

**Springfield Elementary Schools - Learning Together**



**Welcome**

Welcome to the Springfield Elementary Schools! Everyone at Sabold, Scenic Hills, and the Springfield Literacy Center hopes that you and your family enjoy the many fun and exciting learning experiences that we have to offer. Although we will do our very best to keep you informed, we are certain that questions will come to mind as the school year progresses. This handbook will help answer some of your questions about policies and procedures. If you have any other questions, please feel free to contact your child's teacher or call your school office. Someone will be happy to help you.

From the entire Springfield Elementary Staff, WELCOME!

Let's have a wonderful school year!

# **Springfield Elementary Schools Family and Student Handbook 2024-2025**

## **Harvey C. Sabold Elementary School**

**468 East Thomson Avenue**

**Springfield, PA 19064**

**Phone: 610-938-6500**

**Absentee Hotline: 610-938-6510**

**Attendance Email: SaboldAttendance@ssdcougars.org**

**Mr. Anthony Simek, Principal**

**Mrs. Hope Bretherick, School Secretary**

## **Scenic Hills Elementary School**

**235 Hillview Drive**

**Springfield, PA 19064**

**Phone: 610-938-6600**

**Absentee Hotline: 610- 938-6610**

**Attendance Email: ScenicAttendance@ssdcougars.org**

**Mrs. Megan Scelfo , Principal**

**Mrs. Tina Battista, School Secretary**

## **Springfield Literacy Center**

**210 West Woodland Avenue**

**Springfield, PA 19064**

**Phone: 610-690-3100**

**Absentee Hotline: 610-690-3110**

**Attendance Email: SLCAttendance@ssdcougars.org**

**Mrs. Megan Charitonchick, Principal**

**Mrs. Clare Stienstra, School Secretary**

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## **ACADEMIC RESPONSIBILITY**

Our school staff works hard to help students make significant academic progress each year. It is essential that we work in partnership with students and their families to make the most of our learning opportunities. Homework is an integral part of the instructional program and students must take responsibility for completing homework. Students that establish a pattern of not completing homework should expect to have a logical consequence. (See district homework guidelines under **HOMEWORK**.)

Part of the school experience is to help students become more independent and responsible. This includes remembering items to be prepared for school (i.e., permission slips, sneakers for gym, instruments, homework, projects, library books, lunch, etc.). We understand and will accommodate students that occasionally forget items for school. However, it is important for children to learn that mistakes have consequences. In the case of personal responsibility, this may mean missing an activity, observing instead of participating, receiving less than full credit, or other logical consequences to help reverse the pattern.

## **ACCEPTABLE USE POLICY (AUP) AND CHROMEBOOKS**

\*An Acceptable Use Policy (AUP) form is required for each student.

[https://docs.google.com/document/d/1eVxND1zni0BHraqQGBjNKFA0F\\_A1lhg4lqpBD22bb3s/edit?usp=sharing](https://docs.google.com/document/d/1eVxND1zni0BHraqQGBjNKFA0F_A1lhg4lqpBD22bb3s/edit?usp=sharing)

### **Grades K-3**

In all elementary buildings, each K-3 classroom has access to Chromebooks, which are stored, secured, and charged in the grade level carts. Additionally, grades 2 and 3 have Chromebooks assigned to their classrooms, providing the flexibility to create a 1:1 learning environment on an as-needed basis. All Chromebooks for use by students in grades K-3 remain at school. There is no fee for the K-3 Elementary Device Program.

### **Grades 4-5**

1. Every student in grades 4 and 5 will receive a school district-issued Chromebook and charger. Students will be assigned a Chromebook and charger for the entire school year.
2. Students need to charge their Chromebooks nightly. Students will take the devices home with them every day and will turn them in at the end of the school year.
3. Students in grades 4 and 5 need to pay the program fee and complete the online AUP form every year. Chromebooks will be distributed to incoming 4th and 5th grade students and new students who have paid the program fee and completed the online AUP form. Please contact the school's main office if you have questions.
4. Assessed fees for repairs will be added to HAC:
  - Accident Forgiveness – a fine will not be assessed for the first cracked screen
  - \$75 cracked screen fee after Accident Forgiveness
  - \$20 plastics fee

- \$40 lost charger fee
- Intentional damage fees will be determined by administration

## **ARRIVAL and DISMISSAL**

### **Arrival**

The regular school days begins and ends according to the following schedule:

<b>KINDERGARTEN:</b>	AM Session: 9:00 a.m. - 11:30 a.m.
	PM Session: 1:00 p.m. - 3:30 p.m.
<b>GRADE 1:</b>	8:45 a.m. - 3:15 p.m.
<b>GRADES 2 - 5:</b>	9:00 a.m. - 3:30 p.m.

The start times above are when students are expected to be in their classrooms and ready to begin their day. Students may start arriving 30 minutes prior to the start time of the school day.

**Students may not be dropped off earlier as there is no supervision available.** Morning routines are very important to student success. Please make sure students are in school on time.

### **Dismissal**

All first grade students at the Springfield Literacy Center are dismissed at 3:15 p.m. All students at Scenic Hills and Sabold, with the exception of shuttle bus students, are dismissed at 3:30 pm. Students riding a bus should arrive home between 3:30 and 4:15 pm. Please check your bus schedule for the exact time. Note: A parent or chaperone is required to meet first grade students at the bus stop for dismissal. If no one is present, the student will be brought back to the SLC.

Parents must send a note to their child's teacher if their normal mode of transportation home is going to be different. Without a note, students will be expected to go home by their normal mode of transportation. Parents must notify the school if someone other than a parent or guardian is picking up a student from school. Permission will be denied to anyone attempting to pick-up a child without written parental consent.

