

South Fayette

Intermediate School

South Fayette IS...



Parent – Student Handbook

2019 - 2020

Dear Parents:

Welcome to the 2019 - 2020 school year. The summer months passed quickly and we are excited to start a new school year. We hope you and your families had a safe and enjoyable summer. The summer was a very busy one for us as our enrollment continued to grow. We look forward to meeting our new students and families.

Once you have enrolled and been added to the email list, you will receive a weekly email from the office with a link to our announcements that are located on the intermediate school website. We would encourage you to read the announcements, because they contain current information about the intermediate school. We will also continue to e-mail monthly calendars and links to the menus. Parents can also access the announcements, calendars and menus at any time by visiting www.southfayette.org, selecting the intermediate school on the drop down menu, and selecting current announcements. The intermediate website is updated frequently and provides parents with a wealth of current intermediate school information, so please remember to visit our website often.

We would like to thank you for entrusting your child's growth and development to us. It is our pleasure to work with your child and to be a part of their daily lives. Each child is a unique individual, and we treasure each moment with them! They grow so quickly, and it certainly is fun to watch them come into their own. If you have any questions or concerns throughout the school year, do not hesitate to email or call us. No question or concern is too small.

Respectfully,

**Tom Kaminski
Intermediate School Principal**

**Kristen Johnson
Intermediate School Assistant Principal**

VISION, BELIEFS AND MISSION OF THE SOUTH FAYETTE SCHOOL DISTRICT (developed by the Steering Committee and adopted by the Board of School Directors, 2018)

Vision Statement

South Fayette Township School District will be a model of excellence where students will gain knowledge, skills, dispositions, and experiences to thrive in the technology-driven, ever-changing landscape of the global workforce.

Mission Statement

The mission of the South Fayette Township School District, in partnership with the community, is to cultivate academic, artistic, and athletic excellence of the whole child by fostering the skills to be confident, ethical, empathetic, and responsible global citizens.

Shared Values

- ❖ Education is the shared responsibility of the student, home, school, and community.
- ❖ High, clear expectations are fundamental to success.
- ❖ Creativity and critical thinking are the building blocks to develop an entrepreneurial spirit.
- ❖ Problem solving and design thinking are key competencies for lifelong learners.
- ❖ Confidence and self-esteem are critical to academic, social, and emotional growth.
- ❖ Cultural and global competencies are crucial to success.
- ❖ Innovation and advancement in technology, teaching techniques, and operations are essential for successful everyday performance.
- ❖ Multiple pathways and measures must be used to achieve and evaluate success.
- ❖ A safe, caring, positive environment with high levels of courtesy and respect is essential to maximize learning and productivity.
- ❖ Communication, collaboration, and agency are relevant workplace skills every student must develop.

Compliance Statement

South Fayette Township School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedure or services, activities, and facilities that are accessible and usable by handicapped persons, please contact Gretchen Tucci, Title IX, Section 504 Coordinator, at 3700 Old Oakdale Road, McDonald, PA 15057, (412) 221-4542, extension 415.

South Fayette PTA

PTA@southfayette.org

PTA Vision

Every child's potential is a reality.

PTA Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA Values

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

Accountability: All members, employees, volunteers and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

South Fayette Intermediate School

SCHOOL COLORS: GREEN & WHITE

MASCOT: LION

ALMA MATER

**South Fayette may we be,
Ever faithful to thee,
May thy children all cherish thy name**

**For the good thou has done,
For each victory we've won
Alma Mater to thee all thy fame,
Dear old high, thou has served us so well,**

**All thy virtues we never can tell
Other schools we may all soon forget,**

But we'll always love dear South Fayette.

LIONS ROAR

R

Respect It!

- **Respect everyone and everything each day**

O

Own It!

- **Take ownership of your words and actions**

A

Appreciate It!

- **Consider how your words and actions affect others**

R

Reflect on It!

- **Apply what you have learned to your future choices**

Absences, Excuses, and Tardies

It is important that all students attend school every day because regular attendance helps students excel academically. When a child is sick, he/she should stay home to recover. Parents will receive a call via our automated notification system in regard to their child's absence from school. Parents do not need to call the school to notify us of the absence, **but we do need a written excuse within three days of the absence or the absence will be considered unexcused (email, written note, or doctor's excuse).** Please note that all students who are absent will receive an automated call even if the parent notifies the school. All questions in regard to absenteeism should be directed to Amy Jessloski at 412-221-4542, extension 226. If you have questions regarding your child's illness, please contact the school nurse, at extension 320.

A student who arrives after 11:30 a.m. will be marked $\frac{1}{2}$ day absent. A student who arrives after 1:25 p.m. will be marked absent for the full day. A student who leaves before 11:30 a.m. will be marked absent for the full day. A student who leaves before 1:25 p.m. will be marked absent for $\frac{1}{2}$ day.

A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond the ten cumulative days will require an excuse from a physician or will be marked as unexcused. (Educational trip days do not count toward the ten cumulative days).

Excused Absences

The following reasons will be considered an excused absence from school:

- A student illness or physical injury as verified by a parent or physician
- Death in the immediate family
- Quarantine
- Religious holiday in accordance with the student's religious belief
- Doctor's appointment during school hours when it is not possible to schedule the appointment outside school hours (verification needed from health care provider)
- Educational trips - approval is needed in advance (See Educational Tours)
- Urgent personal reasons that are approved by the administration
- Court appearance (verification needed)
- Suspension from school

Parent and Student Responsibilities

Your child's attendance in school is very important to his or her continued success. We will make every effort to assist your child in the attainment of a quality education, but attendance is the responsibility of the parent or guardian.

- ***A student cannot be absent from class for twenty days or more to be eligible for academic credit.***
- All student absences are either excused or unexcused.
- ***Parents need to submit a handwritten excuse to the teacher or e-mail an excuse within three school days of the absence to BOTH the homeroom teacher and Amy Jessloski at ajessloski@southfayette.org. We will no longer accept a hand written or emailed excuse after the third day; therefore, the absence will be recorded as unexcused and counted unlawful.***
- A parent should contact the school if extenuating circumstances regarding a child's absence exists.
- A student whose absence is excused will have the opportunity to make up work assigned and tests administered during the period of his/her absence. Please make arrangements with your child's teacher. It is the expectation that students complete homework, tests

and other assigned school work within three days of returning to school after being absent.

Written or Emailed Excuses

If a student has been absent from school, on the day the student returns, but not later than the third school day, an excuse needs to be sent to the school. Parents can send a handwritten excuse to the teacher or email an excuse BOTH to the homeroom teacher and Amy Jessloski at ajessloski@southfayette.org. **Failure to submit an excuse note to the office within the three day period will result in an unexcused absence for that time period.** It is suggested that in the case of an illness and whenever possible, that a note signed by your child's doctor with the doctor recommended days for recovery be included in the excuse note.

The following should be included on the written excuse:

- Student's first and last name
- Grade
- Dates of absence
- Reasons for absence
- Signature of parent or guardian

UNEXCUSED ABSENCES

1. Absences for shopping, hair appointments and reasons other than those listed are considered unexcused. Missing the bus, oversleeping and automobile failure are also examples of unexcused absences. Unexcused absences also include days missed because of parental neglect, illegal employment or a student being willfully truant (absent from school without the permission of a parent/guardian and school officials).
2. An unexcused absence for a student under the age of 17 is also an illegal absence. An illegal absence is any absence that does not fall under one of the previously listed "Excused Absences."
3. Excuses must be submitted by the end of the third school day following a student's return. Excuses will not be accepted after that time. If an excuse is not received, the absence will turn to an "unexcused" absence. Once an absence has been marked as unexcused, it cannot be changed to an excused absence.

Intermediate School Attendance Notification Procedures:

- At the occurrence of the **3rd** unexcused absence, a certified letter will be issued to the parent/guardian. At the High School level, student drivers will lose driving privileges.
- At the occurrence of the **4th** unexcused absence, a School Attendance Improvement Conference will be scheduled. Parents/Guardians will receive a certified letter and phone call regarding the scheduling of the School Attendance Improvement Conference.
- At the occurrence of the **6th** unexcused absence and following the School Attendance Improvement Conference, a referral will be made to a community-based Attendance Program or to CYF **AND** charges will be filed with the District Magistrate.
- At the occurrence of the **10th** total absence (unexcused and excused), a letter will be sent from the principal and a doctor's note (or other documentation of a legal absence) will be required for every subsequent absence. Without this documentation, all absences from this point forward are considered unexcused.

- At the occurrence of the **15th** total absence (unexcused and excused), the parent will be notified and a referral will be made to the District Magistrate
- At the occurrence of the **20th** total absence (unexcused and excused), an Attendance Hearing will be held to consider retention in the current grade.

In accordance with Pennsylvania School Code, any unexcused absences in excess of **ten** consecutive days will result in an automatic withdrawal from the school district.

Any child, who fails to comply with the compulsory attendance requirements and is habitually truant, shall be referred by the school district to the local county children and youth agency for services.

TARDY PROCEDURES

Students are expected to be in class/homeroom by the posted start of the school day. If a student arrives after that time, they must report to the Student Center/Main Office. A written excuse from the parent/guardian or a doctor explaining the reason for the tardiness is required to be submitted. Reasons for excused tardies and protocols for submitting excuses are consistent with the attendance policies. Oversleeping, missing the bus, car trouble and like excuses are not considered acceptable reasons for tardiness and will be considered unexcused.

1. Students who are tardy to school will have three school days to present an excuse to the Student Center/Main Office.
 1. At the Elementary and Intermediate School, students **must** be escorted by a parent and signed into school. This will constitute the parent excuse.
 2. At the Middle and High School, students **may** be escorted in by a parent and signed into school. This will constitute the parent excuse. If the parent does not escort the student into school, a written excuse must be presented within three school days.
2. Failure to turn in a note within the allotted time frame will result in the tardiness being considered unexcused.
3. After the fourth unexcused tardy, the student will receive a written warning from the Student Center/Main Office
4. After the fifth unexcused tardy, a certified letter will be sent home and a detention will be assigned.
5. Further unexcused tardies will result in additional consequences and loss of privileges and possible referral to the Magistrate.

