

# SOUTHEAST DELCO SCHOOL DISTRICT

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SUPERINTENDENT, Dr. Brenda Wynder      ASST. SUPERINTENDENT, Dr. Jeffrey Ryan

## Kindergarten Center Staff & Phone Extentions

Phone: 610-522-4365      Fax: 610-522-1686

<b>Principal</b>	Mrs. Colleen Burke	Ext. 7230
<b>School Counselor</b>	Mrs. April Kessler	7208
<b>Secretary</b>	Mrs. Patty Carroll	7230
<b>Attendance</b>	Mrs. Susan Ferrari	7231
<b>Nurse</b>	Mrs. Kerri Hoban	7226
<b>Math Interventionist</b>	Ms. Brittany Purdy	
<b>Reading Interventionist</b>	Ms. Nicole Barrella	
<b>Autistic Support Teacher</b>	Mrs. Susan Heaney	
<b>Emotional Support Teacher</b>	Mrs. Suzanne Stratton	7207
<b>Learning Support Teacher</b>	Mrs. Jennifer Truax	7216
<b>Speech &amp; Language</b>	Ms. Stephanie May	
<b>Supplemental</b>	Mr. Justin Schneiderman	
<b>Climate Manager</b>	Ms. Lindsay Petrella	
<b>Social Worker</b>	Pending	
<b>ELL</b>	Pending	

### Classroom Teachers

Rm. 1 Ms. Grace DeRosa	7201	Rm. 14 Mr. Jake Bromiley	7214
Rm. 2 Mrs. Angela Hunger	7202	Rm. 15 Ms. Claudia Donohue	7215
Rm. 3 Ms. Diamoni Jones	7203	Rm. 17 Mrs. Kelly Schuman	7217
Rm. 5 Ms. Brigid Harron	7205	Rm. 18 Mrs. Lisa Comrey	7218
Rm. 12 Ms. Gianna Caroluzzi	7212	Rm. 19 Ms. Artensa Johnson	7219
Rm. 13 Ms. Jessica Tait	7213	Rm. 20 Mrs. Michele Thomas	7220

**Aides:** Mrs. Allison Cardell, Miss Shirley Flowers, Ms. Sarah Murray and Mrs. Kate Young

**PCAs:** Mrs. Jean McKeon, Ms. Jill Miller and Mrs. Marie Soriano

**Cafeteria:** Ms. Michelle Wallace and Ms. Ann Leonetti 7221

**Custodian:** Mr. George Hale 7227

**Security:** Officer Julie Hubbs

## **Southeast Delco School District Kindergarten Center**



### **Welcome to Kindergarten**

In this orientation booklet you will find information to assist you in preparing for your child's experience in the world of kindergarten. Please refer to this handbook in regard to important policies and procedures. We look forward to building a strong home and school relationship with you and your child!

The Kindergarten Center Staff

### **Kindergarten Center Mission**

The mission of the Kindergarten Center is to provide a child-centered learning environment that promotes the physical, emotional, and intellectual development of young children.





## Preparing for the First Day of Kindergarten

The first day of school is a special time in your child's life. Your understanding of this "turning point" is important to your child's future attitude towards school and to his or her healthy growth and development. Experts in child mental health and development emphasize that you play an important role in starting your child off with the self-confidence needed throughout life.

*Here are some things for you to keep in mind:*

- Recognize that the day your child goes off to school is an important event. It is the first major step into the world of school and towards independence from the familiar world of home. Your greatest gift to your child at this time is your positive support and understanding. Partner with your child's teacher to help your child make a happy transition.
- Help your child prepare for school by explaining what to expect and by answering questions honestly. Children need to know that they will stay for lunch, and how they will get to school and back. Frequently review the arrival and dismissal plan with your child.
- Get to know your child's teacher. Join and get involved with all the school activities and support fundraising efforts. Your involvement communicates the importance of school to your child.
- Help your child cope with occasional frustrations and disappointments at school. Learning to cope with challenges is important to your child's development and prepares them for the stresses of life.
- School fears are common in young children. If your child cries coming to school at the beginning, take a confident approach. Your child's fears will grow stronger if you change your routine and keep them home from school. They need to see from you that there is nothing to fear and that you know they can do it. If you are dropping them off, give a quick hug and depart. It may be hard for you but your child will most likely be distracted from the fear within a few minutes. You are welcome to call to check in if your child was upset when you left.