### **Early Dismissal**

When your child must leave the building during the school day, a written note from a parent or guardian must be sent to the child's teacher before the time of dismissal. The reason and the time for the early dismissal should be stated clearly. Possible reasons for early dismissal may include a medical appointment or a family emergency, or those conditions established by the state listed in the next section under **ATTENDANCE**.

To sign a student out for the day, a parent or guardian should report to the school office at the designated time. The child will be called to the office by a member of the school's staff. If the parent or guardian is not recognized by the school, official identification will be requested.

## **ATTENDANCE**

Student attendance at school is the responsibility of the parents and students. The School Board implemented Policy No. 204, recognizing the importance of regular attendance for students to attain maximum benefit from the educational process. This policy is based on Section 1327 of the Public School Code which states that every child of compulsory school age is required to attend school. Parents have a responsibility, by law, to see that their children attend school every day. School officials have the responsibility of enforcing student attendance through policy and procedures according to the code.

State law establishes conditions under which any child may be excused from attendance at school. In keeping with these statutes and recommendations of the Pennsylvania Department of Education, pupils in the Springfield Schools may be excused temporarily from school attendance for the following reasons:

1. Sickness
2. Quarantine
3. Death in the immediate family
4. Weather so inclement as to endanger the health of the child or make roads impassable
5. For observance of a major religious holiday
6. For other exceptional reasons with the approval of Administration

### **Absence Notification: Updated Email Procedures**

Absence Notifications to inform the school that the student will not be in attendance are preferably received via email and must be sent on the day of absence. The attendance hotline email addresses are [SaboldAttendance@ssdcougars.org](mailto:SaboldAttendance@ssdcougars.org), [ScenicAttendance@ssdcougars.org](mailto:ScenicAttendance@ssdcougars.org), or [SLCArrival@ssdcougars.org](mailto:SLCArrival@ssdcougars.org). There is also a link to the school attendance emails on the attendance page on the school district website. The email must include:

- Parent /Guardian name and phone number reporting the absence
- The student's name, grade, homeroom, date of absence(s), and the reason.

***This email will serve as the written note confirming the student's absence in accordance with PA Attendance Laws and in lieu of a note or Excuse for Absence form. Once the e-mail is received an automated response confirming the receipt of the email will be returned to the sender's email account. Parent/Guardian will also receive an automated call from School Messenger once the excused absence has been confirmed by the Attendance Office.***

When e-mail is unavailable, absences can also be phoned into the school's Attendance Hotline (located on page 2) to inform the school that the student will not be in attendance. In addition, and in accordance with PA Attendance Laws:

- A signed written note by the parent or guardian is required for each phoned in absence(s).
- The approved Excused for Absence Form or a note must be submitted to the Main Office within 3 days of return from an absence.

Detailed information about excused absences, unexcused absences, late arrivals and early dismissals can be found in the school Student Handbook.

**State law requires a written explanation from the parent/guardian in each instance of school absence, lateness, or early dismissal.** *Parents are requested to email or call the student's school prior to the start of the school day to report their child's absence. In the event an email or call is not received, a school representative may attempt to contact the parents to confirm that the child is legitimately absent.*

At any time, should the school administration believe that absences due to illness are chronic or irregular, the school administration may request a physician's statement certifying that such absences are medically justifiable.

When requesting approval for an absence other than in cases of illness or emergencies, the request must be made in writing to the principal before the absence occurs. All other absences are unexcused and will be recorded as such. Forms for this request are available in the main office.

Failure to comply with these expectations means that the absence will automatically become unexcused and the school laws of Pennsylvania shall be applied accordingly. Frequent or prolonged absence, without satisfactory reason, or willful violation of the compulsory attendance laws, shall be handled in conformity with the procedures stated in the Pennsylvania School Code, as per the district's attendance policy.

### **Excessive Absences or Lateness to School**

Pennsylvania regulations shall be followed in administering the Springfield School District's attendance procedures in regard to excessive absences.

Note: Absences become Unexcused (UA) if a note is not received within 3 days of the absence. **If your child has three Unexcused Absences (UA), you will receive a letter regarding the absences.** Unresolved unexcused absences may result in attendance improvement conferences or truancy proceedings.

### **BACK TO SCHOOL NIGHT**

Back to School Night is scheduled each year in September. The purpose of Back to School Night is to introduce parents and guardians to our school routines and procedures, with a focus is on our academic programs. Parents/guardians have an opportunity to meet their child's classroom teachers as well as the special-area teachers. During this evening, teachers give a broad overview of the academic program and any new initiatives being introduced. *If you have specific concern regarding your child, please schedule a separate conference with the appropriate teacher.*

Back to School Night is also an opportunity to learn about the many volunteer opportunities available through your school's Home and School Association. Involvement in Home and School is a wonderful way to participate in your child's education.

### **BICYCLES**

There are designated locations available for students to lock their bicycles at Sabold and Scenic Hills. Bicycles may not be parked in any other area. The student is responsible for locking his/her own bike. The school district is not responsible for theft or damage to bicycles.

### **BIRTHDAYS**

We recognize the importance of celebrating student birthdays, and we love to honor our birthday children by announcing their names on the morning announcements. Our teachers take great pride in making their students feel important on their birthdays as well. If you would like to send in something special to mark your child's birthday, please send an item for the classroom such as a favorite book (signed and dated by your child) or other classroom supplies such as pencils, erasers, stickers, and the like. Due to the growing number of allergies and health concerns for our students, we ask that you please do not send in food treats for your child's birthday.

### **BUS TRANSPORTATION**

Springfield School District has contracted with Student Transportation of Pennsylvania (STA) to provide transportation management services to the district. STA is a national provider of student transportation services and provides management services to various districts throughout Pennsylvania. Bus eligibility can be determined by contacting the Transportation Supervisor at

484.472.6749. Bus stops and schedules can be found in the Home Access Center at the start of each school year. If something is left on the bus, please call 484.472.6749.

