will line up quietly in straight, single file, orderly lines.
2. Students will walk through the halls to designated exits and line up outside in a quiet line.
3. Students will re-enter the building quietly when the building has been deemed safe.

ASSEMBLY EXPECTATIONS

1. Appreciation may be shown by applause.
2. Students should demonstrate respect to the presenter(s) by remaining quiet and sitting appropriately during the assembly.
3. At the close of the program, all students will remain seated until direction is given by the principal or classroom teacher.
4. A student needs to ask permission to leave the assembly from the adult supervising his/her class.

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 and electronic equipment issued or loaned by the school to the student must be accepted by students subject to their custody and care. Lost books and electronic devices must be paid for by the student.

SEARCHES

1. School authorities may search a student's locker, cubby 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 a 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 or cubbies may be issued to students for school use.
4. Lockers/cubbies 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

For purposes of this policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product including but not limited to electronic smoking devices, personal vaporizers or electronic delivery systems; nicotine; chemicals or devices that produce the same flavor or physical effect of nicotine substances; or material and smokeless tobacco in any form.

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**, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, **look-alike gun**, chemical agent, mace, explosive device, taser, firecrackers, 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.

DISCIPLINE CODE

The sections above describe the expectations in various aspects of the school day and school community. Below is a description of what may happen if a student fails to follow the expectations.

Level I Infractions

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

Inappropriate or offensive language
Failure to comply with school or teacher expectations in any area of the school
Behavior that disrupts others in the learning environment
Disrespectful to bus driver
Leaving a mess on the bus
Out of seat while the bus is moving

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.
- 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 may be notified.

Disciplinary Options

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

Level II Infractions

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
Academic dishonesty
Refusal to complete school work
Not properly participating in bus evacuation drill

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.
- There is immediate intervention by the bus driver. The incident is documented. The student is referred by the bus driver to the principal. The parents/guardians are notified. A conference with principal, bus driver, and parents/guardians may also occur.

Disciplinary Options

Loss of privileges - Recess, Field Trip, Assemblies, Special Programs, etc.
In-school suspension
Detention (before school, after school, lunch)

**Parents/guardians will be notified of the detention in advance. In such instances, parents/guardians will be required to provide transportation*

Restitution for damages

Loss of transportation rights

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 tobacco use policy

Violation of the district controlled substances/paraphernalia policy

Violation of the district weapons policy

Sexual Harassment

Bullying/Cyberbullying

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.
- There is immediate intervention by the bus driver. 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.

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

Permanent loss of bus riding privileges

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)



ELECTRONIC DEVICES

(per Board Policy #237)

Definition - Electronic Devices, a term as used in this policy, includes: all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, filtered or unfiltered connection to the Internet, but will not be limited to: laptops, netbooks, mobile cellular phones, smart phones, personal digital assistants, personal media devices (Laptops, e-Readers, iPads, tablet computers, and similar devices) and any other Internet-enabled communication devices or other new technologies developed that are capable of connecting to the District's network or other independent mobile network.

Guidelines - The Board prohibits the use of electronic 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 Bring Your Own Technology (BYOT) agreement.

Privacy - The Board prohibits the use of electronic devices for the purpose of taking photographs or record audio or video during the school day in district buildings, on district property and while students are engaged in school-sponsored activities, except when permitted by and under the direct supervision of a teacher for instructional purposes.

The unauthorized student recording of oral communications of any individual(s) possessing an expectation that such communications will not be recorded is prohibited and may be punishable under federal and state laws. Use of electronic devices is prohibited in the nurse's office, guidance office, school office, restrooms, and locker rooms unless school personnel in charge specifically permit use of the electronic device in which case the device may be used **ONLY** to the extent and in the manner that permission was expressly granted.

The Board prohibits the taking, storing, disseminating, transferring, viewing, possessing or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Because such violations may constitute a crime under local, state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies. Administrators are to confiscate devices implicated in this electronic data transfer and immediately contact law enforcement when possession or distribution of such images is discovered or reasonably suspected.

Filtered Internet Use - In addition, the Board prohibits the use of wireless, unfiltered connection to the Internet on any electronic device during the school day, on school property, and during any school-sponsored activities. The District will provide filtered, authenticated, wireless access to the Internet for student use.

Academic Integrity - Students will not use electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or

violating copyright policy. Use of electronic devices is prohibited during testing, except where specifically authorized by the teacher or staff member and where the use of such devices is required for the test.