### KINDERGARTEN HOURS

**Office Hours:** 8:00AM – 4:00PM



**Kindergarten Student Day:** 9:10AM – 3:10PM

Students should not arrive before 8:50 am unless they are registered in the before and after care program. Breakfast is served at 8:50 each day. Students not in class by 9:10 AM must report to the office for a late pass.

## KINDERGARTEN AGE REQUIREMENTS

The school district has determined specific dates that are used to admit beginners to Southeast Delco School District: Students must be **five years old by September 1<sup>st</sup> for Kindergarten**.

## ARRIVAL AND DISMISSAL FROM SCHOOL

### Arrival

All children enter the school through the front cafeteria door. Children eating breakfast should arrive at 8:50AM to allow time to finish before going to class.

**Please be sure that children are dressed warmly in cold weather.** Health experts agree that children benefit from brief play outdoors each day even in cold weather. *Outdoor recess will be held unless the temperature drops below 32 degrees.* Long pants or tights, hats, and gloves/mittens are recommended. Also, please label clothing items so we can return them when students leave them at school.

### Dismissal

Specific dismissal procedures are explained on the Student Information Sheet, this is a mandatory document completed by each family. Also, the dismissal instructions will be giving out at our Open House on August 30<sup>th</sup>, 2023 and at our Back to School Night on September 26<sup>th</sup>, 2023.

### Early Dismissal

- If you must pick up your child early from school for an appointment or another reason, please send a note to school stating the reason, time, and who will pick up your child. Your child will not be dismissed to anyone other than a parent unless a note is provided by a parent with this information. To ensure your child's safety, all persons, including parents, must present a photo ID to our office staff upon arrival or show the placard.

### Changes in the Going Home Procedure

Any time you need to change the going home procedure for your child, you must send a written note to the teacher at least 24 hours prior to the change with specific information detailing the change. Also, please call the attendance clerk at extension 7231 to verify that this note has been received. Without a written note, your child will be sent home according to the usual routine. ***We cannot rely on a child's verbal report to make changes.***

**Please note: If someone other than yourself is picking up your child, that person needs to be specified in the note and present ID upon arrival. We cannot release your child to other adults without your written or verbal consent!**

## EMERGENCY SCHOOL CLOSING OR DELAYED OPENING



In the event of severe weather and the possibility that school may be closed, you will be noticed via phone call. Closing information would also be posted on our website. Since we need to maintain open phone lines on which to communicate with parents, please do not call the school.

- **If school is to be closed or dismissed early**, the district will call using the automated "Global" messaging system which generates calls to the numbers that you have provided. This Global form is included in the first day packet and must be returned so that you can receive our communications. **Be sure to notify the school office of any phone number changes** so the system can be updated. When providing new numbers, be sure to tell us the number that needs to be deleted in our system.

- **Closing information** will also be posted on the district's website ([www.sedelco.org](http://www.sedelco.org)) and DoJo. Our school is not authorized to dismiss school early unless directed by the Southeast Delco central office.
- When the district delays the start of the school day due to weather conditions, school will begin two hours later at 11:10AM. You will be notified in the same manner as with school closing.

**Please note: Breakfast will not be served on delayed opening days. Bus pick up times will be two hours later than normal and before care will not be provided.**

## EMERGENCY PROCEDURES

Emergency drills, such as fire, shelter in place, and evacuation drills are held at least once a month so students and staff are prepared in the event that an emergency should arise.

### Fire Drill

At the sound of the fire alarm, teachers will promptly escort their class quietly by the route posted in that classroom. Once outside in the designated area, teachers will take roll and report to the principal or designee. Teachers will wait for instruction to return back to the building when the drill has ended.

### Shelter in Place/Lock Down Drill

There may be situations outside the school that call for students and staff to remain in the building. Procedures are in place depending on the circumstances. During this time, no one will be permitted to enter or leave the building until the situation has been resolved.

### Evacuation Drill

Periodic emergency evacuation drills will be held during the school year. This plan is administered when an emergency requires everyone in the school to leave and not return to the building, such as a fire or gas leak. The Kindergarten Center will evacuate to the Briarcliffe Field House on Bartram Avenue, which is adjacent to the field next to our school. Parents would then be notified by our School Global Phone System of procedures to pick up students, including utilizing your pick-up placards and photo ID. It is therefore imperative that your child's information sheet is updated if you have a change of phone number or names of persons permitted to pick-up your child.