### **Bus Behavior Policy**

The following is a portion of School Board Policy No. 218(a), which details expectations for student behavior and discipline.

The following are the expected behaviors of students using Springfield Transportation. Students are expected to enter the bus, take a seat, and remain in their seat until they approach their bus stop for discharge. While talking is a normal occurrence while riding the bus, noise levels should be kept at a reasonable level to avoid distraction of the driver. Drivers must be able to hear noise exterior to the bus, such as sirens from emergency vehicles. High levels of noise within the bus may reduce the driver's hearing ability and reduce reaction time in an emergency situation. Inappropriate behavior will result in a bus misconduct referral.

To ensure all students' safety, all rules while waiting for buses, traveling on vehicles, and arriving at school must be followed. **The following rules must be observed at all times:**

- Remain seated at ALL TIMES while the bus is in motion.
- Keep aisles clear at all times.
- Keep all parts of the body inside the bus.
- Voices must be kept at an appropriate level. Shouting is not permitted.
- Obey all instructions or directions issued by the driver.
- No food or drink may be consumed on the bus.
- All balls, games, etc. must remain inside school bags.
- Students should wait for the bus well off the roadway.
- Students must form lines to board the bus.
- Students must remain in assigned seats if directed by the driver or a district employee.

Inappropriate behavior on a bus can result in a bus suspension. Some behaviors will result in an immediate bus suspension. Three or more bus referrals will result in a one-week suspension from the bus. More than three referrals could result in a bus suspension ranging from one week to the remainder of one school year. All parents should discuss appropriate bus behavior with their children.

### **CLASS PARTIES**

Elementary students participate in classroom celebrations throughout the year which may include Halloween, Winter Break, Valentine's Day, or end-of-year celebrations. These events are coordinated by homeroom teachers. Teachers may ask for volunteers to contribute to the parties in some fashion. Parents may be invited into classrooms for various events during the school day. Often, space is limited for such events, in which case siblings may not be able to attend. Snacks for class parties should follow the district guidelines for approved snacks; crafts should not include food components.

### **CLUBS**

All of our elementary schools offer before and/or after school clubs that include academic, social, and recreational components. The duration and dates vary by elementary school. Registration will be based on a first come-first served basis. Due to the limited number of spaces,



students are only registered for one club. Please understand that we will try to accommodate all students in their requested clubs; however, where clubs are oversubscribed, we may need to limit numbers. More information about the clubs will be provided during the school year.

## **COMMUNICATION**

Elementary school news is available through the **Cougar Paws** at each school. This information is sent electronically via email and is also available on the school website. Parents can request a text notification through Home Access Center (HAC) when the information is available. If you do not have internet access, please notify your child's teacher to arrange for paper copies to be sent home. Please be sure your contact information is up-to-date through the HAC to ensure you receive this important information.

The district website is [www.ssdcougars.org](http://www.ssdcougars.org). Here you will find the district calendar of events and links for Sabold, Scenic Hills, and the Springfield Literacy Center. Each school website has links for staff lists and teacher Canvas links, headlines for upcoming events and important information, links to educational sites, and a link for the Home and School organization.

Your child's teacher should always be your first contact if you have academic or classroom-related concerns. Teachers may be contacted either by e-mail or through their voice mailboxes. Phone numbers and e-mail addresses are located on the staff list on the school website.

NOTE: During the school day, teachers are unable to receive calls; however, teachers will return messages at their earliest convenience. It is always a good idea for parents to leave their cell phone numbers, work numbers, etc. and an indication of availability.

**IMPORTANT:** *If a parent is calling about last-minute changes in pick-up plans, the call must go to the office so that the message can be personally relayed to the child prior to dismissal.* If you have an emergency during the school day, please call the main office for immediate assistance.

## **CONFERENCES**

Even if students are doing well academically, an exchange of information supports their overall academic performance. Conferences are beneficial at other times as well. If you would like to discuss your child's school experiences, simply contact his or her teacher. All conferences with a teacher should be scheduled in advance by calling the school or writing a note to the teacher.

Formal scheduled conferences will take place this year in November and March. These conferences are an excellent opportunity to discuss your child's academic progress.

## **DELAYED OPENINGS, EMERGENCY SCHOOL CLOSINGS, AND EARLY DISMISSAL PROCEDURES**

Heavy snowfall, ice, hurricane warnings, or other serious conditions (such as electrical or heating systems problems) may make it necessary to close school or to delay opening. These decisions are made by the superintendent in consultation with district personnel and are based on the health and safety needs of our students.

### **Delayed Start Openings**

Occasionally, weather conditions may cause school to have a delayed opening or "late start." In the event of a late start, school will open two hours later than its regular start time. All of our families will be notified via an automated phone call.

Late start days will result in the following schedule modifications.

**BUS SCHEDULE:** Buses will run on revised schedule of two hours later than the normal time.  
**PARENT DROP-OFF:** Students should be dropped off two hours later than their normal time. No one will be available to supervise students prior to this time.  
**KINDERGARTEN SCHEDULE:** AM Kindergarten will run from 11:00-12:30 p.m. and PM Kindergarten will run from 2:00-3:30 p.m.  
**BEFORE SCHOOL ACTIVITIES:** Any before school activity such as band, orchestra, or choir practice will be **cancelled** on late start days.

### **School Closings**

*In the event of a school closing, an automated phone call will go out to all of our families.* For this reason it is imperative that you make sure that you have updated the Home Access Center with your correct home phone number. Announcements regarding school cancellations or delayed openings are also made via the following sources:

- Cable TV Channel 11 (Comcast), Channel 29 (FiOS) and Channel 51 (RCN)
- FOX TV
- NBC
- ABC
- KYW News Radio
- Website – [www.ssdcougars.org](http://www.ssdcougars.org)

All area schools are assigned a numerical code for rapid transmission of school information. *Springfield's code number is 526.* If the announcement is made by school district name, please be careful not to be confused by Springfield, Montgomery County school closings.