Any student who is tardy (excused or unexcused) 10 days without proper medical documentation will be required to submit a doctor's note for subsequent excused tardies.

EXCESSIVE TARDIES

9 Weeks	Maximum Cumulative Tardies	Consequence for Exceeding Maximum Tardies
1 st	10	Charges filed with the local district magistrate
2 nd	15	
3 rd	20	
4 th	24	

Parents will be notified throughout the year as students approach the maximum number of tardies throughout the school year.

Early Dismissals

Early dismissals from school are considered partial absence from school and will follow the same guidelines for classification of excused/unexcused. Dismissals before 11:30 a.m. will be marked as a full day absent. Dismissals before 1:25 p.m. are considered a $\frac{1}{2}$ day absent. Anything before 3:23 p.m. is considered an early dismissal.

If a student needs to be dismissed from school, the parent or guardian needs to submit a written note that contains the following:

- Student's first and last name
- Grade
- Teacher's Name
- Dates for dismissal
- Reasons for dismissal
- Signature of parent or guardian

The child's parent or guardian needs to come into the school building and sign the child out. Please note that parents and guardians must have a valid form of photo identification (i.e., driver's license or passport) to sign the child out. Children **will not** be dismissed to a waiting vehicle. If a student is returning from a doctor's appointment, verification should be turned in the next day. **No student is permitted to leave the school building without the knowledge and permission of the appropriate school officials.**

Parents who are visiting the building cannot remove their child from the child's designated place without talking with the adult in charge of supervising their child and signing their child out in the main office. This is for the safety of all children. Please remember—we are responsible for the children during the school day.

Please note that we dismiss intermediate students starting at 3:22 p.m. When students are dismissed before the official dismissal time, please note that the early dismissal is recorded in our attendance system and if the student is dismissed for reasons other than the excused absences, the student will receive an unexcused early dismissal. A pattern of unexcused early dismissals will be referred to the magistrate.

Educational Tours

We realize that families are not always able to schedule educational trips during the summer months or during a school vacation. Parents who wish to take their children on an educational trip during the school year need to complete an Educational Tour form and return it to the intermediate office for approval two weeks **prior** to the trip. Educational trips will be considered for approval if the trip is of educational significance to the student. The trip may not exceed ten days. **Students are only permitted a total of ten**

educational trip days per school year. Any days beyond the 10 day limit will be marked as an unexcused absence. However, students will be withdrawn from school if the educational trip exceeds ten consecutive days. The request should be made at least two weeks prior to the trip. When the student returns from the trip, the student and the parent need to work with the teacher to make up the assignments missed. Parents can print the Education Tour Form from the Intermediate Website at www.southfayette.org/intermediate or request an Educational Tour form by calling the intermediate office at (412) 221-4542, extension 226 or 331.

Take Your Child to Work Day

Students who go to work with a parent on Take Your Child to Work Day will have their absence marked as a parent excused absence. An excuse will need to be submitted within three school days of the absence.

Homework for Absent Students

1. If your child is absent for more than one day and you would like his/her homework, please email your child's teacher for the homework.
2. **Do not request homework if your child is only absent one day.** The classroom teacher will not have an opportunity during the day to collect and organize your child's homework.

Academics

South Fayette Township Intermediate School provides students with a strong academic foundation while taking into consideration individual differences. All children have the opportunity to achieve academically, enjoy exposure to the fine arts through visual art, choral music and music appreciation, improve their physical fitness, and gross motor skills in physical education, and enhance their research and reading skills through the library.

Language Arts

The Houghton Mifflin Harcourt Journeys Language Arts series is used in all intermediate grades. Language Arts is taught in a block of time during the school day. The comprehensive language arts curriculum emphasizes reading, grammar, writing, spelling, phonics, speaking and listening. Students read high interest stories daily. Teachers differentiate instruction, so that all the students have their academic needs met. Enrichment as well as remediation activities are provided.

Technology is an integral part of the language arts instruction. Each student will have a username and password to access the Journeys website. The goal of the language arts curriculum is for students to meet the Pennsylvania Common Core Standards. The standards can be assessed online at <http://www.pdesas.org/Standard/CommonCore>.

Mathematics

South Fayette Intermediate places a strong emphasis on math and it is taught daily. Technology is integrated into the math curriculum, and children learn the math concepts by working with manipulatives so they understand the concepts presented. There is an expectation that students practice and master the grade appropriate mathematics facts. Students use the Pearson enVision series and Investigations Units. Problem solving through the application of basic skills is a critical component in these grade levels.

Science and Health

The intermediate school science curriculum emphasizes the "hands-on" inquiry based approach where the children learn by doing. The Science Curriculum correlates to the

Pennsylvania Academic Standards. The children learn about nutrition, exercise and good health practices in their health class.

Social Studies

The intermediate social studies program teaches a wide variety of content skills at the various grade levels. Children learn about geography, history, economics, government, citizenship, sociology, anthropology and humanities through a wide variety of activities.

Special Area Subjects

Children in the intermediate school receive instruction daily in one special area subject. Children are exposed to the fine arts through choral music, music appreciation, and visual art instruction. Students have the opportunity to take strings instrumental music instruction in third and fourth grade. Students can also take band instrumental music lessons in fourth and fifth grades. In art classes, the children have the opportunity to express themselves using different art media.

The curriculum taught in library class encourages children to borrow books and read independently. Children can read books from the Accelerated Reader program, have their comprehension checked, and earn points toward a reward. The purpose of this program is to encourage the children to read. The children also learn introductory library and research skills. Oral and written communication skills are emphasized.

In physical education, the children learn the importance of physical fitness through a wide variety of activities and instruction. Students are required to wear tennis shoes on gym days.

The Arts Alive class provides students with opportunities to experience the connections between art forms including movement, visual arts, music, and to relate the arts to other content areas studied at the intermediate level. Arts Alive focuses on history and culture as a humanities component and provides students with additional opportunities for performance to increase confidence and poise, as well as develop a positive self-concept. Students learn to express emotions in a positive, creative and productive way. Through the curriculum, students are provided with a sound foundation to explore the creative process as a way of learning.

The specials are scheduled on a eight-day rotating basis. The first day of school is day A. The eighth day of school is day H. The ninth day of school is day A. The eight-day schedule will be included on the monthly calendar.

STEAM/Explore Time

STEAM is an acronym for Science, Technology, Engineering, Arts and Mathematics. This cross-disciplinary approach to project-based learning provides rich, real-world experiences for students. During each 8-day rotation, students will have dedicated time in the STEAM Studios for either Days A-D or Days E-H. If your child has studio time on the first half of the rotation, he/she will participate in EXPLORE Time for Days E-H. Likewise, your child could have the reverse schedule. Teachers are paired with a partner so that two classes work in the studio at the same time. The studio is also staffed with a STEAM teacher.

As stated above, students will have four days during each 8-day rotation where they will not go to the STEAM studio. During the EXPLORE Time, teachers will have the opportunity to flexibly group student for their individual needs. For instance, some students may need some extra time for a remedial or extension activity in Reading or Mathematics while others may need to visit the library to do research for a project. We can also use this time for students to have instrumental practice.

Accelerated Reader Program

Intermediate students have the opportunity to participate in the Accelerated Reader program. The purpose of this program is to encourage children to read for enjoyment. Through this program, children have the opportunity to read books from the Accelerated Reader selection and answer comprehension questions about their selections. The children earn points for reading books and answering comprehension questions correctly. These points accumulate and the children earn incentives. Students have the opportunity to earn the incentives for reading comprehension.

Incentives for the Accelerated Reader Program are provided by the South Fayette Township PTA. Books that correlate to the Accelerated Reader can be found in the school library, at the public library, in bookstores, in classroom collections and in home libraries.

Parents can receive a list of books that correlate with the Accelerated Reader Program by visiting our web page at www.southfayette.org, choose the Intermediate School webpage on the drop down menu, click 'students' and go to Accelerated Reader. There are thousands of books on the list, so please note that we are not recommending any particular selections but are simply providing a book list that correlates to this program. Parental discretion is always recommended. A selection that may be appropriate for one family might be considered inappropriate for another family. If you have further questions about this program, please call Rocky Violi at (412) 221-4542, extension 651.

Arrival at School

The intermediate school day will start at 9:00 a.m. Parents may start to drop off their children in the morning at **8:30 a.m.** Any students being transported to school by their parent should be dropped off at the front entrance door.

Parent Drop-Off Area

The parent drop-off area is located in the front of the building. The front entrance is open from 8:30 a.m. until 9:00 a.m. only. **This area is for student drop-off ONLY!** If parents need to bring something into the building, please park in the front parking lot and enter the building through the front entrance.

Please help us keep the traffic moving in the parent drop-off area by following the procedures below:

- ✓ This is a student drop-off area only.
- ✓ Children should be dropped off at any point along the sidewalk in the front of the building.
- ✓ In order to keep traffic moving, **parents should not get out of the vehicle.**
- ✓ Your vehicle is not to be parked in the parent drop off area. **If you need to talk to a staff member or you need to come into the building, please park your vehicle in the front parking lot.**
- ✓ Parents are welcome to walk their children into the building, but in order to do this, **please park in the front lot and walk your child to the building.**
- ✓ Parents should not be reprimanding other parents who they feel are not "following" the drop off rules. We want to avoid verbal confrontations. Please call the office to report drop off issues.
- ✓ Drop-off starts at 8:30 a.m.
- ✓ The door at parent drop-off is closed and locked after 9:00 a.m.
- ✓ Students who arrive at 9:00 a.m. will need to enter through the front door of the building accompanied by a parent.

Arrival at School on Two Hour Delays

The intermediate school day will start at **11:00 a.m.** on a two-hour delay. Parents may start to drop off their children in the morning at **10:30 a.m.** Any student being transported to school by their parent should be dropped off at the front entrance.

Backpacks

Often intermediate students have a backpack, and we realize that the backpacks make it easy for the students to transport their school work and books to and from school. As you are purchasing a backpack for your child, we are recommending that you do not purchase a backpack on wheels. Even though they are convenient for the children, they are a tripping hazard in the busy hallways. They also require extra room to transport on our busses. All of the children will need to carry their backpacks. They will not be permitted to wheel them in the hallways.