The district shall not be liable for the loss, damage, theft, or misuse of any electronic device brought to school; possessed/used during the school day; in/on district buildings, district property, district vehicles or contracted vehicles; during transport to/from school; while attending school sponsored activities during the school day; and/or any/all school sponsored activities. The District shall bear no responsibility or provide technical support, troubleshooting, or repair of electronic devices owned by anyone other than the District.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee.

Discipline - Violations of this policy by a student shall result in disciplinary action (including the range of penalties provided for in the student code of conduct and student handbook) and may result in confiscation of the electronic device. The confiscated item may not be returned until a conference has been held with a parent/guardian or may be turned over to law enforcement officials in appropriate situations. Use of electronic devices pursuant to this policy is a privilege, not a right.

The Board prohibits possession of laser pointers and similar devices on school property, on buses and other vehicles provided by the district, and at school sponsored activities.

Pursuant to Section 1317.1 of the School Code, possession of telephone pagers or beepers by students is prohibited on school grounds, at school sponsored activities, and on buses or other vehicles provided by the District. With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

- A student who is a member of a volunteer fire company, ambulance or rescue squad, provided that the school principal has been properly informed in writing from the President, or another appropriate officer of the volunteer organization that the student is a bona fide and active member of the organization. Proper written notification is required at the beginning of each school year.
- A student who has a need for such a device due to the medical condition of an immediate family member, provided that the school principal has been properly informed in writing from the attending physician as to the need for the student to be paged.
- Other reasons determined appropriate by the building principal.



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.

Before any medications may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.

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.

A written record shall be kept on each student receiving medication. The time and date of each dose is to be recorded and initialed by the health room staff. 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.

Building administrators and the head nurse shall review regularly the procedures for administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.

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.

Nonprescription Medications

A nurse, principal, or designee may administer non-prescribed medication such as acetaminophen, etc., under the following conditions:

1. Required parent/guardian 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.*

The nurse, principal, or designee may refuse to administer non-prescribed medication if s/he feels the student does not require it.

GUIDELINES FROM OUR SCHOOL PHYSICIAN REGARDING ILLNESS

When do I keep my child home from school?

- Fever of 100 degrees or higher
- Vomiting the night prior or morning of school
- Diarrhea: in addition to not feeling well, this can be unnecessarily embarrassing to your child
- Persistent cough
- Severe sore throat. Check the inside of the throat as white pustules may require a doctor visit for a strep test.
- Other cold or flu symptoms that can spread to students/staff
- If your child appears unusually tired, irritable, pale, or has an unusual lack of appetite
- Any undiagnosed rash, skin lesion, swollen glands, eyes that are red or pink with discharge

Children who are experiencing any of the above symptoms are not ready for a rigorous day at school. Most children need at least 24 hours to recover.

When should my child return to school?

- Fever free for 24 hours without fever reducing medication
- Symptom free from vomiting/diarrhea for 24 hours and has been able to keep down at least two meals
- Rashes have been diagnosed as not contagious and a doctor has cleared for return to school.

***Please remember, if your child was too sick to attend school in the morning, please do not bring them in later because they are feeling better. When in doubt, leave them out.*

IMMUNIZATIONS

The Pennsylvania Department of Health dictates immunization regulations for school attendance.

For attendance in all grades:

4 doses of tetanus, diphtheria, and acellular pertussis (with one dose on or after 4th birthday)
4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
2 doses of measles, mumps, rubella
3 doses of hepatitis B
2 doses of varicella (chickenpox) or evidence of immunity

If a child does not have all of the required doses, and the next dose is medically appropriate, the child must receive that dose within the first 5 days of schools or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan within the first five days of school for obtaining the required immunization or risk exclusion.

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.

These requirements allow for the following exemptions: medical reasons, religious belief, or philosophical/strong moral or ethical conviction. Even if a child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

<https://www.health.pa.gov/topics/Documents/School%20Health/SIR8.pdf>

EMERGENCY CONTACT INFORMATION USING SAPPHIRE

Keeping your student's emergency contact information up to date is very important. If there was an emergency involving your child it is imperative that we are able to contact you quickly and get you relevant information. We are no longer using paper forms, but are using Sapphire to house all student contact information. Parents have to sign up for a community portal account through Sapphire in order to keep this information current. The community portal can be accessed at this site:

<https://smsd-sapphire.k12system.com/CommunityWebPortal/Welcome.cfm>

If you have not already set up your parent portal and/or are having difficulty with the parent portal, please contact the school office for assistance.