### **Emergency School Closings**

There may be days when school buildings close early due to weather or system problems. *In the event of an early school closing, an automated phone call to all numbers listed in HAC will go out to all of our families.* The message will usually be broadcast first on the district cable channel. You will receive multiple notifications as we want to ensure the message is received. **BE SURE YOUR EMERGENCY DISMISSAL FORM IS COMPLETED IN THE BEGINNING OF THE YEAR AND IT IS ACCURATE!**

**It is your responsibility to keep emergency information updated.** Please do not wait until an emergency closing is imminent to contact the school. It is often impossible to reach schools by phone during emergency closings, as we are responding to an overwhelming number of incoming calls and using the phone system to make direct emergency contact. It is imperative that your child also knows and understands what to do and where to go in the event of an emergency closing.

Very often parents and guardians wish to pick up students from school prior to the emergency closing time. Should you wish to pick up your child **earlier** than the scheduled emergency closing time, please adhere to the following safety regulations:

- Report to the school office in person.
- Inform a school representative of the name and room number of the child whom you wish to pick up.
- Wait in the office for your child.
- Be prepared to show your driver's license or other photo ID, or to give the child's security code.

- Sign your child out with the school representative. **Do not leave without signing out.**

Students will be released only to their parents, guardians, or person contacted on the emergency list. Parents who wish to have their children released to a neighbor or friend during an emergency closing **MUST** inform the school prior to the closing time. Students **WILL NOT** be released without parent permission, even under emergency closing situations.

## **DISCIPLINE**

A discipline plan is necessary to establish the expectations of conduct for our school, and to provide for a safe and respectful educational environment. Having a school-wide plan allows for a predictable, consistent, and appropriate response to problems that may arise. The goal of this plan is to establish principles and guidelines that support the process of changing unacceptable behavior and replacing it with acceptable behavior.

### **Principles and Guidelines**

1. School discipline is a learning process that is supported by authority figures demonstrating caring for children in their words and actions.
2. Unacceptable means unacceptable. Even minor infractions are disruptive and disrespectful.
3. Discipline is often a judgment call. When making a judgment about how to handle a student's discipline, the following will be considered: pervasiveness, gravity, damage, intent, antecedents, prior interventions, need, and patterns.
4. Major infractions are those that can cause harm to self, others, or property. Students committing such infractions **must** be referred to administration.
5. Consistency is an essential element of discipline.
6. The discipline of a student is a confidential learning process.
7. Discipline means responding to needs and avoiding reacting to incidents.

### **Elementary School Rules**

School rules are global ideas that state positive expectations which, if followed, make it virtually impossible to commit negative actions that can cause problems. It is expected that all students learn and follow the school rules.

### **Examples of Infractions and Consequences**

The list below categorizes some typical infractions by type and identifies the possible disciplinary responses for each category. This is not considered to be an all-inclusive list. Administrators reserve the right to make decisions concerning the appropriateness of student behavior, and the consequences appropriate to that behavior, based on the nature of the incident and the impact on the school community.

<b>Minor Infractions</b>	<b>Moderate Infractions</b>	<b>Major Infractions</b>
<ul style="list-style-type: none"> <li>• Calling out repeatedly</li> <li>• Out of seat in class or in the cafeteria</li> <li>• Refusal to follow directions</li> <li>• Disrupting instructional time</li> <li>• Out of line or running in halls</li> <li>• Failure to complete assignments</li> <li>• Arguing</li> <li>• Inappropriate behavior</li> <li>• Unauthorized objects (electronics, toys, cards)</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated minor infractions</li> <li>• Cheating</li> <li>• Lying</li> <li>• Other dishonest actions</li> <li>• Inappropriate language or gestures</li> <li>• Insubordination</li> <li>• Initiating/spreading rumors</li> <li>• Excluding peers from group activities</li> <li>• Leaving an area without permission (elopement)</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated moderate infractions</li> <li>• Bullying/Cyberbullying</li> <li>• Racial, ethnic, or other forms of harassment/intimidation</li> <li>• Possession/use of unauthorized substances or paraphernalia (drugs, alcohol, etc.)</li> <li>• Theft</li> <li>• Vandalism</li> <li>• Fighting</li> <li>• Threats</li> <li>• Plagiarism</li> </ul>

<ul style="list-style-type: none"> <li>• General disruptiveness</li> <li>• Teasing</li> </ul>	<ul style="list-style-type: none"> <li>• Bus misbehavior</li> <li>• Kicking, slapping, hitting, pushing, “play” fighting etc.</li> <li>• Rude/disrespectful behavior</li> </ul>	<ul style="list-style-type: none"> <li>• AUP Violation</li> <li>• Weapons/dangerous objects possession</li> <li>• Any criminal violation</li> <li>• Serious bus violations</li> </ul>
<b>Minor Responses</b>	<b>Moderate Responses</b>	<b>Major Responses</b>
<ul style="list-style-type: none"> <li>• Apology letter assignment</li> <li>• Class Time-out</li> <li>• Parent/guardian contact</li> <li>• Recess or lunch time-out</li> <li>• Time-out reflection</li> <li>• Verbal redirection</li> <li>• Warning</li> <li>• Other action as warranted</li> </ul>	<ul style="list-style-type: none"> <li>• After-school detention</li> <li>• Consultation with support faculty</li> <li>• Lunch/recess detention</li> <li>• Parent/guardian conference with teacher or principal</li> <li>• Suspension (in or out)</li> <li>• Other action as warranted</li> </ul>	<ul style="list-style-type: none"> <li>• Bus suspension</li> <li>• Detention</li> <li>• Legal action/police notification</li> <li>• Mediation conference</li> <li>• Parent/guardian conference</li> <li>• Restitution</li> <li>• Superintendent notification</li> <li>• Suspension (in or out)</li> <li>• Expulsion</li> </ul>