Birthday Treats

Students will not be permitted to bring "food" birthday treats to share with their class. However, they can bring a "nonfood" item to share with the class on their actual birthday or a day that is close to their birthday.

Books

Students are provided with workbooks and hardback books. If a child loses his/her book, parents will be billed the replacement cost of the book.

Bullying/Cyberbullying

School Board Policy #249 prohibits bullying and cyber bullying by district students. The complete policy can be located on the district web page."

Bus Rules

- ✓ Always Treat Others with Respect
- ✓ Use Quiet Voices
- ✓ Keep Hands and Feet to Yourself
- ✓ Stay Seated at All Times
- ✓ No Eating on the Bus

Bus Transportation and Behavior

Children are transported to and from school by school bus. Parents who have questions about the bussing should contact the Director of Transportation at (412) 221-4542, extension 452. Please note that the school district does not take responsibility for transporting students outside of the school district boundaries. Busses will pick up and drop off students at a regularly scheduled stop only. **Please note that children are only permitted to have two bus routines.**

Please note that as our enrollment continues to grow the seats on our busses are often filled. In the event of an emergency, parents may request that their child ride a bus home with a friend. These requests need to be made in writing or by email by the parents of both of the children. Please note that because of increased enrollment, many of the busses are near capacity. The only way these requests will be approved is if there is an available seat on the bus.

If your child has a play date with another child, it is the parent's responsibility to transport their child to his/her friend's house at the end of the school day and not use school transportation for this purpose. Again, our busses are near capacity.

There is an expectation that students follow school rules when riding the bus. They are to remain in their assigned seat at all times, keep their hands and feet to themselves and talk quietly. For the safety of the children, eating and drinking are prohibited on the bus. Students are not permitted to put their hands, feet, etc. outside of the bus. Animals cannot be transported via school bus. All items being transported via school bus should fit comfortably on the child's lap.

When students do not follow the bus rules, the bus driver will submit a discipline slip to the office. The principal may feel it is appropriate to watch the video tape from the bus to observe the student's behavior. The guidance counselor may talk to the student. The parent will be called and an appropriate consequence will be given to the student. A parent-principal conference could be necessary. Students who receive a discipline slip from the bus driver could lose their bus privileges for one or more days. When a student is suspended from the bus, the parent needs to transport the child to and from school. We encourage parents to review appropriate bus behavior with their child.

Assigned Seats on the Bus

We consider the bus an extension of the intermediate school and all students will have an assigned seat on the bus. We will do our best to assign elementary school students to the front of the bus and intermediate students to the back of the bus. Once seats have been assigned by the bus driver, students are expected to stay in that assigned seat. There are instances where seats may have to be changed and this will be left to the discretion of the bus driver.

Reporting Bus Issues

We encourage students to discuss bus issues with the bus driver. If the student does not feel the issue has been resolved, the student should then discuss it with his/her building principal.

Parents should follow these procedures when reporting issues on the bus:

1. Call the bus garage (412-221-4542 x450) and leave a message for the bus driver to call you.
2. If the issue is not resolved, please contact your building principal or the Director of Transportation (412-221-4542 x452).

Please remember that per Pennsylvania State Law, parents are not allowed to board a school bus for any reason.

Cafeteria

Our lunch program is based on the guidelines set forth by the National School Lunch Program, the Department of Education and the US Department of Health to assure food safety and a nutritious well-balanced meal is offered each day for your child.

According to these guidelines:

- ✓ We encourage students to participate in our Lunch Program. The students that bring in bagged lunches from home for individual use are able to purchase milk or other beverage. Parents are encouraged to pack healthy type lunches and discouraged from sending fast foods.
- ✓ You may send in a packed lunch for your child only. Parents are not permitted to feed other children (i.e. allergies)
- ✓ Staff/Faculty/Parents may not offer food in place of the daily scheduled lunch that will interfere with the NSLP.
- ✓ Kitchen arrangements (special events) must be arranged through the Supervisor of Food Services and pre-approved on a facilities request form in order to utilize the kitchen/equipment or have tables set up.
- ✓ Hoagies, donuts, candy and snacks used as fundraisers may not be sold or distributed near the cafeteria during lunch.
- ✓ All banquets, special events, coffee service and needed snacks should be ordered through the Food Service/Catering Department via "Catering Request Form" posted on our web site, wood@southfayette.org.

Student Cafeteria Accounts

Each student is issued a photo ID card that is linked to the debit system in the cafeteria. The cards for intermediate students remain in the classroom with their teacher. Parents may add money into an account that students will use to purchase lunch. Students are not permitted to charge on another student's account. Parents/Guardians are required to keep a positive balance in their child's account at all times.

To pay your student(s) lunch accounts online, you will need to visit www.myschoolbucks.com. From there, click on 'Register for a Free Account'. Select Pennsylvania, and then continue. Select South Fayette Twp. Schools, then continue. Enter all of your personal contact info, then continue. Create a log in ID, password, and other info - then click 'register'. On the next screen, click 'finish'. On the next screen, click on 'look up your students'. On the drop down menu, click on your student's school. (If that doesn't work, click on 'South Fayette' on the first line of the drop down menu). Enter your student's name and their birth date. You do not need to enter the student ID if you've entered the birth date. Click 'find student'. When your student's info pops up, click 'add student'. You can then either click 'finish' or 'add another student'. Once you've finished, you will be able to make a payment on the menu on the left. Parents can view their child's participation at no cost. Parents can send in monies via check or cash with their student and still have the opportunity to view their child's participation on line using the MySchoolBucks system.

HOW DO I MAKE A PAYMENT?

- 1) Send in a check, cash or money orders with student (only 1 check needed per family)
- 2) Drop the payment off at ANY school main office
- 3) Send payment to the home room teacher
- 4) Mail in payment - US Postal Service

5) Parents have the option of utilizing My School Bucks (on line) credit card payment

You may mail the payment to: South Fayette Intermediate School Cafeteria
1200 Lt. Will Way
McDonald, PA 15057
Attn: Cafeteria

Make checks payable to: South Fayette Cafeteria. If sending a payment for more than one child, we only need to receive one check per household. **Write student's name and amount to be deposited into their account in the "memo" section of the check.**

Free and Reduced Lunch Applications

Look under the "FOOD SERVICE TAB" on our www.southfayette.org school web site.

Food Service Tab Information (www.southfayette.org)

- Free and Reduced Meal Packet
- **COMPASS** (Commonwealth of Pennsylvania Access to Social Services)
- Nutritional Breakdown of Menu Items
- NEW Fluid Milk Regulations- Parental and Doctor Sign off Sheet
- Gluten Free Menu -special arrangements must be made (724) 693-3019 Ms. Tricia Wood
- School Pricing, Food Court Diagrams and Tours
- Charging Policies - School Board Approved

Please submit your Free and Reduced application as soon as possible. Every student will receive a "Nutritional Services Packet" on the first day of school. Applications are also posted on line and can be accepted throughout the school year depending on changes in your family's financial situation. Feel free to fax over a completed application to 724-693-8832. This is a private fax line in the Directors of Food Services secured office.

Charging Policy and Delinquent Accounts

Parents/Guardians are required to keep a positive balance in their child's account at all times. When a student's account has reached a delinquent amount, the student will receive a note to take home (via) their teacher. (Check their backpacks) Payment should be returned immediately. Please provide ALL NEW Updated EMAIL addresses - so that we can better serve you. Email addresses should be given to Judy Kirkpatrick, Intermediate Kitchen Leader, at jkirkpatrick@southfayette.org so that you may receive a courtesy email. If the payment is not returned, a "courtesy" email or phone call will be received stating the delinquent amount. All phone calls & emails are logged by the kitchen leader. If no response, a meeting will be arranged to discuss your current situation. We ask that you check your child's balance on line at www.myschoolbucks.com. You may email Judy Kirkpatrick, Intermediate Kitchen Leader, at jkirkpatrick@southfayette.org or call 412-221-4542 x323 to check your child's balance or retrieve your child's ID number.

If delinquent balances become excessive, parents/guardians will be requested to meet with the Food Service Director, Principal, and Business Finance Director. Delinquent accounts could jeopardize your child's participation in the National School Lunch Program. At the intermediate school, all students will be provided a lunch daily. The Pennsylvania Department of Education - Food & Nutrition Division requires parents to send in lunch

money or a packed lunch daily. The state limits the number of times a family can forget lunch money to 3 times per school year.

BOUNCED CHECKS

A fee of \$30.00 will be added to all returned checks. The amount of the bounced check and the \$30.00 fee will be added to the student's cafeteria account. A letter will be sent home to inform the family and to request reimbursement. All accounts should be kept current throughout the school year, especially prior to reports cards.

We provide an access tool called "MySchoolBucks" that is offered to all parents so that they may view their child's balance and purchasing habits.

Who do I call when I have a question about my child's Intermediate cafeteria account?

Intermediate Kitchen Leader: Judy Kirkpatrick 412-221-4542 x323

Can I see what my child is eating each day or what my child's balance is?

Yes, simply visits www.myschoolbucks.com and enroll by setting up an account with your child's birth date or ID number. (You can obtain your child's ID number from the intermediate school office.) Feel free to view your child's balance and participation throughout the school year. If you decide to pay online, you can continue to pay throughout the year or you **may also send** payment directly to the school.

Can I be notified about my child's cafeteria balance?

We do send out "courtesy reminders" via emails to parents to notify them that their child needs to replenish their account. Therefore, it is imperative that parents/guardians maintain current contact email addresses. To solve this, we do advise parents/guardians to visit www.myschoolbucks.com and register for an account so that they can personally check their child's balance, participation history or make a payment from the comfort of their own home. Parents are responsible to keep their child's account current.

We do not always have an updated email address for each family, or your virus scan recognizes our group email as spam mail, we might not be able to successfully email a "courtesy reminder" letting parents know what their child owes the cafeteria. We do encourage you to send an updated email address. Due to this loophole, we recommend that you register with MySchoolBucks and view your child's account from home. Please provide an updated "email" address to your child's main office or phone 412-221-4542 x277. You can also email foodservice@southfayette.org to provide your email address.