## VISITORS

All visitors are required to present a photo ID and register in the school office when entering the building. If you wish to talk to the teacher, please arrange for a conference at a mutually agreeable time, before or after school. Teachers are responsible for an entire class of children and cannot take time from the teaching day to hold a conference.

By entering onto Southeast Delco School District property, you understand that you may be photographed, filmed, or videotaped, and you hereby give the school district the unqualified right to take pictures and/or recordings of you. By entering the premises, you consent to photography, audio and video recording, and their

release or reproduction to be used for purposes of Southeast Delco Delco School District and their representatives. Images, photos, and/or videos may be used to promote Southeast Delco School District events in the future, highlight events, and exhibit the promotion of Southeast Delco School District. You release the district, its officers, and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of photographs, computer images, video, and/or sound recordings for district purposes.

## ATTENDANCE

### Absences and Tardiness

**Pennsylvania state law requires that whenever your child is absent or late, you must provide a note explaining the reason.** Please send this note on the first day your child returns to school. The attendance clerk must have this note within three days of your child's return to school to be considered a legal absence. In the absence of a note within three days, the absence automatically becomes recorded as illegal. Three illegal absences will result in a first notice and a truancy elimination conference. Subsequent illegal absences will result in a court summons. A doctor's note is required after three consecutive days of absence.

If your child is going to be absent, please call the school's attendance line, ext. 7231, and leave your child's name, teacher's name, and reason for the absence. Your call to the school, therefore, is an important part of communication between home and school. **Important: Every absence requires a note and a phone call to the school.** The school will send an automated message confirming your child's absence, even if you called.

The School Board considers the following conditions to constitute reasonable cause for absence from school:

- Illness, quarantine
- Recovery from injury
- Required court attendance
- Death in the family
- Religious observations
- Family educational trips



No other absence excuses will be accepted

### Late Pass

A note from the parent or guardian must be presented in the office to explain the lateness. In the absence of a note, the lateness becomes "illegal" by state guidelines. Please be advised that we allow students to enter the building as early as 8:50 AM. We will not allow any student to enter earlier as staff members are not on duty prior to 8:50 AM. Any student arriving to school after 9:10 AM must report to the office with a parent to obtain a late pass.

Staff members who are on duty outside will enter the cafeteria and close the door promptly at 9:10 AM to begin the school day.

## PERFECT ATTENDANCE PROGRAM

The Kindergarten Center recognizes children who have monthly perfect attendance. Individual perfect attendance key chains are awarded to those students.

## REPORT CARDS

Report cards are issued four times a year, and reflect the students' class participation, academic progress, social growth, and test performance.

## PARENT-TEACHER CONFERENCES

Conferences are held to discuss the student's progress and any concerns of the parent or teacher. It is important each parent meets formally with his/her child's teacher at this time. Additional meetings may be scheduled on an as-needed basis. School will be dismissed at 12:45 PM on these days. Lunch will be served.

## BEFORE AND AFTER CARE PROGRAMS

YMCA offers parents a before and after care program for students in kindergarten through 8<sup>th</sup> grade. If you would like more information contact Kelly Shearn, Ridley Area YMCA at 484-479-3400 or email [kshearn@cyedc.org](mailto:kshearn@cyedc.org).

## CAFETERIA

The Kindergarten Center offers free breakfast and lunch to all students.

Breakfast begins at 8:50 AM. Students who eat breakfast at school should arrive in the cafeteria by 8:50 AM, but no later than 9:10 AM. This is to allow students enough time to finish breakfast for the 9:10 AM classroom start. The time may be adjusted during the year to accommodate the number of students participating in the breakfast program. Menus are sent home monthly and are also available on the district web site ([www.sedelco.org](http://www.sedelco.org)).



Breakfast will not be served on delayed opening days. You may also choose to pack a lunch, especially if your child has allergies or does not like the meal offered.

**Please note: There is a designated area in the cafeteria to accommodate any student that has allergies. Contact the school nurse if your child has any food allergies.**



## DRESS CODE

The Southeast Delco School Board has retired their uniform policy for the 2023-2024 school year.

## FOOT APPAREL

Sneakers or other rubber-soled shoes are a great option for young children so that they are comfortable while learning and during recess. No flip flops, sandals, slippers, crocks or similar footwear will be permitted for safety reasons. **When your child wears boots to school, please send a pair of sneakers as well. Wet boots are unsafe and wet feet all day are very uncomfortable.**

## **LOST AND FOUND**

There is a lost and found area in the cafeteria where all lost articles of clothing and other belongings are turned in when found. Please write your child's name on all belongings to assist us in returning lost and found items.

