



ELEMENTARY
STUDENT HANDBOOK 2023 - 2024

www.sdast.org



Enfield Elementary School

Grades K-2
300 Montgomery Road, Erdenheim, PA 19038
215-233-6080

Dr. Meghan Markle, Principal	ext. 4002	meghan_markle@sdast.org
Mr. Curtis Fleming, Assistant Principal	ext. 4001	curtis_fleming@sdast.org

OFFICE STAFF

Mrs. Lynn Miller – Administrative Assistant

Mrs. Judith Jones – Administrative Assistant/Attendance

ATTENDANCE

Attendance Office 215-233-6006

en_attendance@sdast.org

Erdenheim Elementary School

Grades 3-5

500 Haws Lane, Flourtown, PA 19031

215-233-6085

Mr. Benjamin Speicher, Principal	ext. 5001	benjamin_speicher@sdst.org
Ms. Courtney Mack, Assistant Principal	ext. 5002	courtney_mack@sdst.org

OFFICE STAFF

Mrs. Cheryl Luxton– Administrative Assistant

Mrs. Aimee Samtmann – Administrative Assistant/Attendance

ATTENDANCE

Attendance Office 215-233-6008

er_attendance@sdst.org

Table of Contents

District Mission	6
School Vision	6
School Colors	6
School Mascot	6
District Seal	6
The History of Spartan Pride	6
Elementary School Hours	7
Non-Discrimination Notice	7
Attendance	7
Legal (Excused) Absences	8
Illegal (Truant) Absences	8
Tardy/Lateness	9
Educational Trips	9
Truancy Law	10
Definitions	10
Celebrations and Recognitions	11
Change of Address & School Records Request	12
Child Care	12
Child Custody	12
Code of Conduct	13
Communication Processes	13
Conferences	15
Dress Code	16
Electronic Devices	17
Emergency Safety Drills	17
Emergency School Closings	18
Field Trips	18
Field Trip Chaperone Guidelines	18
Food Services & Cafeteria	19
Free/Reduced Lunch:	20
	3

Forgotten Items	20
Health Services	20
Homework	21
Students Experiencing Homelessness	21
Students in Foster Care	22
Insurance for Students	22
Library Media Center	23
Lost and Found	23
Money and Valuables	23
Obligations	23
Pedestrians, Bicycles, Skateboards, Scooters, etc.	23
Safe to Say	24
Social Work	24
Student Data	25
Student Services including Multi-tiered Systems of Support (MTSS/RtII) and Student Assistance Programs (SAP):	26
Title I: Reading Support	28
Traffic Procedures	29
Transportation	30
Visitors	31
Volunteers	31
Curriculum Guide	31
Policies	32

District Mission

Educate and develop all students as learners and citizens who are high-achieving, resilient and responsible in a changing global community.

School Vision

The School District of Springfield Township is a small, diverse, evolving community, nurtures integrity and respect as it empowers students through a safe school culture and pursues excellence through academic rigor, engaged learning, and professional growth.

School Colors

Navy and Steel

School Mascot

The Spartan

District Seal



Symbols of Knowledge, Scholarship, Athletics and Victory

The History of Spartan Pride

Sparta was a Greek city-state that rose to military power in the Seventh Century BCE. Spartans dedicated themselves to excellence on the battlefield through unflinching commitment and rigorous training. Perhaps the most legendary battle fought by the Spartans was the last stand at Thermopylae during which King Leonidas and 300 highly trained warriors held a mountain pass against the invading Persian army. According to Plutarch, Xerxes the Great, leader of the Persians, wrote to King Leonidas, "Hand over your arms." Leonidas replied, "Come and take them." The 300 Spartans repelled 150,000 Persians for seven days inflicting massive casualties on the invaders. However, the battle ended in defeat for the Spartans, their loyalty, dedication, and pride is legendary. Students stay true to these values today; their efforts in the classroom, on fields, in the community, and on the stage make STHS proud.

Elementary School Hours

Regular School Day	8:55 am - 3:25 pm
Early Dismissal	8:55 am - 12:00 pm
2-Hour Delay	10:55 am - 3:25 pm

Non-Discrimination Notice

Pursuant to Title IX of the Education Amendment Act of 1972, the District does not discriminate on the basis of sex in the education programs or activities that it operates. This requirement not to discriminate in the District's education programs and activities extends to employment with and admission to the District. In compliance with Title IX of the Education Amendment Act of 1972, the District has a designated Title IX Coordinator. The District's Title IX Coordinator should be contacted regarding any inquiries as to the application of Title IX or filing a harassment complaint.

The District's Title IX Coordinator can be contacted via phone, mail or email using the following contact information:

Ms. Emily Kehr 1901 East Paper Mill Road Oreland, PA 19075 215-233-6000 emily_kehr@sdst.org

Attendance

Regular school attendance is imperative if scholastic progress is to be made. The responsibility to ensure students adhere to established attendance policies is a shared responsibility between home and school. All parents/guardians are duty bound and required by law to see that their children are present every day during the school year except for the few legal exceptions cited below.

If your child will be absent, please email the attendance office and include your child's full name and grade in the subject line as well as a reason for your child's absence citing one of the approved reasons. Email is best for our attendance staff. If you do not have access to email or need a last minute early dismissal, then please call.

Elementary: <i>email by 9:30am</i>	en_attendance@sdst.org er_attendance@sdst.org	Enfield (215) 233-6006 Erdenheim (215) 233-6008
Secondary: <i>email by 7:30am</i>	ms_attendance@sdst.org hs_attendance@sdst.org	Middle School (215) 233-6070 High School (215) 233-6030 option 1

If you choose to call instead of email, you must follow up with an email or note within 3 school days with an approved reason for the absence to be excused.

For more information and resources, visit the Attendance Page on our district website, www.sdst.org under the Resources Page.