How will I know what my child's balance is?

We encourage the parents to set up an account with www.myschoolbucks.com so that you can view you child's participation and balance.

How much does an intermediate lunch cost?

\$2.40 for a complete meal with milk

\$2.65 / \$2.85 Premium Meals

What do I do if my child has an allergy?

Please complete the "Diet Prescription for Food Allergies and/or New Fluid Liquid Milk Allergy Form for Milk/Dairy Allergies" attachment on the food service website and have it signed by your child's physician. Drop a copy off to the school nurse or Food

Service Department. All students that have a food or beverage allergy/sensitivity must fill out one of these forms complete with a physician's signature. Exception: If you have already submitted a "504" form with Dr. Mandi D. Skerbetz, you do not have to fill out the "Diet Prescription". If your child has a life threatening allergy, please notify the school nurse as soon as possible. We now offer "Gluten Free" meals by special arrangements. Please call Tricia Wood, Director of Food Service, at 724-693-3019 for more information.

What are my child's daily meal choices?

Please check the monthly menu for the intermediate school.

Daily Meal Choices: \$2.40

Grille Station—Pizza, Hot Sandwiches

Deli-Delight Station \$2.40

- WOW Butter and Jelly Meal
- Turkey Wrap Meal
- Gourmet Salad Meal
- Meatless Yogurt/Cheese Meal
- Vegetarian Option: Garden Burger at "Mane" Station

Do we offer our intermediate students fried and high fat foods?

The answer is "NO". We **do not** fry at the elementary, intermediate or middle school level, nor do we serve high fat food items. Our menu meets the National School Lunch Program guidelines by providing less than 30% of the calories from fat. We purchase from a food co-op with 135 other public schools in conjunction with the Pittsburgh Regional Food Service Directors Association. Our purchased food items are stamped with a "CN" - Child Nutritional label that assures us that this food products is approved and certified to us in our child nutrition program. These CN Food items are certified through the manufacturer and the USDA to assure the nutritional content for children is satisfied. This means that we do NOT purchase the same food items that you can get at your local grocery store. There are strict guidelines that manufacturers follow in order for the food items to become CN certified and labeled.

What if I have money left over at the end of the school year?

Monies left over can be held on the account to be used for the next school year or transferred to a sibling. You may also submit a letter requesting a refund during the last week prior to leaving for summer vacation. Requests should be made directly to: Tricia Wood, Director of Food Services, South Fayette High School 3640 Old Oakdale Road, McDonald, PA 15057 or email wood@southfayette.org.

Equity in School Lunch Pricing

The new "Equity in School Lunch Pricing" bill (Sec. 205 of the Healthy, Hunger Free Kids Act of 2010 - Public Law 111-296) passed on July 1, 2011, requires SFA's to increase lunch prices by using their calculations to ensure that schools are providing the same level of support for lunches served to qualifying free/reduced students and regular paying students. The prices for the school year are presented below.

Lunch Prices	Type A	Tier 1	Tier 2
Intermediate School Student Lunch	\$2.40	\$2.65	\$2.85

All accounts must be paid in full each nine weeks (prior to report cards being released) and also **MUST** be paid in full by the last day of school.

Please contact Tricia Wood, Director of Food Services, at 724-693-3019 if you have any additional questions. Thank You for participating in the National Lunch Program.

Cafeteria Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202)690-7442; or

(3) E-mail: program.intake@usda.gov

This institution is an equal opportunity provider.

Cafeteria Behavior

Students need to follow school rules while in the cafeteria. It is very important that they eat their lunches while using indoor voices to talk to their classmates. After they finish eating, students are to clean up the food scraps and paper before leaving their cafeteria seat. Inappropriate cafeteria behavior could result in a student being assigned a cafeteria seat by himself/herself or not be permitted to participate in recess.

Child Study

The Child Study Team consists of educators and parents who are working together as a team toward the common goal of helping a child meet with success. The team members meet and focus on what resources can be used to increase a student's chance for success. Any intermediate student who is experiencing consistent academic or behavioral problems may be referred to determine if they are an appropriate candidate for a Child Study intervention. Parents as well as professional staff members may refer a student to the Child Study Team. Parents should contact their child's teacher if they wish to refer their child.

Communication with Parents

One of our goals is to communicate with parents on a regular basis. Once parents complete the enrollment process, their email address will be added to the list to receive our information announcements; however, it is the responsibility of the parents/guardians to keep an updated email address on file with the school. The school web page is updated on a weekly basis, and we encourage parents to use this service to keep updated on school news as well. When parents have a question, we encourage them to check the intermediate website by visiting www.southfayette.org and selecting intermediate school on the drop down menu. The current announcements link is on the left hand side of the page.

Computers

Every student at the intermediate school will be issued a Dell laptop as part of the district's 1:1 technology initiative. Students are responsible for bringing their fully charged laptop to school each day and must adhere to the following guidelines:

Students:

- Must adhere to the Acceptable Use of the Internet and Bullying/Cyber bullying policies whether accessing the Internet through the school's Wi-Fi or a cellular provider.
- Are prohibited from taking pictures of tests, texting other students their answers, or engaging in conduct that compromises academic integrity in any way.
- Taking pictures, video, or audio of individuals for any reason without permission of a teacher or staff member is prohibited.

Additionally, students':

- Actions considered inappropriate offline are considered inappropriate online.
- Use of laptops is prohibited in bathrooms.
- Use of laptops is prohibited during emergency drills, as it may compromise the health, safety, and welfare of all students.

All district issued laptops are networked throughout the school campus. Each faculty member has a laptop computer. All staff members have e-mail addresses which are listed in the front of the handbook for easy reference. **To ensure an optimal learning environment for all students, the following process will be used:**

- **First Occurrence** - computer is serviced and returned as soon as possible
- **Second Occurrence** - computer is serviced and returned as soon as possible; the student will also meet to discuss the matter with the building principals, and parent contact will follow
- **Third Occurrence** - computer is serviced and returned as soon as possible, pending receipt of additional \$25 fee from parent/guardian
- **Fourth and Subsequent Occurrences** - building principals will determine consequences, including but not limited to additional service fees and/or loss of device privileges

When using the laptops, students are to only go to the websites assigned by their teacher. They are to treat the laptops gently so they do not damage the equipment. Parents and students are bound by the technology agreement presented upon issuance of the laptop.

Deliveries to Students

The intermediate school will not accept birthday gifts or other gifts (balloons, cookie bouquets, flowers, etc.) to be delivered to a student. We will continue to accept necessary items (eye glasses, homework, lunch boxes, tennis shoes, etc.) to be delivered to the student. If a parent drops off an item that is not deemed necessary for the school day, the item will be held in the office and delivered to the student at the end of the day. We must be able to view any item that is being delivered to a student. The parent needs to notify the office if someone other than the parent is dropping off an item.

Dignity & Respect Program

South Fayette Intermediate School has partnered with UPMC for our Dignity & Respect Program. Through this program, students are taught to treat others with dignity and respect, and each grade level focuses on a different topic each month to help students learn to treat each other with dignity and respect. Students can earn PRIDE tickets when they go out of their way to treat others with dignity and respect, and tickets will be drawn periodically throughout the school year for students to win prizes.

Discipline

Students are expected to follow school rules at all times. They are to keep their hands and feet to themselves, speak respectfully to others, and show respect for individual differences. Teachers will handle minor misbehaviors by verbally warning the student or assigning an appropriate consequence. When students are referred to the office for misbehaving, the principal or school counselor may contact the parents as partners in their child's education.

Misbehavior that is frequent or that disrupts the learning environment will be referred to the principal. This includes disruptive behavior in the classroom, in the Food Court, on the playground, and during travel to and from school. The consequence for these behaviors could include temporary removal from class, lunch in the office, or loss of recess. Every effort is made to correct a child's misbehavior through talking with parents and using the aforementioned consequences.

Detention

When the misbehavior is frequent and consequences given during the school day are not effective or if the misbehavior is more severe, the student may be assigned to after-school detention, modified in-school detention, after-school detention, Saturday detention, or out-of-school suspension.

The length of detention is determined by the principal. Students are expected to bring academic assignments to detention. When a student is assigned to after-school detention, the parent will be contacted via a phone call. The parent will need to pick up their child after the detention. If a student intentionally misses an assigned after-school detention, he/she may be assigned to Saturday detention or suspended from school for one day.

When a student's misbehavior is directed against persons or property but the behavior does not seriously endanger the health or safety of others, the student will be referred to the

principal. Examples of such misbehaviors are fighting, vandalism, leaving school without authorization, or causing a false alarm. The consequences for these behaviors could include temporary removal from class, lunch in the office, loss of recess, in-school suspension, out-of-school suspension, restitution for damages, or after-school detention. The proper authorities could be contacted if warranted.

If a student's behavior poses a direct threat to the safety of others in the school, the student will be referred to the intermediate principal. These acts are clearly criminal and are so serious that they require immediate intervention and could result in the student being immediately removed from school, intervention by law enforcement authorities and action by the Board of School Directors. Examples of such misbehavior are: extortion; verbal or written threats; bomb threat; possession/use/transfer of a dangerous weapon; assault; vandalism; theft; possession, sale of stolen property; arson; furnishing, selling, or possession of an unauthorized substance. These behaviors could result in expulsion, other action by the Board of School Directors, proper authorities being contacted, restitution for damages, and/or a fine imposed by the magistrate or juvenile court.

If a student demonstrates ongoing, persistent behavior difficulties, the professional staff members will work diligently with the parents and the child to help the student improve his/her behavior. However, ongoing, persistent behavior difficulties could result in the student losing privileges such as class field trips, holiday parties, special programs, etc.

Suspension from School

Per State Board of Education Regulations, 22 Pa Code 12.6, Exclusion from school, suspension is the exclusion from school for a period of one to ten consecutive school days. Suspensions may be given by the principal or the person in charge of the school. No child shall be suspended from school until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended. When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within the guidelines established by the board of school directors.

Special Education students will follow the regular education code of conduct up to the 10th day of suspension (cumulative or given at one single time). However, on the 11th day of suspension the IEP Team will reconvene to conduct a "Manifestation Determination".