## **HOMEWORK**

Homework: Home and School Working Together. Parents are asked to partner with us by doing the following:

1. Demonstrate that homework is a priority by establishing a regular time and place to develop a daily "homework habit."
2. Provide the support and supervision necessary to see that their child organizes and completes homework for return on the due date.
3. Maintain a relaxed, stress-free atmosphere to build positive attitudes about school work and keep harmony in the family.

## **MONEY**

All money sent to school must be placed in an envelope marked with the amount, child's name, room number, and purpose of the money. The school cannot be responsible for lost or stolen money.

## **FOOD AT CLASSROOM EVENTS**

Please be advised that according to The Pennsylvania Department of Education (PDE) Nutrition Standards food / snacks (cakes, cupcakes, donuts, munchkins, carbonated beverages, chewing gum, candy, etc.) of Minimal Nutritional Value (FMNV) may not be brought in for special (student / classroom) celebrations.

\*\* If you would like to celebrate your child's birthday, please only send in non-food items to share with the whole class. Example, pencils, erasers or crazy straws...



## **HEALTH SERVICES**

A certified registered nurse or LPN is available during the school hours in case of illnesses and emergencies. If a student is unable to remain in school, the nurse will contact the parent/guardian or someone responsible to arrange for the child to be taken home.

Audiometric (hearing) tests, vision tests and height and weight measurements are done on a yearly basis, as well as any other service mandated by the state.

Students with communicable diseases are excluded from school. Conjunctivitis, impetigo, and ringworm are excludable conditions. A doctor's certificate is required upon return to school. It is the policy of the school that a child who is able to attend school is also permitted to participate in all school activities unless a doctor's note is provided.



### **Student Information**

You will receive a student information sheet in your back to school mailing in August. Please complete and return at the Open House or on your child's first day of school. Contact the school as soon as possible when there is a change in address, telephone number, or parental status. **Emergency phone numbers on this form are critical and must be listed in case we are unable to reach the parents.**

### **Administration of Medication**

No medication, even over-the-counter medication, will be administered in school except by direct, written order of the family physician. Any child who is to receive medication during school hours must have explicit written directions from a physician. **All medication is to be brought to the school by the parent. Students are not permitted to carry medication to school.** If this does occur, the school reserves the right not to dispense this medication until the parent comes to school to personally authorize the dispensation of the medication. All medication must have a current pharmaceutical label, including child's name, drug name and dosage.

### **Illness**

If your child complains of a headache, stomach ache, sore throat, etc. before coming to school, please check his/her temperature. If feverish, do not send your child to school. If your child becomes ill at school, the nurse will decide if he/she should be sent home. **Your child must be fever-free for 24 hours before returning to school. The school nurse will follow PA Department of Health guidance related to communicable diseases, including COVID-19.**

### **Physical Exams**

Students entering school for the first time are required to have a physical exam. An exam form is required for the school record. If a student does not have a physical exam completed, the student may be excluded from school.

## **SCHOOL COMMUNITY AND STUDENT CONDUCT**

In order for our students to prepare for the role of responsible citizens, their behavior must be based on respect and consideration for the rights of others. They are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school.

### **The Student's Responsibility Is:**

- To know, understand, and follow school expectations
- To develop a sensitivity to the feelings of others
- To respect adults at school and home
- To be a part of the decision making process
- To learn to respect different points of view

### **The Parent's Responsibility Is:**

- To know and support the school policies
- To establish good communication and rapport with teachers
- To establish a regular homework time
- To be objective when dealing with problems related to consequences
- To work together as a family unit and be consistent in child guidance

**The Teacher's Responsibility Is:**

- To be fair and consistent
- To make everyone aware of and understand the reasoning behind school wide expectations
- To know as much as one can about each student and show compassion for their individual needs
- To teach students to accept responsibility for their actions when they make bad choices
- To establish good rapport and communication with families.

**SWPBIS – School Wide Positive Behavior Interventions and Supports**

This systems-based approach to discipline emphasizes prevention, instruction on social skills, and data-based decision-making to both reduce problem behavior and improve academic performance. Teachers and school staff focus on the critical link between instruction and desired behavior outcomes that are developed and build upon the strengths of our school.