Legal (Excused) Absences

Pennsylvania Compulsory School Attendance Law (Section 1333) requires daily attendance and permits absence only for urgent reasons approved by the School Board based on Pennsylvania School Code. A student absence is considered excused when the student is prevented from attendance for mental, physical, or other urgent reasons such as:

- Illness or Recovery from an accident
- Medical or Dental Appointments
- Quarantine
- Family Emergency
- Death in the Family
- Impassable Roads
- Pre-Approved Educational Travel including college visitations
- Court Appearance
- A student who is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the District.
- Other principal pre-approved conditions including, but not limited to, religious holidays or instruction, tutoring, or extra-curricular activities requiring absence from school.

Note: Absences exceeding five (5) days will require a doctor's note to be classified as legal absences.

Illegal (Truant) Absences

- All absences are considered unexcused until the District receives an email or written note within three (3) school days of the return to school documenting a valid reason for the absence, as detailed above.
- Submission of a written excuse note or email to the main office does not mean the absence is excused.
- If written verification of the reason for absence is not received within three (3) days of the return to school, the absence will automatically be recorded as truant.
- Reasons for absence of a doubtful nature, including but not limited to an excessive number of absences in one category of absence, may be subject to administrative review.

- Truant absences may result in contact from the school social workers or administrative team to address improving attendance. If attendance does not improve, School Districts are mandated by Act 138 to begin truancy procedures, which can include a School Attendance Improvement Plan (SAIP) as well as contact with the Office of Children and Youth and/or District Court per Truancy Law (see below).

Tardy/Lateness

Students' who arrive late to school cause a major disruption to the educational process. Any student with unexcused lateness to school three (3) or more times during a single marking period shall be assigned consequences in accordance with the code of conduct. The following are the only reasons for which student lateness is marked excused:

- Illness of the student
- Extreme emergency
- Doctor or dentist appointment (note required)

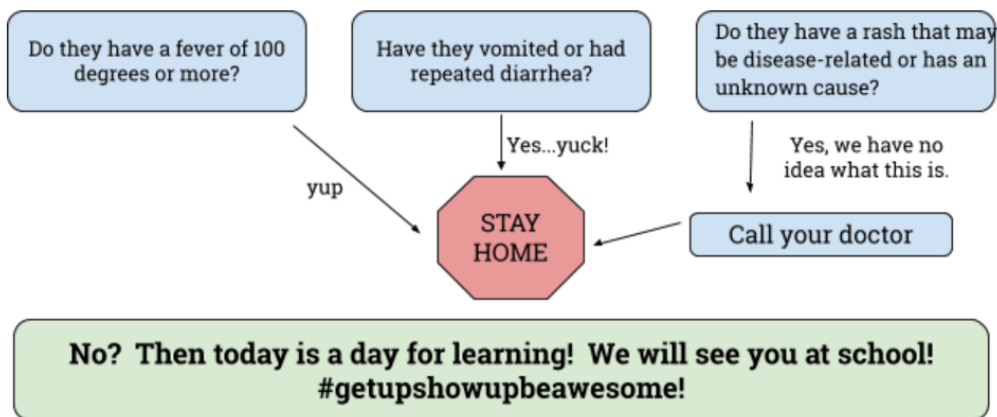
Educational Trips

We discourage family vacations when school is in session. [Educational Trip Pre-Approval Form](#) should be completed and emailed to attendance@sdst.org for any requests for educational travel (not vacations) to be pre-approved for possible excuse from school. This form is only required for families who are requesting their absence from school be excused for educational purposes. Each request is reviewed with building administrators with consideration for the developmental level of the student and the educational connections. An educational trip might include the following:

- Attendance at a seminar, conference, or training
- Trip designed to include a variety of cultural or experiential museums, historical sites, or educational experiences
- Trips required for participation in a club, activity, sport, or event which may be sponsored by a school or a community group

If you are taking a vacation, please email the attendance email address in your child's building and while the absence will be unexcused, we will make a notation of family vacation in our records.

We also know sickness happens and emergencies come up. Here are a few guidelines to ask yourself when wondering if your child should stay home from school for illness:



If you find yourself engaged in a battle over “too sick for school” with your child, please use our student services. Each of our schools has a nurse every day who can assess your child throughout the day if they aren’t feeling great and don’t meet the criteria above to stay home. Try to normalize the morning nervousness or discomfort when your student is waking up and adjusting to the day. We ask a lot of our children from the time they wake up to the time they arrive at school. We know it’s hard! Encourage your child to try to make it to school, even if they ask to visit the nurse later on in the day. We also have social workers in every school who can help guide families through any conflicts over school attendance, in addition to helping families with many other support services.

Truancy Law

In February 2017, all public school districts in Pennsylvania were notified that Act 138 of 2016 regarding changes to School Truancy had been signed into law. This includes the following definitions and mandates:

Definitions

- The law defines truancy as 3 or more unexcused absences within a school year.
- Habitual truancy is defined as 6 or more unexcused absences within a school year.

In addition, the law mandates a process school districts must follow for reporting truancy:

- Notifying parents/guardians in writing within 10 school days of the child’s third (3rd) unexcused absence. The district must indicate that the child has been truant and include a description of the consequences if the child becomes habitually truant. The district may offer an attendance improvement plan meeting up and including the 3rd unexcused absence. If the child accrues additional absences, an attendance improvement meeting must be held.
- If a child under 15 years of age becomes habitually truant, the school is required to refer the child to a school or community-based attendance improvement program or the county Children and Youth agency. In addition, a citation may be filed against a parent of a habitually truant child in magisterial district court.

- If a child is over 15 years of age and becomes habitually truant, the school is required to refer the student to a school or community-based attendance improvement program or file a citation against the student or parent in magisterial district court.
- In addition, this law provides local judges with considerable discretion to provide appropriate penalties in individual cases which may include increased fines and/or suspension of a student’s driving license, as examples.