**Bullying and Cyberbullying**

Springfield School District Board Policy No. 252 defines bullying as an intentional electronic, written, verbal or physical act, or a series of acts

1. directed at another student or students, school employee or volunteer; and
2. that is severe, persistent, or pervasive; and
3. that has the effect of doing any of the following—
  - a. substantially interfering with a student’s education; or
  - b. creating a threatening environment; or
  - c. substantially disrupting the orderly operation of the school. “School setting” shall mean in the school, on school grounds, in school vehicle, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Cyber bullying includes, but is not limited to, the following misuses of technology, whether the technology is owned or leased by the District or by any other person or entity: harassing, unwelcome teasing, intimidating, threatening, or terrorizing the target by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website posting (including blogs).

Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement authorities.

**DRESS CODE AND GUIDELINES**

Students are expected to attend school dressed for the purpose of learning. We expect students to dress appropriately considering their age, the weather, and the need for safety. *The following are NOT permitted in school:*

- Clothing that makes references to drugs, alcohol, lewd or violent behavior, or offensive language.
- Clothing that does not cover all undergarments or inadequately covers body parts and exposes too much skin.
- Clothing that is disruptive to the school environment and/or to the learning of other students may not be worn.
- Open back shoes and shoes that are elevated more than one inch are a tripping hazard and can cause imbalance or inability to maneuver quickly and safely. No flip-flops.

- ALL skirts, dresses, shorts must be at least a fingertip or longer along the edges of the entire garment.
- Shirts and tops must meet the lower garment (i.e., no exposed midriff area) and must cover all undergarments.
- Hats, baseball caps, bandanas, hoods, or similar head coverings are not to be worn in the buildings unless warranted by medical, safety, or religious reasons.
- Any other clothing, jewelry, spikes/chains, excessive make-up, or face paint, etc., that distracts from the educational environment and/or jeopardizes the health and safety of students may not be worn.

If your child wears unacceptable clothing to school, you will be contacted and expected to bring appropriate clothing to school for your child.

### **Guidelines for Dress for Outdoor Recess**

All children should expect to spend some time outdoors during scheduled recesses. When our fields are snow-covered or overly wet, we will have some activity on our blacktop areas. Therefore, in the winter months, all students must bring warm jackets, mittens or gloves, and a head covering, and be prepared to go outdoors. In severe weather conditions we will remain indoors for recess. Please make sure that your child is appropriately dressed for all types of weather. Help your child monitor daily weather forecasts and conditions to make sure he/she is adequately dressed for the activities of the day.

## **ELECTRONIC DEVICES**

School Administration, in conjunction with District Administration and with the support of the Board of School Directors, has established the following guidelines to encourage the responsible or prohibited use of personal electronic devices. Students are responsible for safeguarding their property if they choose to bring it to school. The school district is not liable for the loss, damage, or misuse of any electronic device brought to school by a student.

- Electronic devices include, but are not limited to: cellular phones, iPods, smart watches, personal gaming systems.
- Students are not permitted to use these devices or other personal devices throughout the school day.
- If a child needs to get in touch with a parent/ guardian, a staff member will assist the child using a school phone. If a parent/ guardian needs to communicate with a child, we ask that you call the main office so that we can assist you.
- If devices are out, students will be directed by teachers, staff, or administration to silence or power-down electronic devices and place them in a cubby, school bag, or teacher's desk for the duration of the school day. The location of where the device is placed is at the discretion of the teacher or building principal. Continued infractions will result in confiscation of the device. Parents/ Guardians may be contacted to retrieve the device from the office.
- Faculty, staff and administration are permitted to confiscate and retain electronic devices. Failure to comply with a request and/or multiple infractions will be considered insubordination and consequences will be issued.

## **FIELD TRIPS**

Throughout the school year, students take a variety of educational trips. Teachers and team leaders coordinate these trips by grade level. These learning expeditions enhance and extend our curriculum by taking students to places that they have learned about in the classroom, as we recognize that learning can occur both in and out of school. **Students who choose not to participate in school trips must still attend school.** During the time of the trip, they will be placed in another classroom with appropriate class work. Unless the student is ill, staying home during a trip does not constitute an excused absence.

Information about the trip, costs, appropriate attire and other requirements will be sent to parents/guardians by the teacher well in advance of the trip. **Each child must return a signed parent/guardian permission slip to participate in the trip.**

### **Chaperones**

Volunteer chaperones are often requested for field trips. As determined by administration, all volunteers who are responsible for the welfare of children must have obtained all security clearances prior to service. Primarily, these volunteers are persons who will chaperone a field trip or volunteer at certain building events identified by administration. Necessary clearances include child abuse clearance, criminal history, and an FBI background check (waivers for the FBI check are available for persons who have been residents of Pennsylvania for ten years or longer). Fees for volunteers applying for clearances have been waived by the state. Links to obtain clearances are available on the Resources page of the Springfield School District website. <https://www.ssdcougars.org/parents/school-safety-security>

Chaperones are responsible for their own admission charges. At times, the number of volunteers who wish to participate is more than can be accommodated on the buses or at the field trip site. When that situation occurs, we reserve the right to determine who and how many chaperones will accompany the class, given the nature and purpose of the activity.

The role of volunteer chaperones during these outings is vital to the success of the field trip. Chaperones supervise a small group of children throughout the day; therefore, siblings are not permitted to attend field trips. Responsibilities of chaperones include accompanying children to restrooms, assisting with activities, pointing out information, maintaining appropriate student behavior, and other duties as requested by the classroom teacher. The classroom coordinates details such as schedules, organization of groups, observing rules and regulations, and directing parent volunteers. The safety and security of children is our utmost concern, and we value the support of volunteers who will assist us in this mission.