Reconciliation Through Restorative Practices

RECONCILIATION

Invariably, students will break rules as stated in the diversity and equity, unlawful harassment, and bullying/cyberbullying policies in the Handbook. When this happens, students will need to re-enter the community for the community to heal. Reconciliation is a collaborative and interpersonal process that may include respectful dialogue as well as active listening about the event or occurrence in order to begin to reestablish healthy interactions and relationships. The District will work towards reconciliation through the use

of restorative/transformative justice practices. These practices are defined as a way to hold individuals responsible for their actions, repair harm and hurt to victims, and provide resources and support to individuals who caused harm by reintegrating them back into the community. In other words, justice, according to restorative justice, is not an eye for an eye. Restorative justice centers mutual respect, dialogue, and a commitment to building and maintaining relationships as opposed to focusing solely on the misbehavior (Macready, 2009).

Restorative justice is constituted by a set of questions, which are always more transformative than definitive answers:

- a. Who has been hurt and what are their needs?
- b. Whose obligation is it to meet those needs (and what are their needs?)
- c. Who else has been affected by this event?
- d. What is a participatory process that engages all those impacted to decide what needs to be done?

Consequences and supports include but are not limited to: forms of mediation (if agreed upon by all parties), teacher-student-parent meetings, interactions with a school counselor/social worker, communication with teachers as needed, referrals to the SAP teams and restorative practices (reflection/improvement statements, courses on topics related to the offense(s) or other restorative practices). Restorative justice practices follow seven principles:

1. Meeting student needs
2. Providing accountability and support
3. Making things right
4. Viewing conflict as a learning opportunity
5. Building healthy learning communities
6. Restoring relationships
7. Addressing power imbalances.

These practices are consistent with the Association for Middle-Level Education and with Teaching for Tolerance's (www.tolerance.org) publication, *A Guide for Administrators, Counselors, and Teachers Responding to Hate and Bias at School*.

For an example on how to Build a More Forgiving Community, see the website below:
https://greatergood.berkeley.edu/article/item/how_to_build_a_more_forgiving_community

Forgiveness is a complex process that involves individuals and the larger community and is positioned within past and present harms. The District will use restorative/transformative justice practices during the reconciliation process to work towards forgiveness. Forgiveness is an individual and internal process where the party/parties seek greater understanding of the event, occurrence or situation. Forgiveness is also a community

process, that requires our highest aspirations and ideals to be reflected in our actions when harm is caused. As a learning community, we will create opportunities for students to increase their cultural and global competencies by learning how to make conscious, deliberate decisions to release feelings of resentment or vengeance toward a person or group who has harmed them. The District sees this as instrumental in growing and supporting collaborative and confident community members. (See page 11, South Fayette School District 2019-2022 Strategic Plan).

PUNITIVE VS. RESTORATIVE DISCIPLINE

PUNITIVE	RESTORATIVE
"Misbehavior" defined as breaking school rules or letting school down.	"Misbehavior" defined as harm (emotional/mental/physical) done to one person/group by another.
Focus is on what happened and establishing blame or guilt.	Focus on problem-solving by expressing feelings and needs and exploring how to address problems in the future.
Adversarial relationship and process. Includes an authority figure with power to decide on penalty, in conflict with wrongdoer.	Dialogue and negotiation with everyone involved in communication and cooperation with each other.
Imposition of pain or unpleasantness to punish and deter/prevent.	Restitution as a means of restoring both parties, the goal being reconciliation and acknowledging responsibility for choices.
Attention to rules and adherence to due process.	Attention to relationships and achievement of a mutually desired outcome.
Conflict/wrongdoing represented as impersonal and abstract; individual versus school.	Conflict/wrongdoing recognized as interpersonal conflicts with opportunity for learning.
One social injury compounded by another.	Focus on repair of social injury/damage.
School community as spectators, represented by member of staff dealing with situation; those directly affected uninvolved and powerless.	School community involved in facilitating restoration; those affected taken into consideration; empowerment.
Accountability defined in terms of receiving punishment.	Accountability defined as understanding impact of actions, taking responsibility for choices, and suggesting ways to repair harm.
PUNITIVE DISCIPLINE ASKS...	RESTORATIVE JUSTICE ASKS...
What rule was broken?	Who was harmed?
Who broke it?	What are their needs?
How should they be punished?	Who will be held accountable for making things right?
PUNITIVE DISCIPLINE PRACTICES...*	RESTORATIVE JUSTICE PRACTICES...*
Lecturing Students	Student-Student Mediations
Self-Directed Detentions	Staff-Student Mediations
In School Suspension	Peace Circles
Out of School Suspension	Reinstatement Conversations
Expulsion	Community Building Circles

*It should be noted that punitive and restorative discipline can, and will be, used in tandem. However, each discipline infraction will involve a Restorative Justice practice, but not necessarily a Punitive Discipline practice. For example, when a student is returning from suspension they will, at a minimum, they should also engage in a restorative reinstatement conversation.

Macready, T. (2009). Learning social responsibility in schools: A restorative practice. *Educational Psychology in Practice*, 25(3), 211-220.

The Denver School-Based Restorative Practices Partnership
Step by Step Guide to Implementation

Oakland Unified School District Restorative Justice Implementation Guide: Whole School Approach

Dismissal

Intermediate students will be dismissed daily to parents at 3:22 p.m. and parents need to arrive in time for dismissal. Parents who pick up their children on a daily or on a regular schedule should complete a Daily Dismissal Form and return it to the office. Parents who pick up their children are to enter the school through the front doors, present their photo ID, and sign the dismissal sheet in the Community Room. Children are dismissed to the Community Room and parents need to wait there to pick up their children instead of going to the classrooms or waiting in the hallway. (Please note that we do not dismiss children from the office at the end of the day). Children will not be dismissed to a waiting vehicle. Parents should park in the front parking lot if picking up their child/children at the end of the school day. Please note students will be dismissed to the buses starting at 3:25 p.m.

A note or a phone call from a parent is necessary if there is a change in your child's dismissal arrangements for the day. If the office does not have a record of a change through a phone call or a note from the parent or guardian, the child will follow his/her normal routine. For the safety of the children, we cannot take verbal dismissal changes from a child. If a child is questioning their routine, please note that we may hold the child in the office after dismissal time until we contact the parents for verification. This is for the safety of the child. **Please remember that each student is permitted to have two (2) dismissal routines.** Thank you for your cooperation and help with this matter to keep all of our children safe.

Diversity and Equity Policy

The South Fayette Township School District believes that equity, diversity and inclusion are integral to the District's vision, mission and goals. Addressing the needs of all learners requires recognition of the inherent value of diversity and acknowledgment that educational excellence requires a commitment to equity in the opportunities provided to students and their resulting experiences.

Dress

Although there is not a dress code at South Fayette Township Intermediate School, there is an expectation that students are properly groomed and dressed neatly. Students are not permitted to wear clothing that displays indecent pictures or writing or allusion to drugs or alcohol. Clothing should always fit appropriately and student's underwear must always be covered. Students are not permitted to wear hats in the school building. **Proper footwear** must be worn at all times. Students who wish to play on the large playground equipment must wear athletic footwear. Tops with thin straps and short shorts are not appropriate school dress. Students are not permitted to wear heavy neck chains to school because the child could become entangled while playing, posing the risk of a serious injury. Students are not permitted to wear Heely shoes with the wheels (shoes with the wheels tucked into the sole of the shoe) to school or on school grounds because they are not safe in our school environment. Whether the student is in the hallway or outside the building, we

cannot take a chance that he or she will fall or cause someone else to fall due to the student "skating" rather than walking. We can never guarantee a child will not slip and fall or have some other kind of accident while in our care. However, when we see the potential for harm, we attempt to take all precautions to prevent it.

Drug and Alcohol Policy

School Board Policy #227 prohibits students from possessing, using and selling drugs and/or alcohol or look-alike substances on school property.

Electronics, Toys and Collectables

Personal electronic/digital devices are permitted; however, their use is prohibited upon arrival to school in the morning until dismissal at the end of the school day. Principals may seize any evidence indicating that a student is violating or has violated the law or school policy. If a student is in possession of personal electronic/digital devices, the item will be confiscated and turned in to the main office. Items will only be returned directly to a parent/guardian. Parents/guardians will be notified if an item is confiscated. They may pick the item up that day until 3:45 or any day at their earliest convenience during school hours. If this is a repeat offense, other consequences may be enforced.

If a cell phone is needed during after school activities, students may keep it turned off inside a backpack in their locker. Ringing phones or phones in students' possession will be confiscated. Besides the possibility of theft and damage, this policy is designed to prevent distraction and disruption of the educational process. With the addition of camera phones, this policy also respects student privacy. Taking pictures or video of individuals for any reason without the permission of a faculty or staff member is expressly prohibited.

If you have a specific need to be in possession of any of the above named items, you must request and have a meeting with the principal to receive permission.

We are **not** responsible for students' personal devices that are lost, broken, or stolen. Upon request of any staff member or teacher, students must immediately show their device screen without turning the device over, off, locking it, or activating a screen saver. Students with personal devices are to follow the same acceptable use guidelines in place for district issued devices. The district will only repair or replace district issued devices according to the signed parent agreement. Students are not permitted to trade items, nor are they permitted to exchange items for cash. Students are **discouraged** from bringing personal electronics, toys, games, trading cards, action figures, collectables, etc. to school.

Emergency Cancellation/Delay of School

School cancellations, delays or early dismissals will be immediately recorded on the district voice mail messaging system 412-221-4542. Information will also be broadcast via radio, television, and our website.

Parents should always have an emergency plan in place in the event of an unexpected emergency dismissal.

Extended Day students will follow the delay schedule of students in grades three through five. They will be picked up in the morning two hours later than their scheduled time and will arrive home at their regularly scheduled time.

Emergency Numbers for Principals

In the event of an **emergency**, parents may contact Tom Kaminski, Intermediate School Principal, at 412-935-0855 (cell phone) or Kristen Johnson, Intermediate Assistant Principal at 814-449-4605 (cell phone). Please make a note of these telephone numbers for future reference.