The goal is to improve school attendance for all our students and deter truancy through a comprehensive approach. If you have questions or concerns about your child’s attendance, please contact your child’s building principal or our social workers:

Enfield	Erdenheim	Middle School	High School
Joanne Adar (215) 233-6080 x 4057 Joanne.Adar@sdst.org	Emily Duffy (215) 233-6085 x 5099 Emily.Duffy@sdst.org	Mary Beth Seeley (215) 233-6070 x3516 MaryBeth.Seeley@sdst.org	Lauren Foster (215) 233-6030 x2014 Lauren.Foster@sdst.org

Birthday Celebrations, Invitations, and Recognitions

Birthday celebrations are special to each child. If you would like to provide a special treat or healthy snack for the class on your child's birthday, please contact the teacher in advance and consult the district [Wellness Policy](#) to make appropriate arrangements.

Party invitations may not be distributed at school.

Please keep in mind that some food allergies are severe, and therefore, we ask parents to make a conscientious effort in providing a non-food item for celebrations (including birthdays), recognitions, and fundraising efforts. All items are to be left in the office and will be picked up by the teacher or student. Unless approved by administration, food deliveries are not permitted for students to the school buildings.

Please refer to the [Wellness Policy](#), and Pennsylvania’s Guidelines for School Nutrition for additional information.

Change of Address & School Records Request

If there is a change to your child’s address during the year, please visit our website at <http://www.sdst.org> to complete a [Change of Address Form](#) under [Registration](#).

If you are planning to move outside of Springfield Township or transfer your child to another school, please visit our website at www.sdst.org to withdraw your child from school using the

Withdrawal Form. This will also allow school records to be transferred to your child's new school. If you have questions, please contact:

- Registrar's Office (Address Change): registrar@sdst.org
- Withdraw Office (Change of School): withdraw@sdst.org

Child Care

Child care is available for elementary students before school from 7:00 AM to 8:50 AM and after school from 3:30 PM to 6:00 PM. Students attending Erdenheim will remain at Erdenheim for KidView (after school and before school). Kid View, Inc., an outside agency, operates the program. For information, please contact the Child Care office at 215-885-0583.

Child Custody

The School District of Springfield Township requests that parents/guardians who have a written custody document provide any necessary and relevant information to the school by submitting such paperwork through the registration portal or contacting the registrar at registrar@sdst.org. Paperwork should be submitted during the registration process or whenever a written custody agreement/order/order is reached and/or updated.

The district will follow the terms of the custody agreement/order specifically. A copy of the document will be maintained in the student's school file. It is the responsibility of the parent/guardians to ensure that the custody agreement/order language is clear so that building administrations are able to understand the expectations. The district is not in the position to arbitrate custody agreement/orders, therefore any changes or modifications to the agreement/order should be clearly communicated in writing and approved by both parties. Furthermore, the district strongly recommends that parties who have alternate days and/or weeks provide a calendar for the district to follow that is agreed upon by both parties. To the extent there is no agreement on any changes or modifications, the district will follow the terms of the agreement/order as written.

For families who do not have a written custody agreement/order, the district will provide equal access to the student as well as to all data pertaining to the students educational and health records, the right to attend conferences and school activities. The parent/guardian with whom the student is living will routinely receive all communications regarding their student. The nonresident parent/guardians may request in writing the same information. This request should be addressed to the building principal. The district will make reasonable efforts to comply with such requests.

Parents/guardians will be notified and urged to attend meetings pertaining to special education placement, discussions pertaining to promotion or retention, suspensions, expulsions or other serious disciplinary matters. Therefore, it will be the parents’/guardians’ responsibility to keep the school informed of their current addresses and phone numbers.

The parent/guardian with whom the student is living will be notified in the event of serious accidents. If this parent/guardian is not available, the person(s) listed in the student information system will be contacted based on the listed emergency priority. The nonresident parent/guardian may request in writing that he/she be notified in the event of a serious accident. The district will make reasonable efforts to comply with such requests.

Code of Conduct

In order to ensure that every child has the opportunity to fully participate and benefit from the learning environment provided at Enfield and Erdenheim, structure and discipline are essential. It is crucial that in order to maintain a healthy, safe environment that all students must comply with the district Health and Safety Plan. Our belief is that every child can behave appropriately at school and that every child deserves a safe and healthy learning environment. Positive behavior should be recognized and rewarded. Negative behavior should be corrected and used as a learning experience moving forward. Cooperation and communication between home and school to maintain appropriate school behavior is ongoing throughout the school year.

[Elementary Code of Conduct](#)

Communication Processes

Parent communication is key to student success. Our teachers are available to provide parents or guardians with the most accurate up to date information about a student's progress. As our students' mature into middle school and high school, we encourage them to develop advocacy skills. To put this skill into practice, we encourage students to email their teacher, coach, or advisor directly with questions or concerns they may have about their experiences.

If you have a question about:	Step 1- First, contact:	Step 2- Then, contact:	Step 3- If you still have questions, contact:	Step 4- If you have additional concerns contact:
Academics	Teacher	School Counselor	Principal or	Assistant Superintendent

(Instruction, Curriculum, Assessments, and Course Scheduling)			Assistant Principal	
Activities or Athletics	Coach or Advisor	Athletic Director or Assistant Principal	Principal or Assistant Principal	Superintendent
Social, Emotional, and Behavioral Needs	Teacher School Counselor or Social Worker		Principal or Assistant Principal	Director of Student Services or Director of Support Services
Special Education	Teacher and/or Case Manager	Principal or Assistant Principal	Director of Student Services or Director of Support Services	Superintendent
Support Services (Attendance, Counseling, Community Resources, Housing, Nursing, etc)	School Counselor Social Worker School Nurse	Principal	Director of Support Services	Assistant Superintendent
Transportation	Transportation Director	Principal	Business Administrator	Superintendent
Other	For all other questions or concerns, including technology, facilities, operations, food services, and safety & security, contact a principal who will direct you to the appropriate contact person.			

Conferences

Through parent or teacher requests, conferences are held two times per year in November and March. Parents are encouraged to reach out to teachers regularly throughout the school year with any questions or concerns about their child's progress and to request conferences when necessary. Parents also have access to school records online including attendance, schedules, report cards,

student services documents, and current classwork grades in the middle and high school. Parents can acquire access to this portal by contacting the main office.