## **FINANCIAL RESPONSIBILITY**

Students are given access to school materials and property for the purpose of their learning. Students are responsible for replacement costs for lost or negligently (or intentionally) damaged school property (books, library books, musical instruments, computers, equipment, planners, bus seats, desks, chairs, facility fixtures, etc.). Students who are notified of a financial obligation for lost or damaged school property are expected to satisfy that obligation. Unpaid obligations will result in the suspension of extra-curricular privileges and retention of student progress reports.

## **HOMEWORK**

Homework is assigned to support to the school experience, to increase knowledge, ability, and skill. At the primary grades, homework is seen as a learning behavior to establish responsibility and independent study habits. Homework in the upper grades helps to develop a positive work ethic, academic independence, good study habits, and academic perseverance, and assists in informing parents about academic courses of study and progress. Homework should challenge students to think critically, problem solve, and to make real world connections to foster lifelong learning.

There are four types of homework: Before Instruction, After Instruction, Extension and Innovative.

- **BEFORE INSTRUCTION** is intended to help students *prepare* for upcoming lessons and classroom activities.
- **AFTER INSTRUCTION** is intended to *practice* and *review* concepts that were taught in the classroom lesson.
- **EXTENSION** is intended to *expand* upon concepts and lessons that were taught in the classroom through application and analysis.
- **INNOVATION** is intended to challenge students to be **inventive** and **resourceful** by asking students to develop their own ideas through evaluation and creativity.

**Grading:** The teacher-student interaction in class is primary and dynamic. Homework can be checked for completion and/or accuracy based on the nature of the assignment and the objectives of the lesson. Homework allows teachers to assess students' understanding of concepts and skills; however, daily homework is not used for grading.

### **Average Time Requirements (Elementary):**

<b>Grade</b>	<b>Average Daily Homework Time</b>	<b>Average Daily Reading Time</b>
Kindergarten & 1st Grade	5-15 minutes, 4 times a week	15 minutes of independent reading
2nd & 3rd Grade	15-25 minutes, 4 times a week	30 minutes of independent reading
4th & 5th Grade	25-35 minutes, 4 times a week	30 minutes of independent reading

### **Student Responsibilities**

- Dedicate a time to complete homework outside of classroom time.
- Seek help or guidance when necessary.
- Record homework assignments and complete homework assignments on time to the best of your ability.

### **Teacher Responsibilities**

- Assign meaningful and relevant work that reflects students' needs and abilities.
- Provide ample time to complete assignments with consideration of the total homework demands from other courses.
- Balance daily homework requirements and larger project demands.

### **Parent Guidelines**

- Provide a place free of distractions for students to complete homework.
- Provide a time for students to complete homework.
- Provide information to the teacher about homework.

## **INVITATIONS**

Invitations for parties or other private events may **not** be distributed in classrooms, on school buses, or on school property. The only exception is if all students in the class are invited. Your cooperation in this matter is critical to create a supportive atmosphere for each child and not one in which the feelings of any child are placed in jeopardy.

## **ITEMS TO LEAVE AT HOME**

We seek to provide a safe, secure, and positive educational climate for each child. Therefore, the following items **may not** be brought to school:

- Extra money
- Toys
- Valuable items such as electronic games, I-Pods, I-Pads, Apple watches, etc.
- Weapons or knives of any kind, including scouting knives and fake weapons
- Firecrackers or other artificial explosives
- Skateboards, roller skates, or in-line skates
- Hard balls, bats, or hockey sticks
- Matches and tobacco products or illegal substances
- Any item that could inflict bodily harm
- Any item deemed dangerous or inappropriate by the principal

*Please note that during the course of the year other items may be added to the list.*

## **LIBRARY**

Each elementary school has a Library Media Center (LMC) that strives to provide the school community with a wide range of materials to encourage and sustain a life-long love of reading. All books are checked out for 7 days – Students may recheck a book if the book has not been reserved for another student or teacher. Reference materials and magazines are not available for check-out and must be used within the confines of the LMC.

**Overdue Materials:** Students who have overdue books may not check out other books until the overdue books are returned. There are no exceptions to this policy.

## **LUNCH**

Lunch time should be a pleasant, enjoyable time for students to socialize and eat in a well-managed and safe atmosphere. Building aides and staff members supervise students during lunch time.

**The following basic rules will be observed in the cafeteria:**

- Students are expected to display appropriate behaviors, use good manners, and show consideration for others.
- Students may not leave the cafeteria without permission from a supervising staff member.
- Students are responsible for leaving their tables neat and tidy after eating.

Students have the option of purchasing lunch at school, bringing lunch from home, or a combination of both.

Under the direction of Chartwells, Inc., well-balanced, nutritional meals are delivered for students wishing to purchase hot meals or cold platters. Lunch menus are posted on the school website each month.



### **Lunch Prices and the PIN System**

Each student receives a PIN number for the Chartwells Lunch Payment System. Students may pay cash for their lunch each day or use their pin number from their account. If you have any questions about the system, please contact Mr. Michael Byrne, Chartwells director of dining services, at 610-938-6023.

### **Free and Reduced Lunch Program**

Students may qualify for a free or reduced lunch program based on financial need. Applications are available in the school office, through the guidance counselor, or on the district website ([www.ssdcougars.org](http://www.ssdcougars.org)). Please stop in the office if you have any questions.

## **MEDICAL RESTRICTIONS AND MEDICATIONS**

### **Medical Restrictions**

If your child has a permanent or temporary condition which requires that he or she be restricted from any school activity, please contact the school nurse in writing with a note from the physician.

Please communicate to the school nurse if your child contracts a communicable condition such as COVID, head lice, chicken pox, whooping cough, strep throat, etc. so the nurse can address this as appropriate.