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 are available on the South Middleton School District website.



ACADEMIC INFORMATION

REPORT CARD PERIODS AND DATES

There will be three trimesters at the elementary buildings. This means grades will be formally reported three times during the school year. The end of trimester dates are listed below.

November 16, 2023

March 6, 2024

June 1, 2024

Student grades can be accessed through the Sapphire Parent Portal. Use this website to access your students grades: <https://smsd-sapphire.k12system.com/CommunityWebPortal/Welcome.cfm>

Students are responsible for absence excuses, and books and materials issued to them. Report cards will be held until all obligations are resolved.

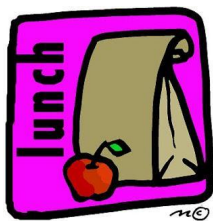
HOMEWORK GUIDELINES

The South Middleton School District believes homework is an effective tool for reinforcing what has been taught in the classroom and enriching the students' understanding of learned materials. Homework fosters initiative, independence, and responsibility in addition to providing necessary integration, practice, and application of skills. Parent involvement is welcome in all facets of the child's education including a close monitoring of homework assignments.

If homework is being requested for a child who is absent, 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 or front vestibule. If assignments can be pushed out through our learning management system (Google Classroom at IFES, Seesaw at Rice) we will use this method. Teachers have limited unassigned time which makes the preparation of assignments difficult once the student day begins.

If a student is absent from school, make-up work should be completed within the time equal to the number of days the student was absent. For example, a student was absent two days therefore the make-up work would be expected two days after the student returns to school.



BREAKFAST & LUNCH, NUTRITION, & WELLNESS

CAFETERIA MEAL ACCOUNTS and POINT OF SALE SYSTEM

All students may receive a complete, nutritious breakfast and lunch each day by purchasing meals in the cafeteria. Students who pack their lunches may purchase milk to drink. Reduced-price and free meals are provided to students who qualify according to the guidelines established by the federal government. A La Carte items are not included in the Free/Reduced-Price meal program.

South Middleton School District uses a computerized Point of Sale payment system for all school food items purchased in the district's cafeterias. Breakfast and lunch, as well as A La Carte items, are offered at all schools. Every student has his or her own personal account and PIN number. Parents/Guardians may set up access to student meal accounts through SchoolCafe via www.schoolcafe.com/SouthMiddletonSD. Access to student meal accounts allows parents/guardians to monitor account balances, set low balance notifications, monitor purchases, and to make payments (there is a service fee for online payments.) Cash and check payments may also be submitted to the school building office in an envelope specifying the student name, ID and grade.

The cafeterias in the district have gone "cashless" at the cafeteria registers. Students who wish to purchase meals and/or a la carte items must have funds in their student meal account to charge their purchases.

Students will not be permitted to purchase A La Carte items, ice cream, extra milk, or extra entrees if their meal account balance has no funds or is in the negative. Any cash brought in will be applied to the student's meal account balance, not to purchase extras. Funds must be available in the student's account to charge breakfast, lunch, and/or A La Carte/extra items.

Parents/Guardians may set restrictions on student accounts by completing the "Student Meal Account Restriction Form" available on the district website under Food Services or through request. The completed Student Meal Account Restriction form must be submitted to Michelle Myers at the District Office. Any changes to student account restrictions, including the removal of restrictions, must be submitted via this form. Any restrictions set on a student account will remain in effect until the Parent/Guardian completes an updated Restriction Form making changes. Restrictions may include daily A La Carte spending limit, weekly A La Carte spending limit, and/or blocking the purchase of specific items.

Low Balance/Negative Balance email notifications will be generated via our Point of Sale System and sent to Parents/Guardians on a regular basis. (The email sender will be "SOUTH MIDDLETON SCHOOL DISTRICT – Reminder Notification".) It is the Parent's/Guardian's responsibility to monitor their student's

accounts and ensure that the balance does not fall into the negative. Accounts that fall into the negative must be paid promptly.

We will be returning to traditional meal pricing for the 2023-24 school year. Meals will be charged to students based on eligibility (Free, Reduced-Price, Paid). Please complete an application for Free/Reduced-Price Meals to see if your students will be eligible.