School Counselors

School Counselors are a link between home and school. School Counselors promote academic achievement, social and emotional development, and college and career readiness opportunities. The goal of the School Counselor is to meet the needs of all students, by focusing on their academic, social and emotional development. The roles of the program are constantly changing, reflecting the needs of the many people in our school community; children, parents, teachers, and administrators. In an attempt to meet these needs, our guidance counselors provide a variety of services which may include the following:

- Social and emotional counseling including, but not limited to, peer relationships, mediation, stress management, social skills, conflict resolution, and crisis intervention through individual or group meetings
- Classroom guidance lessons
- Teacher and parent consultation including the development of student action plans
- Participation on the student assistance team to provide interventions and supports for students
- Career exploration opportunities

At the secondary level, the School Counselor also provides:

- Academic advising including course selection, scheduling, and academic support
- Post-secondary planning and the college application process

Counselors, parents, and teachers work together to support children. School Counselors work with parents to exchange and gather information, provide recommendations, and to discuss parenting concerns. School Counselors work with teachers, administrators, and other staff to provide information, materials and referral assistance, to address student needs, and to promote a positive learning environment.

School Counselor assignments can be found on our [website](#).

Dress Code

The School Board recognizes that each student's mode of dress and grooming is based on personal style and individual preference. The purpose of a dress code is to promote an orderly learning environment while preparing all students for later success in the world of work. They shall observe modes of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in school and work.

1. Students are not permitted to wear hats, head or face coverings, or hoods during the school day unless indicated by religious beliefs or with previous administrative permission.
2. Undergarments may not be exposed.
3. Low cut necklines are prohibited. All shirts and dresses must have straps or sleeves.
4. Clothing must adequately cover the waistline (the midriff must not be exposed) and shorts/dresses/skirts should reach mid-thigh.
5. Clothing shall not convey messages that are crude, vulgar/profane, violent/weapons, death oriented, gang related, sexually suggestive, or promote alcohol, drugs, tobacco or other themes deemed inappropriate for the school setting. Clothing that displays symbols of intolerance to race, religion/creed, culture, gender identity, or sexual orientation are prohibited.
6. Coats and other outerwear must be kept in a student's locker.
7. Due to safety concerns, students in grades K-8 are not permitted to wear open toed shoes. All shoes must have a back or strap. No slides, flip-flops, or heelys (shoes with wheels) are permitted. Please wear appropriate shoes for recess, gym, and walking around the building. Flip-flops can serve as a safety risk for students. Students can easily stub their toes, the flip-flops can break, and students can get injured while at recess/gym running around. Therefore, we ask that our students wear shoes with laces or slip-ons that cover their entire foot. Sport/active sandals with straps around the ankle are also acceptable.

Note: These guidelines are provided for clarification and not meant to be an exhaustive list. Accordingly, the administration reserves the right to determine if accessories/clothing are too casual, too revealing or too distracting for school dress. Additionally, the administration reserves the right to prohibit accessories/clothing if those items create a potential safety or injury risk to the individual student or others; or, if the administration determines that they create a reasonable disruption to the classroom or school environment.

Parents/guardians will be called to bring in additional clothing for their child in the event there is a clothing violation, and students will receive consequences in accordance with the code of conduct for repeat violations

Outdoor Physical Education & Activities/Recess:

Physical education, school activities/recess may be held outdoors, weather permitting. Please make sure your child has appropriate attire for outdoor activities during all seasons and for all types of weather. For students who are unable to go outside due to illness or other medical issues, we ask that you write a note for your child and provide documentation from a physician for a prolonged illness or medical condition.

Electronic Devices

In grades K-8, students are required to keep all cell phones, e-readers, tablets, smart watches, and digital music devices silenced and in the student lockers or cubbies during the school day. At the high school, students are permitted to carry their cell phones on their person, kept out of sight during classes, unless requested by the teacher for a specific academic purpose.

In all grades, it is highly suggested to label equipment with the child's name and enable password protection in the event it is lost. Please refer to the code of conduct in your child's school for consequences assigned for cell phone usage during the school day. Electronic devices may be permitted in certain classes, activities, and at the discretion of the teacher. Students are required to return their equipment to the appropriate location at the close of the activity. When personal devices are used with teacher permission, students are held accountable to the Acceptable Use Policy and related Administrative Regulations. In addition, students are not permitted to take photos or videos during the school day with their personal devices. Students are not permitted to wear earbuds or headphones in class.

The school is not responsible for personal electronic items that are stolen, damaged, or lost.

Contacting your child during the day

Please encourage your child to ask a teacher if they need to use the telephone. Also, if you need to speak with your child, please call the main office; do not call your child during the school day on their cell phone.

In grades K-8, we understand and respect your wishes to send reminders via text to your child. Please do so knowing that students will not be able to read/respond until after the school day is over. At the high school, students are able to check messages during lunch and between classes.

Emergency Safety Drills

Throughout the school year, emergency drills including building evacuations, lockdowns, run-hide-fight, shelter in place, and bus evacuations will occur at regular intervals. During these drills, students are expected to remain silent and follow the direction of the staff members. To ensure that we have the capability to contact you in the event of an emergency, **parents/guardians are strongly encouraged to keep phone numbers and emails updated in our Home Access Center (HAC) portal.**

Emergency School Closings

In the event of inclement weather or other emergency which requires the closing of school, the school district will use our district global messaging communication system to notify you via automated phone calls, emails, or texts.

- Please be sure to keep your phone and email updated in our Home Access Center (HAC) to receive automated calls, emails, and texts from SDST.
- You can also log onto www.sdst.org or call the school district's informational line @ (215)836-3000 for the latest closing information.
- The school district also communicates with local news agencies in the event that school is closed. Our school radio closing number is 319.