ELD (English Language Development)

South Fayette Township School District offers a K-12 English Language Development (ELD) Program. The ELD program is designed to provide non-native, English-speaking students with the language skills they need to participate successfully in content area classes. To meet this goal, ELD instruction addresses the ELD and Pennsylvania Core Standards in Reading, Writing, Speaking, and Listening to enable full participation. The emphasis placed on achieving benchmarks is adjusted to the needs of the individual student. An underlying objective is to provide a source of support as the student seeks to understand and adapt to his or her new cultural and academic setting. The ELD teacher works to develop an appreciation of the students' strengths within the school setting and to ensure full access to the range of educational opportunities available at South Fayette Township School District. If you have any questions regarding the English Language Development Program, please call Gretchen Tucci at 412-221-4542, Extension 415.

Ethnic Intimidation Policy

It is very important that students learn to appreciate the individual differences and similarities of others while, at the same time, ensuring equal treatment for all. School Board Policy #249 provides that ethnic intimidation of any type is prohibited on school property and violators may be prosecuted. This policy is available for inspection in the Administration Building.

Extended Day Services

Extended Day Services (EDS) offers a before and after school program at the Intermediate School for students. This program includes physical activities, arts and crafts, group games and contests, snacks as well as homework assistance. Parents can use the program on either a full-time, part-time or flextime basis. Parents contract with and pay Extended Day Services directly. Extended Day Services is currently taking enrollments for this school year. For further information or to enroll your child, please call Extended Day Services at 412-221-1980 or find them online at www.extendedday.com.

Extracurricular Offering

At this time, Intermediate School offers Art Club, Performing Arts Club, Scratch Club, and 5th grade Chorus. These clubs are an after school program for our students. Information about our school clubs will be provided to the students during the school year. Parents need to complete a permission slip in order for their child to participate. Only students with signed permission slips will be permitted to attend. No after-school transportation will be provided. Students need to be in attendance at school by noon in order to participate in an after-school activity.

Field Trips

Students in grades 3 - 5 will have the opportunity to participate in one field trip with their grade level. Written parental permission is required for the student to participate. The grade level team of teachers determines the location of the field trip that correlates with the curriculum. If there is a charge for the field trip, we request that parents write a check to South Fayette Township School District. Please do not send cash.

Teachers often request that parents volunteer to chaperone a field trip. *The number of parents asked to chaperone will depend on the destination of the field trip and the needed adult to pupil ratio. The teachers will determine an appropriate adult to pupil ratio so that appropriate supervision is always provided. All parents must provide their own transportation, as they cannot ride the school bus.* For the safety of all students, students are to ride the school bus to and from the field trip. Parents will need to pay for their admission if there is a charge for the activity.

Siblings are not permitted to attend field trips. Only legal guardians may chaperone. Chaperones must pay ahead of time to "confirm" their attendance on the trip. Please note that our campus and our buses are smoke free zones. We realize that there are designated places to smoke in many of the places that we visit, but we request that parents refrain from smoking when accompanying students on a field trip. Students who do not attend the field trip will stay in a designated classroom or the office for the day and they will be given class work to complete.

Any parent or guardian wishing to act as a chaperone for the field trip must submit the following clearances at least one month prior to the field trip date:

Act 114—FBI Background Clearance
Act 34—PA Criminal History
Act 151—Child Abuse Clearance

Fire and Emergency Drills

Fire drills are held on a monthly basis. These are very important because in the event of an emergency, the children need to know how to exit the building quickly and in a safe manner. In addition, we regularly practice other safety drills in the school setting.

Fall Festival Party Rules

The Board of School Directors approved the option of elementary/intermediate (grades K-5) students, employees and parents wearing costumes during the annual October party. We will celebrate Halloween at South Fayette Intermediate with a grade-level party sponsored by the PTA. The students, employees as well as parents are permitted to wear Halloween Costumes during the party.

To balance the desire for fun and the necessity of maintaining a respectful, safe school environment, the following costume guidelines must be adhered to by students, parents and employees wearing costumes:

- Students will be permitted to put on their costume before the start of their party.

- Halloween costumes should be carried to school. Students will not be permitted to ride the bus wearing a costume nor will they be permitted to wear the costume for the entire school day. Costumes will be limited to the party.
- Participants need to be able to dress themselves and the costume needs to fit over school clothing.
- Participants need to wear tennis shoes or other appropriate school footwear.
- Masks or other full face coverings as well as face paint are **not permitted**.
- Costumes depicting monsters, death, or other frightening characters **are not permitted**.
- Items resembling guns, swords or weapons **are not permitted**.
- Staff must wear their ID badges with picture and name visible at all times.
- Parents must wear their visitors' badge in a visible place at all times.
- All students will need to remove their costumes prior to dismissal. Students will not be permitted to exit the classroom or ride the bus while wearing their costume.
- The PTA, faculty and administration are not responsible for lost or damaged Halloween attire.

Harassment Policy

The South Fayette Township School District is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, color, religion, national origin/ethnicity, ancestry, mental or physical disability, sexual orientation, gender or gender identity of any student or school personnel at school or any school sponsored activity. The entire policy can be located on the district web page.

Health Screening Schedule

GRADE	K	1	2	3	4	5	6	7	8	9	10	11	12
Physical	X						X					X	
Dental	X			X				X					
Hearing	X	X	X	X				X				X	
Vision	X	X	X	X	X	X	X	X	X	X	X	X	X
Height/Weight	X	X	X	X	X	X	X	X	X	X	X	X	X
Scoliosis	X						X	X					
Immunizations	X												

The Department of Health of the Commonwealth of Pennsylvania requires the above health screenings.

1. Physical and Dental Examinations

- a. For continuity of care, your *private* doctor and dentist are best suited to complete these examinations. Examinations done by private physicians or dentists can be

- dated up to one year before that grade level. For example, if your child will be entering sixth grade in September and you choose to have your private doctor perform their sixth grade physical, it can be done after June 30 of the previous year through the end of their sixth grade year. Forms for private physical or dental examinations of a pupil of school age are available at the school nurse's office, or under the pupil services section of the school website.
- b. Physical and/or dental exam can be performed in school by the school physician or school dentist, during the second semester. Examinations performed at school are at no cost to the student and only with written consent from the parent/guardian. No immunizations are given at school. The parents/guardians are requested at the beginning of the school year to complete a form stating their desire to have a school or private physical or dental examination according to the grade requirements. If desired, parents may attend these examinations.
 2. **Hearing, Vision, Height, Weight and Scoliosis Screenings** are performed by the school nurse. Parents/guardians are notified if a student failed or needs a follow-up examine by their private physician.

Homework and Agendas

Homework is necessary to reinforce your child's schoolwork. Making homework a family commitment can help children develop life-long study skills, self-discipline and independence.

The PTA provides every child with a homework folder and agenda to stay organized. Students who have difficulty completing homework assignments will be referred to the Child Study Team to develop a plan to help the child. Philosophically, we believe that it is the responsibility of the parent as well as the educational team members to teach the child to be a responsible learner.

Effective Homework

- Homework needs to be completed in order to produce the highest achievement gains.
- A large amount of homework does not result in better learning.
- Homework should be academically purposeful, not a punishment or a symbol of the seriousness of study.
- Homework should be explicitly tied to the current learning goals of the class.
- Homework should be able to be completed without adult assistance.
- Parents or guardians should not be expected to act as content experts.
- Parents should, however, be provided with clear homework guidelines.
- Assignments that involve using the parents' expertise or personal experiences (such as interviews) are often successful.

Home Education Policy

School Board Policy #137, Home Education Policy, outlines the requirements for a home education program and can be located on the district's webpage.

Illness or Injury

Lorraine Young, Certified School Nurse, is in the Intermediate School for the entire day. When children are ill or hurt, they should report to the nurse's office. Mrs. Young will assess the seriousness of the situation and determine whether parents should be called.

We cannot treat injuries or provide first aid for accidents that happen outside of the school.

When students exhibit one or more of the following symptoms they may be sent home: fever greater than 100 degrees, chills, vomiting, nausea, diarrhea, inflamed or watery eyes believed to be infectious, continuous coughing or runny nose, lethargy, unusual pallor or any condition that prevents the student from concentrating or participating in regular classroom activities.

Students with evidence of a communicable disease such as chickenpox, measles, mumps, strep throat, influenza, impetigo, etc. will be sent home and should remain at home until they are no longer contagious (refer to your personal physician.) Parents of students with evidence of head lice will be contacted. The district nurses follow the recommendations set forth by the CDC and the American Academy of Pediatrics. Additionally, their classmates may be checked for evidence of head lice, and parents will be notified by email of this occurrence.

Students may return to school if they have been fever free (without use of medication), nausea free, and/or diarrhea free for 24 hours from cessation of symptoms, that is, eating, drinking, sleeping and playing normally. For contagious illnesses such as pink eye, ringworm, or pinworm (enterobiasis) students may return to school once prescribed drops or ointments are given. Students with head lice must be treated with a lice shampoo and checked by the school nurse prior to returning to school.

Immunization Requirements

The following immunizations are **required** as a condition of attendance at school for the entrance of **all** beginners or initial enrollments, and apply to children in **ALL** grades (K-12):

- **Diphtheria** Four or more properly-spaced doses of diphtheria toxoid. One dose should be given on or after the fourth birthday. This is usually given as DTap or DTP.
- **Tetanus** Four or more properly-spaced doses of tetanus toxoid. One dose should be given on or after the fourth birthday. This is usually given as DTap or DTP.
- **Acellular Pertussis** Four or more properly-spaced doses. One dose should be given on or after the fourth birthday. This is usually given as DTap or DTP.
- **Poliomyelitis** Fourth dose on or after the fourth birthday and at least 6 months after the previous dose given. Three doses of polio vaccine (oral or inactivated injectable) are acceptable if the third dose is after the fourth birthday and at least 6 months after the previous dose given)
- **Measles (Rubeola)** Two properly-spaced doses of live attenuated measles vaccine (usually given as combined measles/mumps/rubella (MMR) vaccine) with the first dose to be administered at 12 months of age or older, or serological proof of immunity.