Our PBIS team has developed a matrix of expected behaviors that all students learn and follow. The matrix is posted in each classroom and in the hallways. The expected behaviors on this matrix never change and they are taught and supported by all school staff. This matrix creates a shared curriculum for our school community and defines the expected behaviors for specific learning environments at the K Center.

## PBIS Matrix

	<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria</b>	<b>Playground</b>	<b>Bathroom</b>	<b>Bus</b>
<b>I am Safe</b>	1. Keep body parts to yourself 2. Stay in your own space 3. Listen to adults	1. Walk on the blue line 2. Go straight to your destination 3. Follow directions	1. Stay in your seat 2. Eat your own food 3. Listen to all adults	1. Keep hands and feet to yourself 2. Listen to all adults and follow their directions 3. Line up quickly when the whistle blows	1. Be quick and flush 2. Keep water in the sink while washing hands 3. Use walking feet	1. Keep your bottom on the seat 2. Face forward 3. Keep your body to yourself
<b>I am Respectful</b>	1. Listen and follow directions 2. Be kind to others and speak nicely to others 3. Take care of yourself and others	1. Level 1 whisper voice with teacher permission. 2. Keep hands and feet to yourself 3. Walk nicely	1. Use voice level 2 (talk with a friend) 2. Keep area clean 3. Raise your hand for help	1. Return playground equipment 2. Take turns and include everyone 3. Use kind words	1. Keep area clean 2. Stay quiet 3. Mind your business	1. Voice level 1 (whisper voice) 2. Be aware 3. Listen to all adults

## STUDENT EXPECTATIONS AT THE KINDERGARTEN CENTER

Strategies for responding to misbehaviors are primarily managed by the classroom teacher. Teachers provide information about classroom expectations and the school wide behavior support system in writing at the start of the year and at Back to School Night. Responses to misbehaviors are progressive in nature. For example, teachers might include a verbal redirect, or give a warning as preventive strategies before applying consequences. Classroom consequences might include a time out at a classroom table or a time out with a hall partner teacher.

In situations where it becomes necessary to call for office support, the services of the principal and/or designee will be available to assist and supplement the efforts of the teacher. Following a conference about the behavior, the student will be returned to the classroom. Should a student remain highly disruptive beyond a 30 minute period, the parent may be called by the principal or a designee. The child may need to leave school for the

remainder of the day and a conference will be scheduled. This will be an interim step until a more comprehensive behavior support plan can be achieved.

Suspensions at the kindergarten level will be implemented only in the most serious of circumstances. A student requiring a suspension, or having repeated offenses within a short period of time, requires intervention planning. In those situations, the student will be placed on the agenda for a Kindergarten Center MTSS team meeting. The meeting will be for the purpose of planning supportive accommodations until the student's behavior concerns are resolved. The classroom teacher remains primarily responsible for the student's behavior plan.

## **BUS EXPECTATIONS**

Transportation is a privilege and all students are expected to follow the PBIS Expectations that are listed below and included on the school-wide matrix. Please discuss with your child the importance of bus safety. Building a relationship with your child's bus driver will help your child respect the safety rules on the bus. The following will be implemented to ensure appropriate bus behavior:

### **I am safe on the bus when:**

- I sit safely on the seat.
- I face forward.
- I keep my body to myself.



### **I am respectful on the bus when:**

- I use a level 1 quiet voice.
- I am aware.
- I am listening to adults.

The consequences for inappropriate bus behavior are listed below:

- 1<sup>st</sup> incident:** Student will receive written/verbal warning and the parent will be notified.  
**2<sup>nd</sup> incident:** Student will be suspended from the bus for one or more days.  
**3<sup>rd</sup> incident:** Student will be suspended from the bus for one or more days and a parent conference will be scheduled.

**Please note:** Depending on the severity of the incident, consequences could include suspension from school and/or removal from the bus. Parents will be responsible for the transportation of the child to school.

## **CHILD ABUSE**

School employees are **MANDATED REPORTERS** of suspected child abuse. This means that school officials must legally report any allegation or suspicion of child abuse or neglect to the state authorities.

## **TOYS, CELL PHONES, AND OTHER ELECTRONIC DEVICES**

Cell phones, headphones, hand-held games, and other electronic devices are prohibited in school. If items are found in a student's possession, these items may be confiscated and parents will be contacted. Also discouraged is the possession of toys, action figures, cars, stuffed animals, dolls, etc. **Please check your child's book bag regularly.**

## **DISTRICT POLICIES**

Students and families are expected to follow all Southeast Delco School District Board policies.