Field Trips

Field trips are an instructional extension of the classroom; therefore, students are expected to follow all school rules and regulations while in attendance during any field trip. Parent permission and subject teacher signatures are required prior to going on a student field trip. At times, a fee may be required of students, which may potentially be non-refundable in the case of a student being unable to attend.

Students are responsible for making up missed work/assignments in all cases. The privilege of an extracurricular activity/trip may be denied because the student is not in good academic standing, has excessive absences/tardiness, or has had relevant discipline referrals.

Field Trip Chaperone Guidelines

We appreciate the time and effort that you offer to chaperone our students on their field trips, which are important educational, social, and cultural experiences. To ensure that you and the children enjoy a safe and successful field trip experience the following guidelines are to be followed. Thank you!

Chaperones' Responsibilities:

- Inform the nurse if you have a chronic medical condition or if you take medications in case of emergency.
- Follow all procedures of the trip as outlined by the teacher(s).
- Know the itinerary and follow it closely. No detours or side trips.
- Clarify your expectations to all students about their compliance with all rules of behavior. Report mishaps or misbehavior to the teacher
- Follow role-model behavior (i.e. refrain from smoking, using profanity, dress appropriately)
- Refer to the list of your students and know their medical needs. Report to the nurse any medical questions or problems, as soon as possible, and make sure children go to the nurse to receive medications on time.
- Make sure you take a roll call of the children before you leave any place and before the bus leaves.

- Do not use cell phones, except for an emergency as this distracts you from the supervision of the children in your care.
- Please note - refunds cannot be made for any chaperone or student who does not go on a field trip. Field trips are pre-paid.
- For elementary aged students, stay with the students at all times, escort them to the bathrooms and wait for them either outside or inside the washroom. If you do not enter the washroom, have a planned secret code to use. For example, if the child seems to be taking too long, open the door of the washroom and say in a loud voice "Happy" and instruct the child to say, "Birthday", or some other code. If the child does not respond, go into the washroom after the child, or call for help.

Food Services & Cafeteria

The lunch period is 25 to 30 minutes long. Students may bring their own lunch or purchase a lunch from our cafeteria. Students who forget their lunch or lunch money may purchase a lunch on credit no more than three (3) times a year. Students will receive a complete meal and their lunch account will be charged accordingly; any debts accrued on credit must be paid by the close of the school year. All students owing money must pay with cash for lunch after June 1st. Parents may make payments to their student lunch accounts electronically. Directions for making online electronic payments may be found at our district website, www.sdst.org on our food services page.

The cafeteria is for the convenience of all students, whether they purchase food or bring lunch from home. In order for all students to have ample time to enjoy their food, the following rules govern cafeteria conduct:

1. Lunch should be an enjoyable experience for all. Students are expected to practice table manners (sitting at their places, using utensils properly, talking with quiet voices). Running, throwing, shouting, and disturbing others will not be permitted.
2. All students must eat lunch in the cafeteria area unless excused by a teacher or administrator.
3. As a courtesy to the other students who use the cafeteria, students should keep the tables clean.
4. The throwing of food or other articles in the cafeteria will not be tolerated. Regardless of whether a student initiates such an incident or retaliates by throwing an item, they are considered to be a participant and will be subject to disciplinary action.
5. Students are not permitted to order food from an outside source to be delivered to school during school hours.

Free/Reduced Lunch:

Families may apply at any time during the school year for Free or Reduced priced meals. If you have questions about this process, please contact the social worker in your child's school.

All students currently approved for Free or Reduced priced meals for the 2022-2023 school year will continue to receive Free or Reduced priced meals for the first 30 operating days of the 2023-2024 SY.

- To renew your application for the 2023-2024 school year, new applications must be received by October 17, 2023.
- All currently approved applications will expire and be set to "Paid" status on October 17, 2023, if no new application is received and approved.
- If you received a Notice of Direct Certification for the 2022-2023 SY, there is no need to re-apply, this free meal status will be for the entire 2023-2024 SY.

Forgotten Items

All forgotten homework, lunches, supplies, instruments, athletic gear, etc. are to be dropped off at the building. For various safety reasons, parents may not deliver forgotten items in the building, classrooms, athletic areas, or through side doors.

Health Services

The health office is staffed by nurses on all student days during school hours. Nurses contact parents of sick or injured children, administer prescribed medications, provide first aid in emergencies and perform health screenings. In addition, nurses provide health assessments, consultation and referral, health counseling and health education, prepare individual health plans, monitor student health status, and assist with health prevention and health promotion activities.

At the beginning of every school year you will receive an Emergency Information Sheet and Health History Update Form. These forms are for the parent/guardian to complete. It is important that the information be current, be filled out completely and returned immediately.

All medications must be sent to the School Nurse in the original container from the pharmacy, marked with the student's name, name of medication, time and dose. Medications will not be given to the student without the written permission of the parent and doctor. This policy applies to both prescription and non-prescription medications. Unless prearranged with the school nurse, all medication will be kept in a locked cabinet in the Nurse's Office.

Please see the [Health Services webpage](#) for other important topics such as food allergies, health screenings, immunization requirements, mandated health examinations, and other timely health information.

Homework

Homework is designed to reinforce or extend activities begun at school. The purpose of homework is to enrich the learning of the student. Parents should review completed work. The simple rule is: regardless of your child's age, guide him/her, but don't do the homework. The most important skill you can teach your child is how to break down each assignment into small manageable pieces. If your child becomes frustrated or is unable to complete their homework assignment, please email your child's teacher.

Check with your child's teacher for at home technology activities to enhance your child's skills. When a child is ill for more than one day and homework is requested, it is important to give the school notice of such a request by 9:30 AM. Homework or other assignments will be collected and will be in the office at the end of the day for pick up or may be sent home with a sibling or classmate. When a child will be absent due to a family vacation, homework may be requested in advance or students may be required to complete missed work upon their return. We require two weeks' notice.

Students Experiencing Homelessness

Children and youth who meet the criteria of being homeless, even if unaccompanied by a guardian, must be given full and equal access to an appropriate public education and success in the educational program. The permanency and adequacy of the housing conditions will be considered when determining if a student qualifies.