- **German Measles (Rubella)** Two doses of live attenuated rubella vaccine (usually given as combined measles/mumps/rubella (MMR) vaccine) administered at 12 months of age or older, or serological proof of immunity.
- **Mumps** Two doses of live attenuated mumps vaccine (usually given as combined measles/mumps/rubella (MMR) vaccine) administered with the first dose administered at 12 months of age or older, or a physician's diagnosis of mumps disease indicated by a written record signed by a physician or his/her designee.
- **Hepatitis B** Three properly spaced doses of Hepatitis B vaccine.
- **Varicella** Two doses of Varicella (chicken pox) vaccine or written statement from a physician indicating month and year of disease or serologic proof of immunity.

Children in Grades 7-12 need additional immunizations for attendance:

- **MCV** Two doses given. The first dose is given between the ages of 11-15. The second dose is ***required*** at age 16 or entry into 12th grade. If the dose was given:
 - At age 16 years or older, only one dose is required.
- One dose of tetanus, diphtheria, acellular pertussis (Tdap) is required

Section 1402 of the Public School Code requires each child of school age be measured for height and weight by the school nurse. This growth screening enables school nurses to:

1. Monitor growth and development patterns of students
2. Identify students who may be undernourished or overweight
3. Notify parents of screening results with a recommendation to share findings with the student's health care provider for further evaluation and intervention, if necessary.

We will be using a CDC computer program to record and monitor each student's growth pattern. A letter will be mailed home annually with each child's BMI. The letter will indicate whether the child is underweight, normal, or overweight. Follow-up with the child's health care provider will be recommended when appropriate.

Invitations for Parties

Invitations may ***not*** be distributed at school unless there is an invitation for ***every child in the class*** or ***boys have an invitation for every boy in the class*** or ***girls have an invitation for every girl in the class***. The practice of giving an invitation to a select group of children causes hurt feelings and is not something we want to promote in our school. If parents are inviting a select group of students, parents will need to find an alternative way to distributing the invitations. Please note that we have a copy of the Family Directory that was published in the fall. Not all addresses are included in this directory. Parents are welcome to come into the office to use this directory. ***Please note that teachers and principals' assistants are not permitted to give out children's addresses.***

Lockers

Lockers are the property of the South Fayette School District and are provided to students for the storing of school related items and clothing. School lockers are not the property of the students, and lockers may be searched by school officials.

Students are assigned lockers. Students must use the lockers to which they are assigned and may not share lockers or use a locker not assigned to them. Students are not permitted

to affix stickers or other adhesive items to the lockers, nor are they allowed to bring in a combination lock.

Lost and Found

Sometimes children misplace or lose items that they bring to school. These items are placed in the lost and found which is located at the bottom of the main stairwell. Items that are not claimed by the end of June will be donated to charity. Please note that donations will also occur throughout the year as storage space dictates. Children are not permitted to take items out of lost and found that are not theirs.

Medical Insurance

South Fayette Township School District does not provide medical insurance for injuries occurring to students. Insurance coverage for injuries occurring to students during the school day is the responsibility of the parents. South Fayette Township School District offers a low cost supplemental insurance policy to parents on an annual basis. Information about the policy is sent home with students at the beginning of the school year and is included in the district calendar. For additional information, parents may contact Mr. Brian Tony, Director of Finance, at (412) 221-4542, extension 406.

Medication at School

Under no circumstances will school personnel diagnose, provide or prescribe any medicine for a student. Medication shall include all pills, drugs and medicines prescribed by a physician and any over-the-counter medicines. No herbal remedies will be given during the school day.

The South Fayette Township School District requests that medicine be given at home during non-school hours. However, it recognizes that sometimes it is essential for medication to be administered at school. **Any medication to be administered during school hours must include both physician and parent signature on a written request.**

Parents who send cough drops to school for their child need to also send a note to the nurse. The type of cough drop needs to be verified. If the cough drop contains an over-the-counter medication, a doctor's order will need to be given to the school nurse prior to the student being permitted to take the cough drop at school. Please note that cough drops can be a choking hazard especially in the younger grades where the students are smaller and less adept at handling these types of hard, small lozenges. Students are not permitted to give cough drops to other students.

Prescription Medication

- a) A written request must be submitted by the parent/guardian requesting the school nurse administer medication as prescribed by a physician.
- b) Physician's signed request (note or medication form) authorizing the administration of the prescribed medication.
- c) Prescription medication must be in a pharmacy-labeled bottle containing:
 1. Name and telephone number of the pharmacy
 2. Pupil's name
 3. Name of the physician
 4. Name of the drug
 5. Prescribed dose and times of administration
 6. Rx number

Non-Prescription (over-the-counter) Medication

- a) A written request must be submitted by the parent/guardian requesting the school nurse administer over-the-counter medication as prescribed by a physician.
- b) A physician's signed request (note or medication form) authorizing the administration of all over-the-counter medication.
- c) Over-the counter medication must be in the *original manufacturer's package* and imprinted with the dosage instructions that are typically found on labeled bottles, blister packs, tubes or cans.

Storage of Medication

Medication shall be kept in a secured appropriate storage area in the health office. Students are not permitted to keep medication with them.

Transportation of Medication to School

All medication shall be brought to school by the parent and kept in the health office. If this is not possible, the pharmacy-labeled container or original manufacturer's package must be sent to school in a sealed envelope with a note signed by the parent/guardian stating the number of tablets being sent to school. The nurse will verify this information with a phone call to the parent/guardian.

Request for Administration of Medication during School Hours Form

This form is available in the health office or it can be found on the South Fayette District's homepage.

Medication Administration

All medications shall be administered by the school nurse or self-administered by the student upon the physician's written order. Only in an emergency shall a school employee other than the school nurse administer medication to a student. A parent or legal guardian may come to school to administer medication to their child in the nurse's office.

Under emergency medical situations such as anaphylactic shock, the school physician has ordered certain medications, such as epinephrine (EpiPen or Epi-Pen Jr.) to be administered.

** Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the School Nurse to make an appointment to discuss this decision, review, and sign the opt-out form.

Self-Administration of Inhalers

Students in the South Fayette Township School District will be allowed to carry and self-administer their metered dose inhaler (MDI) medication in school as needed for asthma and other respiratory conditions. The inhaler may be used to alleviate and/or prevent the onset of asthmatic symptoms. This procedure includes dosages required at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the pupil's school is participating.

To ensure your child's health and safety, you and your child's physician will need to complete a medication order and authorization form, and return it to the school nurse. This authorization shall provide the name of the drug, the dose, the times when the medication is to be taken, and the diagnosis or reason the medicine is needed. It shall also include any

serious reaction that may occur in conjunction with use of the medication. In addition, this authorization relieves the school of responsibility for the benefits or consequences of the medication. It also acknowledges that the school bears no responsibility for ensuring that the medication is taken.

The nurse will review proper MDI administration technique with your child and evaluate that self-administration is safe and appropriate. You and your child must then sign the self-administration assessment and contract form.

All children in grades K - 12 must notify the school nurse immediately following each use of an inhaler, and sign off such self-administration on the medication record.

The student will be held responsible to keep their inhaler in a safe place that is not accessible to other students. If any irresponsible behavior is observed in the use of the inhaler, such as sharing medication with another student, the inhaler will immediately be confiscated and parent notified of the loss of the privilege to self-administer.

It is highly recommended that you keep an additional inhaler in the health office should your child forget his/her inhaler.

Money

Students should not bring large sums of money to school because sometimes the money gets misplaced or lost. We encourage parents to write personal checks when the children need money to pay for different things. Students are not permitted to sell items in school in exchange for money.

Non-Resident

School Board Policy #202 permits students to enroll in the South Fayette Township School District tuition-free for 45 school days immediately preceding occupancy of a newly constructed or purchased residency. Prior to enrolling children in our schools, parents need to complete and submit a non-resident application with documentation to the Office of the Superintendent for approval prior to their child/ren starting school. The forms and further information in regard to this is available in the elementary office.

If occupancy is not established by the end of the 45 school days and the student and his/her parents desire to continue enrollment in South Fayette Township School District, then applicable tuition must be paid to the South Fayette Township School District as per the annual approved rate. Failure to provide documentation as noted in the policy will result in tuition being charged from the first day of the student(s) entering the South Fayette Township School District. Tuition rates shall be determined in accordance with the statute of the Commonwealth of Pennsylvania.

We will not transport a student to and from new construction or a purchased home until the family has an occupancy permit and becomes a resident of the new home. Also, please note that the school district does not take responsibility for transporting to or from school any student residing outside of the school district boundaries.

Opening Exercises

Teachers will develop an opening exercise routine in their classroom to be utilized daily. This routine should include the Pledge of Allegiance to the Flag, the Alma Mater, and watching the SFIS news show. The children may stand during the Pledge of Allegiance to the Flag and the Alma Mater. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. Students who wish to refrain from such participation shall remain respectfully silent through the flag salute and Pledge of Allegiance. Students whose manners or actions are disruptive during the Pledge of Allegiance or the flag salute will be subject to disciplinary action as deemed appropriate by school officials.

Open House

Parents, students, family members, community members and those interested in our school are cordially invited to attend our **Celebration of Excellence** in the spring. This is an excellent opportunity to visit our school and enjoy the accomplishments of our children.

Orientation

Parents and students in grades 3 - 5 are invited to attend **Meet the Teacher** which is held prior to the first day of school. The purpose of the visit is to allow the children to meet their new teacher, visit their new classroom and gather information in regard to grade level curriculum.

Outside Counseling

In the event of a serious situation impacting our school or community, the South Fayette Township School District may enlist the assistance of outside counseling agencies and resources to help students and faculty. Outside counseling will be provided by professional counseling agencies that have experience in helping students and faculty members cope with the situation. If you have further questions in regard to this or do not want your child to participate, please contact our School Counselors.

Parent-Teacher Conferences

We encourage parents to arrange for conferences on an as needed basis throughout the year by contacting the teacher directly. Parents need to schedule an appointment to meet with the teacher. We regret that we cannot accommodate unscheduled requests for a conference because of the teachers' schedules. Parent-teacher conferences will be scheduled one time during the school year. The conference will be scheduled at the end of the first grading period.