### **Medication Administration**

Ideally, medication should be administered to children at home. In cases where it is necessary to administer medicine at school, the parent/guardian must contact the school nurse and submit the following critical information:

child's name	phone number of physician
name of medicine	dosage and frequency
name of physician	other specific directions

Please be sure to send all medication to the school in the **original** container.

ALL prescription medications and Over the Counter medications to be administered during school hours must be accompanied by a physician's order. The only exclusions are Tylenol, Ibuprofen, and Tums. Please refer to the Health Room Services Information found on the district webpage ([www.ssdcougars.org](http://www.ssdcougars.org)) under the "Parents" tab.

## **REPORT CARDS**

Formal report cards will be issued upon the completion of each trimester.

## **SNACK LIST**

Springfield School District Elementary Schools have a number of students with severe food allergies. In an effort to provide a safe, healthy, and secure school environment for everyone who attends Springfield School District, a suggested "Safe-Snack List" is available from [snacksafely.com](http://snacksafely.com). We ask that parents of children with allergies review the list and notify the classroom teacher of their child's specific needs.

## **VISITORS**

There are many opportunities during the school year for parents to visit and/or volunteer in our school programs. When school is in session, all visitors must enter the main doors and immediately report to the office to sign in before proceeding to any other area of the building. All visitors to any school building will be required to present and swipe their drivers' licenses or state issued ID in the District's Raptor Security System; upon running the identification, the system will automatically generate a visitors' pass. Persons without a driver's license or state-issued identification will still be expected to present a photo ID and will have to meet with building administration to determine building admittance.

This policy applies to all families, friends, volunteers, student teachers, former employees, and all other visitors. Anyone attending a meeting while school is in session or participating in volunteer work must report to the office before proceeding to the meeting or classroom area. Visitors must sign-out in the office and return their badges at the end of the visit.

## **WITHDRAWALS, TRANSFERS, CHANGES OF ADDRESS, & HOUSING INSTABILITY**

Parents of students withdrawing from school, transferring to another school, or moving within the district must call the district office at 610-938-6000 to make an appointment to complete the necessary forms. Records will be mailed upon receipt of a request from the new school. No records will be released without a parent's/guardian's signature of consent with the exception of an administrative withdrawal. **Housing Instability – Board Policy 251 Homeless Students:** If you or someone you know is experiencing instability in your housing and need support, please contact your child's guidance counselor immediately. The district has a comprehensive website which details all of the services and supports that are available to students and families experiencing Homelessness or instability in housing.

<https://www.ssdcougars.org/district/district-departments/student-services-special-education/homeless>

**Thank you for taking the time to review  
the Springfield School District Elementary Handbook!**

# **APPENDIX 1: STUDENT ATTENDANCE**

## **SPRINGFIELD SCHOOL DISTRICT**

### **Springfield, PA 19064 STUDENT ATTENDANCE**

#### **Administrative Regulations**

#### **A. EXCUSED ABSENCES**

##### **1. Excused Absences**

State law establishes conditions under which any child may be excused from attendance at school. In keeping with these statutes and recommendations of the State Department of Education, students in the Springfield Schools may be excused temporarily from school attendance for the following reasons:

- a) Sickness
- b) Quarantine
- c) Death in the immediate family
- d) Inclement weather that would endanger the health of the child or make roads impassable
- e) For observance of a major religious holiday - In instances of requests to be excused from school attendance for observance of a religious holiday, the school administration shall excuse absences only for those days on the list of major religious holidays published by the State Department of Education.
- f) Student educational workshop/seminar/visit (college visit, student presentation, etc.) with the approval of Administration:
  - Failure to receive prior approval for such trip may result in the absence from school being regarded as unexcused
  - Advanced approval required
  - Student must be in good academic standing and attendance
  - It is the student's responsibility to make up completely any required assignments missed during such trip.
  - It is also the student's responsibility to submit all assignments to the appropriate teacher upon return to school.
- g) Family Vacations -Students are excused five (5) days maximum per year
  - Excused family vacation days are counted as excused absences and are subject to the procedures for 10 cumulative days or more. (See section C)
- h) For other exceptional reasons with the approval of Administration

**State law requires a written explanation from the parent/guardian in each instance of school absence, lateness, or early dismissal.**

Parents are requested to call the student's school prior to the start of the school day to report their child's absence. In the event a call is not received, a school representative may attempt to contact the parents to confirm that the child is legitimately absent.

**2. Communication and Documentation**

- a) In cases where the school administration believes that absences due to illness are chronic or irregular, the school administration may request a physician's statement certifying that such absences are medically justified.
- b) Absences must be called in to the appropriate school's attendance line to ensure student safety. In addition, written notes are required. Notes must be submitted within 3 days after return from an absence. The absence of any student failing to comply with this time period will automatically become unexcused and the school laws of Pennsylvania shall be applied accordingly.
- c) The School Attendance Register, Department of Public Instruction, is the official manual on matters of ATTENDANCE
- d) *Absences for a portion of the school day and tardiness will be considered on a cumulative basis and maybe translated into equivalent days. Unexcused absences shall include absences which result from parental neglect and illegal employment.*

**3. Make Up Work**

- a) Students will be permitted to make-up work missed during periods of excused absences only. Students should make prior arrangements with teachers prior to field trips.
- b) Students will be permitted one (1) school days for each day of excused absence to make-up schoolwork missed during the period of absence. For absences in excess of five (5) school days, alternate arrangements may be made with individual teachers. The same time line applies to homework.
- c) Students who do not make-up work in the approved time period, shall forfeit the right to receive academic credit for work missed during the period of absence.
- d) Any student whose absence is unexcused or who cuts a class shall have no opportunity to make-up the schoolwork missed.