The School District of Springfield Township considers students who lack a fixed, regular, and adequate nighttime residence, as experiencing homelessness. This includes children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; living in motels, hotels, trailer parks or campgrounds due to lack of alternative adequate accommodations; living in a public or private place not designed for or ordinarily used as a sleeping accommodation by human beings; living in cars, abandoned buildings, substandard housing or similar situations; living as refugee or migratory children due to circumstances like those described above; or abandoned or forced out of homes by parents, guardians or caretakers

Unaccompanied youth also fall under this category and can be described as a youth not in the physical custody of a legal parent or guardian and youth living on their own in any of the homeless situations described above.

These children and youth may enroll in:

- Their school of origin, defined as the school where the student attended when permanently housed or in which the student was last enrolled.
- Any school that non-homeless students who live in the attendance area in which the child or youth experiencing homelessness is actually living are eligible to attend (new neighborhood school).

An unaccompanied homeless youth with a disability may also need to have a surrogate parent appointed by the District if the youth has no one to serve in this role.

For additional information regarding McKinney-Vento, please contact your child's school counselor or social worker.

Students in Foster Care

A child in foster care will remain in their school of origin (the school where the child was enrolled at the time of placement), unless a determination is made that it is not in their best interest to attend that school. If a student in foster care has experienced a change in placement, a Best Interest Determination meeting will be held to determine if the student should remain in the school of origin or if they should transition to a new school. Foster parents and/or foster care workers should not make any changes to enrollment for students who are in foster care without a Best Interest Determination meeting being held first.

Please contact our school social workers for more information on available resources for families.

Insurance for Students

Early each fall parents are given the opportunity to enroll their children in a group insurance plan as approved by the Board of School Directors. Participation is voluntary. Student Insurance forms are available on our district website.

School insurance is available each September to students for purchase. The regular policy covers a student when going to and from school and at school. The 24-hour policy covers a student at all times, day and night, during the school year. The cost is nominal. Students entering the district after September will be offered insurance when they enroll.

Library Media Center

Our library is a center of learning within our school used by all. Our librarian maintains a wide variety of materials and provides opportunities for students to select books, engage in research projects, use technology and participate in many specially designed activities. Students are responsible for the materials they borrow from the library. Late notices are given to children for overdue materials. The person responsible must pay for lost and damaged materials.

Lost and Found

Students seeking lost articles should check for these items in the lost and found outside of the cafeteria. All clothing left in the Lost and Found at the close of each marking period will be donated to a local charity.

Money and Valuables

Money and valuables should not be brought to school. Children should carry only the necessary amount of money for lunch and other school needs. Money must be contained in an envelope, purse, or wallet with your child's name clearly marked. Cell phones, Smartwatches, Ipods, and other electronic/valuable items should not be brought to school.

Obligations and Student Materials

Students are responsible for books, materials, athletic uniforms, and chromebooks given to them throughout the year. At the close of the year, students are expected to return the materials assigned to them or pay to replace the lost/damaged items. End of year ceremonies (including promotions, diplomas, and report cards) will be withheld until all obligations are paid.

Pedestrians, Bicycles, Skateboards, Scooters, etc.

Pedestrians

- Students who walk to school should utilize sidewalks and other designated pedestrian areas avoiding walking through backyards and private property.
- Students should follow the instructions of the crossing guards.
- It is recommended that families encourage students to walk with others and avoid distracted walking (i.e. cell phone use) due to safety concerns.

Bicycles

- In grades K-3, students are NOT permitted to ride their bikes to school.
- Starting in the spring of 4th grade and throughout 5th grade, students may ride their bikes to and from school provided they have written parental permission on file in the school office.
- In grades 6-12, students may ride bikes to and from school.
- All students riding bikes must lock their bikes on the bicycle racks. The school does not assume responsibility for damage, tampering, or theft of bicycles. Students use bike racks at their own risk.

Safety

- Pennsylvania law requires all children under the age of 12 to wear a helmet while riding a bicycle, though the school district strongly encourages families to require their children to wear helmets if they allow them to use rollerblades, skateboards, or scooters.
- Students may not ride bikes over athletic fields, tracks, or playground areas due to risk of damage to these surfaces.
- For safety reasons, skateboards may not be used on school grounds.

Safe to Say

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something.” With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.

- Submit an anonymous tip report through the [Safe2SaySomething](#) system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

Crisis Support:

[Montgomery County Mobile Crisis Support \(ACCESS Services\)](#) - Crisis support is available 24 hours a day, 7 days a week to support individuals, children, and families experiencing a crisis situation. If you or someone you know needs immediate support or is experiencing a crisis, call this hotline. 1-855-634-HOPE (4673)

Social Work

School Social Workers are trained mental health professionals. They are the link between home, school and community. Social Workers strive to identify and remove barriers to students’ academic achievement, social and emotional development and overall well-being. Some supports include:

- Resources for mental health services
- Assist families in understanding and responding to life events including, but not limited to, grief and loss, job instability, housing needs, divorce, health needs, etc)
- Connect and referral to community programs
- Referral to substance abuse resources/programs

- Information on housing, clothing, food resources and utility assistance
- Information on medical insurance and healthcare including Medical Assistance
- Free & Reduced Lunch Program
- Assist parents in accessing supports and programs for students with special needs

For more detailed information please see the [district website](#) under Departments -> Social Services

Student Data

The school is required to collect and maintain certain information relating to the health, education, and welfare of each student. This information is vital to the continuity of the school's educational program. In order to maintain accurate and effective records, provide access to current curricular tools, utilize online assessments for monitoring student progress, and encourage student access to college and career opportunities, the school district utilizes a variety of third party vendors.

This data is regulated by federal and state laws under FERPA (Family Educational Rights and Privacy Act of 1974) which grants students and parents access to their educational records and provide safeguards to the privacy of such records; the COPPA (Children's Online Privacy Protection Act of 1998) is a federal law which applies to the online collection of personal information by children under 13 years of age. As such, families can access a list of third party vendors utilized by the school district including links to their privacy statements on our website.