Breakfast prices for the 2023-24 school year are:

For the 2023-2024 school year, **breakfast meals will be free for all enrolled students.**
(This does not include a la carte purchases or second breakfast meals.)

In addition, for all **students determined to be eligible for reduced-price meals, lunch meals will also be free.** (This does not include a la carte purchases or second lunch meals.)

W. G. Rice Elementary (Grades K-2) = free, Second breakfast = \$2.50 • Iron Forge Elementary School (Grades 3-5) = free, Second breakfast = \$2.50

Lunch prices for the 2023-24 school year are:

W. G. Rice Elementary School (Grades K – 2) = \$3.10 • Iron Forge Elementary School (Grades 3 - 5) = \$3.10

Michelle Myers, at the District Office, can be reached at 717-258-6484, ext. 2300, if you have any questions about student meal accounts.

Click below to view each building's menus, or [click here to navigate to Nutrislice and view menus](#).

Student Wellness Policy Information

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.

For more information on the School Wellness Policy (#246), please visit http://www.smsd.us/community/parent_resources/wellness_policy_information.

Student/Classroom Celebrations

All classroom parties and/or celebrations must be approved by the building principal and classroom teacher. Celebrations are held at the discretion of the individual classroom teacher.

When considering items for student/classroom celebrations, please be mindful of any student dietary allergies that may exist in your student's classroom. Please refer to the Food Allergy Management Policy #209.2 for more information on dietary allergies at http://www.smsd.us/school_board/school_board_policies (search "Food Allergy").

Healthier Choices for refreshments

The guidelines listed below are offered to help make healthier choices for refreshments:

Fresh fruits and/or vegetables

Water, 100% fruit juice, or mil

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 with minimal nutritional value

All food must be offered in single serving sizes

All food items must provide fewer than 250 calories per serving

The suggested items listed below meet these guidelines:

- Water
- 100% Juices – 4 oz.
- Low Fat or Skim Milk – 8 oz.
- Fresh Cut Vegetables
- Fresh Cut Fruits
- Low Fat Yogurt
- Baby Carrots with Hummus
- Celery Sticks with Sunbutter
- Pineapple and Grape Skewers
- Land O Lakes Lite String Cheese
- Baked Tostito Tortilla Scoops with Salsa
- Lay's Brand Baked Snacks: Smartfood Popcorn, Baked Potato Chips, Baked Sun Chips, Baked Cheetos
- Kellogg's Nutri-Grain Bars
- Keebler Scooby Cinnamon Graham Sticks
- Sunshine Whole Grain Cheez-Its
- Pepperidge Farm Whole Grain Goldfish



TRANSPORTATION

BUS ASSIGNMENT CHANGES

The school bus to which your child has been assigned at the beginning of this school year will be the bus he/she rides for the entire 180 days of attendance. 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. This type of change will only be approved for the following reasons: school projects, babysitting/change in parental supervision, or emergency situations. This request will **NOT** be granted for the purpose of playdates or parties.



STUDENT SERVICES

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.

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, 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 have two Library classes per cycle.

SCHOOL COUNSELING SERVICES

Both Rice Elementary School and Iron Forge Elementary School are fortunate to have full time school counselors to meet the needs of our students. Mrs. Erin Rech is the school counselor at Rice Elementary and Mr. Aron Kunkel is the school counselor at IFES. They both provide support through classroom lessons, small group sessions, and individual meetings as needed. They also serve as liaisons to community resources for the elementary students and their families.

INSTRUMENTAL MUSIC

Students in fourth grade may choose to begin instrumental music lessons. Lessons are provided for all instruments usually associated with the high school marching band. It is expected that students selecting this program will continue with it throughout the remainder of their elementary career. Once in the Middle/Senior High School, students are given many additional opportunities to expand upon the skills learned in elementary school.

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.

TECHNOLOGY USE

All elementary students will be one to one with technology. Each student at Rice Elementary will be one to one with an iPad. Students at Iron Forge will be one to one with a chromebook. The devices are connected to a network which provides access to a district wide network and the Internet. These devices may end up traveling to and from school to be available for home use in a remote learning setting.

In order for a student to be allowed access to the network and Internet, students and parents must read, understand, and agree to the Loaner Agreement and the Computer Use Agreement. This policy outlines the rights and responsibilities of computer use as approved by the South Middleton Board of School Directors as well as the responsibility of caring for the device while at home. The form should be signed in the Sapphire portal.

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!