**B. UNEXCUSED ABSENCES**

**1. Unexcused Absences**

It is important for parents to realize that other reasons for missing school, such as those listed below, will result in an **unexcused** absence or tardiness. This list includes but is not limited to:

- a) Oversleeping
- b) Missing the bus
- c) Babysitting
- d) Shopping
- e) Participating in private hobbies, lessons, or non-school sponsored activities/competitions
- f) Studying for an examination or preparing a term paper

- g) Habitual car problems
- h) Family vacations that are not pre-approved or exceed the excused five (5) days
- i) Unauthorized or unsubstantiated college visitations

*Absences not listed above or approved on a special basis by the school administration shall be unexcused. After 3 or more unexcused absences a student will be considered truant (See Administrative Regulations for Unexcused Absences Procedures).*

Students who are absent have three (3/ school days) after their return to submit a written absence note to the attendance office in order to have the absence excused. **Failure to do so will result in having that absence permanently coded as unexcused.**

**2. Missed Work Due to Unexcused Absence**

The student will NOT be permitted to make up classwork or assignments, or receive credit for tests, quizzes, or work missed due to the unexcused absence.

**C. ATTENDANCE NOTIFICATION**

The following procedures shall be followed in administering the Springfield School District's attendance procedures in regard to absences:

1. Students who are absent more than 3 consecutive days or 10 days cumulatively require a doctor's note to excuse the absence.
2. The parents/guardians of students who miss 10 cumulative days or more, ***regardless of the nature of the absences*** shall be notified in writing of the student's absence record.
3. A parent/guardian conference may be requested by the administration when a student has missed a total of 15 days ***regardless of the nature of the absences.***
4. Excessive absences may result in administrative recommendations regarding grade retention or other action, which may be made in writing to the Superintendent.

**D. LATENESS TO SCHOOL**

Every lateness will be UNEXCUSED unless the student comes to school with an acceptable excuse note from the parent or guardian. (See reasons listed in the Excused Absences paragraph for which students may be temporarily excused from school attendance). Unexcused tardiness (10 or more) may result in administrative recommendations regarding grade retention or other action, which may be made in writing to the Superintendent.

***1. Elementary Level***

At the elementary level, accrued school time missed due to excessive lateness or early dismissals may be treated in equivalence to days of absence, which would be counted into the total absences.

***2. Middle School Level***

At the middle school level, three tardies will amount to disciplinary action in the form of detention. Frequent tardiness may result in Saturday school, a parent conference, or other disciplinary action.

3. *High School Level*

At the high school level, three tardies will amount to disciplinary action in the form of detention. Frequent tardiness will result in disciplinary action as assigned by administrator.

**F. ABSENCES AND TARDIES AS RELATED TO EXTRACURRICULAR ACTIVITIES**

1. In order to participate in or attend any after-school activities (sports practices or contests, play rehearsals or performances, concerts, proms, etc.), a student must be in attendance during the **entire** school day on which that activity takes place.
2. An unexcused absence on the day prior to a weekend or holiday activity will cause the student to be excluded from participating in any extracurricular activity during that weekend or holiday.
3. Emergency or extraordinary situations must be cleared with the appropriate school administrator.

**G. TRUANCY**

1. Frequent or prolonged absence, without satisfactory reason, or willful violation of the compulsory attendance laws, shall be handled in conformity with the procedures stated in the Pennsylvania School Code. (See appropriate grade level procedures)

**Springfield School District  
EXCUSE FOR ABSENCE**

Student's Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Homeroom \_\_\_\_\_

Was absent from school on date(s) \_\_\_\_\_

**CHECK ONE: (District policy considers the following conditions to constitute reasonable cause for absence from school)**

- Illness  Doctor/Dentist Appointment  Recovery from Accident
- Death in Family  Required Court Attendance  Quarantine
- Danger to Health from Serious Exposure
- Other (this absence may not be excused) \_\_\_\_\_ (Use back if necessary)

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

State law requires an explanation from the parent/guardian in each case of absence. This excuse must be on file.

**Springfield School District  
EXCUSE FOR ABSENCE**

Student's Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Homeroom \_\_\_\_\_

Was absent from school on date(s) \_\_\_\_\_

**CHECK ONE: (District policy considers the following conditions to constitute reasonable cause for absence from school)**

- Illness  Doctor/Dentist Appointment  Recovery from Accident
- Death in Family  Required Court Attendance  Quarantine
- Danger to Health from Serious Exposure
- Other (this absence may not be excused) \_\_\_\_\_ (Use back if necessary)

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

State law requires an explanation from the parent/guardian in each case of absence. This excuse must be on file.

**Springfield School District  
EXCUSE FOR ABSENCE**

Student's Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Homeroom \_\_\_\_\_

Was absent from school on date(s) \_\_\_\_\_

**CHECK ONE: (District policy considers the following conditions to constitute reasonable cause for absence from school)**

- Illness  Doctor/Dentist Appointment  Recovery from Accident
- Death in Family  Required Court Attendance  Quarantine
- Danger to Health from Serious Exposure
- Other (this absence may not be excused) \_\_\_\_\_ (Use back if necessary)

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

State law requires an explanation from the parent/guardian in each case of absence. This excuse must be on file.

**Springfield School District  
EXCUSE FOR ABSENCE**

Student's Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Homeroom \_\_\_\_\_

Was absent from school on date(s) \_\_\_\_\_

**CHECK ONE: (District policy considers the following conditions to constitute reasonable cause for absence from school)**

- Illness  Doctor/Dentist Appointment  Recovery from Accident
- Death in Family  Required Court Attendance  Quarantine
- Danger to Health from Serious Exposure
- Other (this absence may not be excused) \_\_\_\_\_ (Use back if necessary)

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

State law requires an explanation from the parent/guardian in each case of absence. This excuse must be on file.