Parents who do not want to have the school district provide their information to approved third party vendors or outside agencies, such as military recruiters, should contact the principal in writing.

Confidential Communications

Information received in confidence from a student may be revealed to the student's parents or guardian, the principal, or other appropriate authority, when the health, welfare or safety of the student or other persons is determined to be in jeopardy. This provision shall not be construed to limit or restrict the ability of administrators, guidance counselors, school nurses, school psychologists and home and school visitors to comply with the reporting provisions of the Child Protective Services law, 63 Pa. C.S.A. 6301 et. seq.

Student Services including Multi-tiered Systems of Support (MTSS/RtII) and Student Assistance Programs (SAP):

In each building, students who demonstrate a need for additional support in academics, social skills, behavior, mental health, or other areas of concern are provided with access to a variety of

resources and services in each school throughout the district. Through our MTSS (multi-tiered system of support) model, students are offered tiered support in a variety of areas based on need.

Each week, teams assemble at each school to review and discuss our student needs and works to identify ways to meet the needs of our students and monitor their success. The team consists of administrators, school counselors, social workers, school psychologists, and additional faculty members. When concerns are raised, parents/guardians are contacted to join the team to discuss strategies and interventions for their child. If concerns continue,

Academic Needs

At each school, student progress is monitored closely through academic records including classroom based assignments and assessments as well as benchmark assessments. MTSS (which includes RtII) integrates assessment and intervention within a multi-level prevention system to maximize student achievement and minimize negative behaviors. Using this process, we are able to identify those students requiring remediation of skills and provide evidence-based interventions to address their specific needs. Also, MTSS serves those students needing stretching by providing differentiated instruction enhancements based on their areas of strength. In all schools, there is a dedicated time during the day for students to receive interventions and supports.

Social and Emotional Needs

At the elementary level, our program includes curricular programming in social and emotional learning skills including the use of the Second Step curriculum.

At the secondary level, our program includes a variety of programs including, but not limited to individual, group, and classroom lessons which address high-risk concerns or behaviors including mental health needs, alcohol and/or drug use, truancy, trauma, or any other personal issue.

In addition, through our community partnerships, we provide access to county-wide SAP counselors and school based outpatient therapy in school. We also maintain community resources on our [social services website](#). If you have any concerns about your child, please contact the school counselors or social workers.

Parents, staff, students and concerned community members can refer students about whom they have concerns to the school counselor or social worker. All referrals are strictly confidential.

Special Education

In compliance with state and federal law, notice is hereby given by the School District of Springfield Township that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as in need of such services, you will be notified of applicable procedures. These services and the transportation to them are paid for by the school district. Services and programs are available for children who are determined to need specially designed instruction due to the following conditions: Autism / Pervasive Developmental Disorder, Blindness / Visual, Impairment, Deafness / Hearing Impairment, Deafness / Blindness, Developmental Delay,

Emotional Disturbance, Intellectual Delay, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech and Language Impairment, and Traumatic Brain Injury.

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. This process may include a review of functional vision, hearing and a review of speech and language. You may request screening and evaluation at any time. Families can find the [Annual Public Notice](#) on our district website under Special Education & Student Services.

Requests for Multidisciplinary Evaluation and screening are to be made in writing to the Director of Special Education and Student Support Services, 1901 East Paper Mill Road, Oreland, PA 19075. Communication with parents or guardians is in English and, if necessary, in the native language or other mode of communication used by the parents or student.

Students who are not determined to be eligible for special education, but who are in need of modifications due to a disability, which substantially limits life activities and adversely affects educational performance, may be entitled to protection under a 504 Service Agreement. Families can review this process with their child's school counselor.

Gifted Education

Students who demonstrate strong performance in the district criteria may be evaluated to determine if they are eligible for and in need of gifted support services. More information regarding the criteria for [gifted education](#) screening and evaluation can be found on our district website under Special Education & Student Services.

Students in need of Gifted Support Services are provided with enriched and/or accelerated curricula. Instruction in the core content areas is differentiated by pace, level of instruction, and depth of content. The curriculum is aligned with state and Common Core standards and designed to challenge high ability students to reach their full academic potential. In each of our schools, our Gifted Support Services model adjusts with the developmental level of the student and individual student strength-based opportunities are developed through the GIEP team meeting.

Title I: Reading Support (Grades K-2 only)

Title I is designed to help students served by the program achieve proficiency on state academic reading achievement standards. The goal of Title I is to ensure a high-quality education for every child, by providing extra help to students who need it most. This program utilizes highly qualified staff who implement instructional strategies based on scientifically based research.

Title I has three primary objectives:

- to improve student achievement for all participating children

- to improve staff development
- to improve parental and community involvement.

Enfield Elementary School welcomes the participation of parents in support of student learning. Parent involvement is recognized as a key to increased student success. The following policy has been developed to build and encourage an effective partnership between home and school.

Communication

Consistent and effective communication can be achieved through the following avenues:

- Back to School Night
- Title-One Parent Information Night
- Conferences at school
- Email / phone
- Progress Reports

The Home-School Compact, designed by parents and faculty, confirms the shared responsibility for improved student learning.

Parent concerns and suggestions will be reviewed and considered during Title One planning and development. Parents of children enrolled in the Title I Program will be surveyed for their feedback twice annually.

Opportunities for Involvement & Volunteering

Parents are encouraged to participate and volunteer in school activities, including, but not limited to:

- Reading with small groups or individual students
- Joining school committees and assemblies
- Participating in school programs and projects
- Attending trainings and workshops

If you are interested in learning more about our Title 1 program, please contact our School Reading Specialists.

Traffic Procedures

Traffic / Car Line

Parents may drop off students beginning at 8:40am.

Student safety is our primary concern. Encouraging children to cross lines of traffic during arrival and dismissal is dangerous. Families are strongly advised to follow the traffic pattern and guidelines set forth here. Please follow all information provided by the principal regarding drop off and pick up areas and flow of traffic.