Parking

All vehicles are to be parked in a designated parking area. The parking lot located in the front of the building is reserved for all visitors. Vehicles are not to be parked in the

driveway in front of the school or on the road around the school because they block traffic. Do not park in the loading dock driveway as this is reserved for school service vehicles only. Please note the handicapped parking spots are to be used by visitors with a handicapped license plate or a handicapped parking tag visually displayed in the vehicle. Vehicles that are illegally parked may be ticketed.

Pets

Pets are **not** permitted in the school building at any time or outside the building during the school day. We appreciate your understanding.

Playground

Please note that the playground is not available for public use from 8:00 a.m. until 3:45 p.m.

PTA

South Fayette Elementary and Intermediate schools have a very active and productive PTA. Members of the PTA are involved in fundraising throughout the year which allows them to sponsor many programs during the school day as well as evening programs. Members of the PTA also volunteer in the school on a regular basis. The PTA meets on a regular basis and all parents are invited and encouraged to attend. It is a great opportunity to get to know other parents and learn more about the elementary and intermediate schools. PTA meetings are scheduled at flexible times throughout the school year in an effort to accommodate parents' schedules. Please consult the school calendar or monthly building calendar for the date of the meetings. If you have further questions about the PTA, please e-mail them at pta@southfayette.org or visit their website at www.sfepta.org.

Recess

Students in grades 3 - 5 will have a thirty-minute recess daily. Teachers may schedule educational breaks in the classroom as needed so that the children can use the restroom and/or get a drink. Children are expected to follow the school rules during recess.

Children will go outside for recess if the temperature is 32 degrees Fahrenheit or higher. The combination of fresh air and moving around helps the children to return to the classroom refreshed and ready to learn.

We are also aware that **occasionally** a child is not sick enough to stay home, but not well enough to go outside to play. When your child cannot play outside, please write a note **daily** to the nurse stating the medical reason why your child needs to remain indoors. **Only send a note when it is medically necessary. The nurse will verify the request and give the information to the office.** When your child cannot play outside due to medical reasons, he/she will sit in the cafeteria or another assigned area and work quietly on schoolwork.

Recess Behavior

Students are to follow school rules during indoor as well as outdoor recess. They are to keep their hands and feet to themselves and they are to treat others as they want to be treated. Students are to interact with the cafeteria/playground monitors in a respectful, appropriate manner. Students who do not follow playground rules could be removed from the

playground activity by the monitor for a short period of time. When the misbehavior is serious or persistent, the monitor will submit a discipline slip to the principal. Please refer to the discipline portion of the handbook for possible consequences.

Students are walked to recess by the playground monitors. After providing directions for the day, the children are dismissed to play on the playground. The monitors use the whistle to cue the students to stop what they are doing and listen to the monitors. At the end of recess, the monitors blow the whistle and students line up to return to the building. The children are expected to put away the equipment they are playing with, quietly line up and listen to directions from the monitors. These procedures are necessary to ensure the safety of all children in the playing area as well as to ensure some order when returning to their classroom.

Report Cards

Report cards are issued every nine weeks to all students in grades 3 - 5. Final intermediate report cards will be sent to parents.

Students in **Grade 3** will earn a letter grade in reading, English, spelling and math. They earn an S (satisfactory) or an N (needs improvement) in science, health, social studies, art, music, library, arts alive and physical education.

Grade 4 and 5 students will earn a letter grade in reading, English, spelling, math, science and social studies. They will earn an S (satisfactory) or an N (needs improvement) in health, art, music, library, arts alive and physical education. Report cards for the first three grading periods are sent home with students.

All students in third and fourth grade will earn an S (satisfactory) or an N (needs improvement) in the three math and three reading objectives listed on the report card. They will also earn an S (satisfactory) or an N (needs improvement) in the area entitled **Your Child in School**.

Grading System

A+	100 - 98	C+	79 - 78
A	97 - 93	C	77 - 73
A -	92 - 90	C-	72 - 70
B+	89 - 88	D	69 - 65
B	87 - 83	F	64 - Below
B-	82 - 80		

Search and Seizure

An administrator may seize any evidence indicating that a student is violating or has violated the law or a school rule that the administrator may find as a result of a search of a student's property, clothed body, or areas designated for a student's use if the search is proper and reasonable.

A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the board for an expulsion hearing.

Siblings

Siblings are **not** allowed to participate in school functions during the school day that do not include their classroom. Classrooms often have special programs where parents are invited to attend. Siblings are not allowed to attend these special programs as this disrupts the educational day. Young siblings are not allowed to attend these special programs as they can cause a disruption. We want to ensure that those students involved in the program and the invited guests have an enjoyable experience. Siblings are also not allowed to attend holiday parties.

Smoking/Tobacco Use Policy

School Board Policy #222 prohibits students from possessing and using tobacco products while in the school building, on school grounds, on school busses and at all school events. It also prohibits the use of tobacco by all visitors and employees in the school buildings as well as on the school grounds. Our campus is a smoke and tobacco free environment. The complete policy can be found on the district web page.

Student Records

The school district maintains the following student records:

- Permanent record folder for each student is stored in the main office and contains grades, attendance, standardized test scores, etc.
- Medical record for each student which is stored in the nurse's office and contains medical records for a student. The information is shared with faculty and staff on a need to know basis. This allows us to best service the medical needs of our students.
- Some students may have a special education file which is stored in the Pupil Personnel office. These records include IEPs, GIEPs or 504 Service Plans.

Telephone

Students may use the telephone in the classroom when an emergency arises and when given permission by an appropriate staff member. Students will **not** be permitted to take telephone calls. If parents need to contact their child, we will take a message and relay it to the child.

Visitors

All visitors must report to the receptionist's desk upon entering the intermediate building. Visitors are not permitted to go directly to the classroom without stopping at the Receptionist's desk to sign in and get a visitor's pass. All visitors to South Fayette Township School District will be required to produce photo identification which will be scanned using visitor management software upon entering any South Fayette Township District building. Visitors will be issued a photographic visitor ID badge which must be clearly displayed for the duration of their visit. Classroom visits during instructional time are **not** permitted without prior teacher approval. Children should walk to their classrooms in the morning unaccompanied by an adult. Parents should not visit with their child's teacher between 8:20 a.m. and 9:00 a.m. without a scheduled appointment because the teachers are preparing for the instructional day. We appreciate your cooperation in helping to make our school day run smoothly.

Periodically, intermediate children forget necessary items at home and parents will need to bring these items to school. Parents are to drop these items off at the main office, and the administrative assistants will make sure these items make it to the child's classroom.

Parents may eat lunch with their child. As with all visitors, parents are to check in at the receptionist's desk. Parents should make their presences known to a student monitor when entering the cafeteria. Siblings are not permitted in the cafeteria during the lunchtime. Parents, siblings and visitors are not permitted on the playground during recess/school hours.

Children who are not registered students in our school cannot visit the school during the instructional day. Only future students with an appointment will be permitted to tour the school during the instructional day.

Web Page

Please visit the South Fayette Township School District at <http://www.southfayette.org> for the latest news. The web page is updated frequently.

Weapons Policy

According to School Board Policy #218.1, students, visitors and employees are not permitted to bring any weapons or look alike weapons to school. The complete policy can be found on the district website.

Wellness and Classroom Parties

The Child Nutrition and WIC reauthorization Act of 2004 (Public law 108-265) requires all public school districts to develop local wellness policies that address nutrition, physical activity and health education. Nutrition guidelines must be developed for all foods available on each school campus during the school day with the objectives of promoting student health and reducing childhood obesity.

To develop a policy and initiate action plans, a committee of students, parents, school board, administration, food service department and public was formed to review current practices and develop guidelines for the future. Some procedures are implemented district-wide while others are unique to the individual building. Particular attention was given to the many food allergies that students may have, thus leading to limitations on food selections that must be considered both in the district food service department as well as in the individual classrooms.

Minimal changes will occur within the food service department as South Fayette met or exceeded most of the guidelines provided by the Pennsylvania Department of Education. The following district-wide "actions" will be implemented with the beginning of the school year:

1. No soda (carbonated soft drinks) will be served to students at any time, in any building, during the school day.
2. Vending machines that are located on the campus will only contain water, juice and sports drinks.
3. Food (candy, gum, etc.) will not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message i.e. guest chef, field trip to a farm, etc.

4. All groups associated with the school district will be encouraged to promote wellness that leads to good choices being made relative to nutrition, physical activity and health.

Important Information related to Student Wellness in the Intermediate School

1. Classroom Birthday Celebrations
 - a. Students will not be permitted to bring "food" birthday treats to share with their class. However, they can bring a "nonfood" item to share with the class on their actual birthday or a day that is close to their birthday.
2. Holiday Celebrations
 - a. The PTA sponsors three holiday parties - Fall Festival (October), Holiday (December), and Valentine's Day (February). Additional food and/or drink items will not be distributed to students. Students will only be allowed to pass out nonfood items to students if they wish to bring a treat for the other students (pencils, erasers, etc.). Classroom games make excellent treats for the students as well. Please remember that holiday celebrations are limited to children in the homeroom only; **siblings are not permitted to attend holiday parties.**
3. Lunch
 - a. A nutritious lunch that meets the guidelines of the student wellness policy is available for purchase each day. If you choose to have your child bring a lunch from home, you are encouraged that the lunch be nutritious.

Appendix	
South Fayette Township School District Required Annual Notices for the 2019 - 2020 school year can be located on the District website. Paper copies of these documents are also available in the Main Office of the Intermediate School.	
Handbook Signoff Sheet	A
Please click on the hyper link to access the following:	
Weapons Policy (School Board Policy 218.1)	
Tobacco Use (School Board Policy 222)	
Hazing (School Board Policy 247)	
Unlawful Harrasment (School Board Policy 248)	
Bullying/Cyberbullying (School Board Policy 249)	
Acceptable Use of Internet (School Board Policy 815)	

Educational Tour/Trip Letter

APPENDIX A



South Fayette Intermediate School

Child's Name _____ Grade _____

Teacher's Name _____

**I reviewed the 2019 - 2020 South Fayette Intermediate
School Student-Parent Handbook with my child.**

Parent Signature:

Date: _____