### **NON-SMOKING POLICY (Policy #904)**

The Southeast Delco School District has adopted a non-smoking policy where smoking is prohibited anywhere on school district property. Therefore, please refrain from smoking outside the building while waiting for your child to be admitted or dismissed.

### **Promotion and Retention (Policy #215)**

A student shall be promoted when she or he has successfully completed the curriculum requirements and has achieved the academic standards established for the professional level based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of required skills and knowledge.

1. The recommendation of the classroom teacher shall be required for promotion or retention of a student.
2. The building principal shall be assigned the final responsibility for determining the promotion or retention of a student.
3. In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

### **Weapons Policy (Policy # 218.1)**

The district weapons policy prohibits students from possessing and bringing weapons or replicas of weapons into any school building or property. A copy of Southeast Delco School District weapons policy can be found on the district website and is on file in the office for review upon request.

Southeast Delco School District prohibits any student from communicating terroristic threats or committing terroristic acts against staff members or fellow students. The policy for making terroristic threats and other discipline policies is available on the district website and on file in the office for review upon request.

### **Student Complaint Process (Policy #219)**

The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by board policy.

### **Search and Seizure (Policy #226)**

In the event that we suspect a child may possess a harmful substance or object, we have the right to protect the student themselves and others by conducting a search. The School Board policy on student searches is posted on the district website and is available in the school office for review upon request.

### **Suspension and Expulsion (Policy #233)**

The principal or designee of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended. No student may be suspended without notice of the reasons for which he/she is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the

health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

1. When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.
2. Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

#### **Unlawful Harassment (Policy #248)**

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

#### **Bullying/Cyber-Bullying (Policy # 249)**

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 and/or outside 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.**

#### **Integrated Pest Management (Policy # 716)**

When pesticide applications are scheduled on school buildings and on school grounds, the district will provide notification in accordance with the law, including:

1. Posting a pest control sign in the appropriate area
2. Providing the pest control information sheet to all individuals working in the school building
3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides

## **Educational Equity (Policy 832)**

### **Purpose**

The Board Adopts this policy to prioritize the principle of educational equity through the fair and just allocation of resources, opportunities and treatment of students based upon each individual student's need. The pursuit of educational equity requires the continuous and collaborative effort of identifying various aspects of district programs and operations in which consideration of educational equity shall be analyzed, incorporated and prioritized.

To facilitate educational equity for all, the district shall be committed to:

1. Promptly identifying and addressing barriers that cultivate achievement and/or opportunity gaps for students.
2. Ensuring that a student's educational achievement is neither predicted nor predetermined by explicit biases.

### **McKinney-Vento Act**

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. Communication and collaboration among education and child welfare professionals is critical to support school stability and continuity for children in out-of-home care. The law requires child welfare and local education agencies to work together to promote school stability and continuity. If you believe you or your child are experiencing homelessness, please contact the guidance counselor at your child's school.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school corrects records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

## Parent Involvement

The K Center recognizes that parents want to be involved with the education of their child. We offer a variety of ways to participate in your child's first year of school. Chaperoning, volunteering, or helping hands are always needed.

- **Clearances Required**

If you are interested in chaperoning, volunteering, or assisting with activities at the K Center, you must complete background check clearances. These clearances (2) must be completed along with the Southeast disclosure statement for volunteers. This disclosure can be found in the back of this handbook. The district disclosure form can only be used if you have lived in the state of Pennsylvania for the last ten years. If you are a new state resident, or have lived in another state within the last 10 years, you must also complete a third FBI fingerprint clearance. Instructions for this procedure are also included. Please call the school office if you have any questions.

Bring all copies of your clearance results to the K Center, your photo ID, and the district form which asks you to list all your children and the schools they attend. The office will place your name on the parent volunteer list and will make a copy of your results.

You can access the links below for clearances.

CHILD ABUSE Clearance: <https://www.compass.state.pa.us/CWIS>

No fee for volunteers.

PENNSYLVANIA STATE POLICE: <https://epatch.state.pa.us>

No fee for volunteers.

Only required if you have not resided in PA for the last 10 years.

FBI Clearance: <https://uenroll.identogo.com>

Fee \$23.85 payable with credit or debit card.

Use Service Code: IKG6XN