Regular dismissal is at 3:15pm.

Parking

Families and guests must park in designated spaces during school and other events unless directed otherwise by district staff.

Transportation

District transportation is provided to students according to the current school board policy. So that we may ensure the safest environment for all, students may only ride the bus to which they are assigned, and to and from their assigned bus stop. Families requiring alternate arrangements should contact the Transportation Office directly.

Transportation arrangements will be distributed in the weeks prior to each school year.

The expected code of conduct for Springfield Township students applies from door to door. Students who make unwise behavioral choices on a school bus, school vehicle, or at the bus stop may have their transportation privileges suspended.

Students, parents, and guardians should be aware that in order to maintain a safe and disciplined transportation environment, the school buses and school vehicles used to transport our students may be equipped with video and audio recording equipment. Recorded media may be reviewed by school officials for disciplinary and security-related purposes. This media may be provided to law enforcement or a court of law, or may be used in school disciplinary proceedings. Students, staff, and chaperones/volunteers should understand that their actions and words may be recorded while they are on school buses or school vehicles and that they should have no expectation of privacy during that time.

For more information, see the Transportation Department section of the [website](#).

Visitors

- All parents and visitors must enter/exit through the Main Office at the front of the building.
- Please be prepared to show photo identification upon signing in to our school.

- All visitors with their photo ID must sign in at the office and obtain a visitor's badge. These badges must be worn during your entire stay at our school.
- Before leaving, return to the main office and place your badge in the visitor's badge binder.
- If parents wish to confer with a teacher or volunteer in their child's classroom, an appointment must be scheduled with the teacher in advance.
- In order to maintain the safety of all students, parents are not permitted to walk their child to class.
- Regular volunteers are required to have appropriate clearances. Please see the volunteer section for additional information in this process.

Prospective students and their parents are welcome to visit our schools. Appointments may be made through the main office.

Volunteers

Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the principal of each school within the school district. All volunteers have specific requirements that need to be completed PRIOR to participating in any volunteer experience. Forms are located on our [website](#).

Curriculum Guide

The Elementary Curriculum Guide contains details on curriculum requirements and course descriptions. The curriculum guide can be found on the documents section of the high school website. Please reference the Curriculum Guide for the following information:

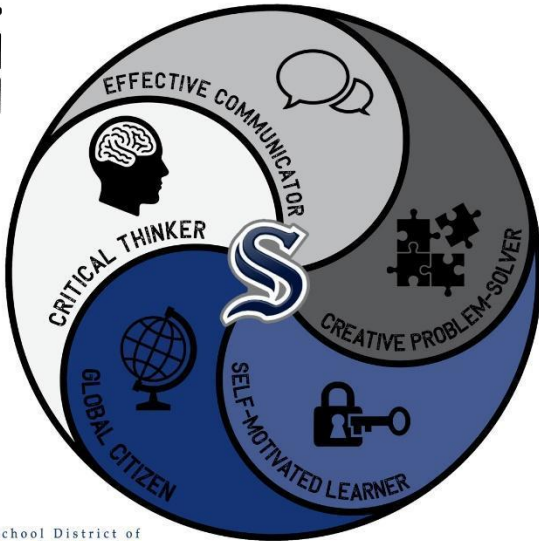
Policies

Please refer to the following policies:

STUDENT DISCIPLINE 218	WEAPONS 218.1
TERRORISTIC THREATS 218.2	STUDENT COMPLAINT PROCESS 219
STUDENT EXPRESSION 220	DRESS AND GROOMING 221
SEARCHES 226	CONTROLLED SUBSTANCES 227

<u>STUDENT INVOLVEMENT IN DECISION-MAKING 232</u>	<u>ELECTRONIC DEVICES 237</u>
<u>DISCRIMINATION/HARASSMENT-AFFECTING STUDENTS 103</u>	<u>BULLYING AND CYBERBULLYING 249</u>
<u>ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES 815</u>	<u>DATING VIOLENCE 252</u>
<u>GENDER EXPANSIVE AND TRANSGENDER YOUTH 253</u>	

PROFILE OF A GRADUATE



CRITICAL THINKER

Effectively analyze, evaluate, and synthesize information, arguments, claims and beliefs.

Reflect and ask significant questions that clarify various points of view and lead to better solutions.

Persist in complex problems through reasoning and constructing arguments to support ideas.

Engage with others' points of view with empathy and curiosity.



EFFECTIVE COMMUNICATOR

Articulate thoughts and ideas using oral, written and nonverbal communication skills in a variety of forms and contexts and for various purposes.

Listen effectively to decipher meaning and understand another's point of view.

Use digital technologies, communication and networking tools, and social network appropriately to access, manage, integrate, evaluate and create information.

Empathize and contribute thoughtful, meaningful ideas that support and add value to the collaborative learning experience.



CREATIVE PROBLEM-SOLVER

Attempt to solve unfamiliar problems using a wide range of strategies.

View failure as an opportunity to learn; understand that creativity and innovation is a long-term, cyclical process of small success and frequent mistakes.

Demonstrates originality and inventiveness through problem-solving and risk taking.

Value the voice and perspectives of others to solve problems together.



SELF-MOTIVATED LEARNER

Show awareness of strengths and weaknesses, routinely reflect on one's work and experiences, and apply insight to future decisions.

Develop positive attitudes and beliefs about themselves as learners that increase their perseverance and prompt them to engage in productive and quality learning behaviors both in and out of school.

Take initiative to self advocate and advance skill levels and develop a commitment to lifelong learning.

Seeks feedback for continuous improvement to enrich the learning of self and others.



GLOBAL CITIZEN

Relates and contributes to local and world community through civic engagement, cultural fluency, and service.

Understands the perspectives of others while managing your own emotions and conducting yourself in a respectful manner.

Demonstrates personal integrity, honesty, and ethical behavior.

Works respectfully with diverse teams and exercise flexible thinking.