



HARRIS SCHOOL
Student & Parent Handbook
2022 – 2023



HOME OF THE HARRIS KNIGHTS

THIS SCHOOL HANDBOOK BELONGS TO:

NAME: _____

GRADE: _____ HOMEROOM TEACHER: _____

ADDRESS: _____

TOWN: _____ STATE: _____ ZIP: _____

PHONE: _____

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Welcome To Harris School

501 Sharon Avenue
Collingdale, PA 19023
Phone: (610) 522 – 4370
Fax: (610) 586 – 7161

Dear Students and Parents,

Welcome to Harris School. The faculty and staff extend their best wishes to you for a happy and successful school year. They stand committed to working with you and your parents as you proceed through this year. There will be many opportunities for you to work hard in expanding your knowledge and developing your talents. Please take advantage of these positive opportunities.

This handbook has been created as a helpful tool for your organization and success in meeting your school commitments as a student. This handbook also contains important information, procedures, and rules for you and your parents to refer to for your continued success throughout the school year. As a student, you are expected to follow all the rules of Harris School. These rules and procedures are created for the benefit and welfare of the entire staff, student body, and school community. They are expected to be followed to/from school, on school grounds, on school buses, at school activities, and on field trips or other events.

While you are at Harris School, strive this year to achieve all the expectations set before you in this handbook for reaching success. Your goal is to gain knowledge and master the standards. Practice good study habits and get help from your teachers whenever you need it. Always remember you are a member of the Harris School Community, be proud of your school, be proud of its physical facilities, be proud of its resources, be proud of its teachers and faculty, be proud of its student body, and most of all be proud of your responsibility and role in making Harris School an enjoyable experience for us to live, work, and learn together.

Sincerely,

*Mrs. Stacey Ray
Principal
(610) 522 – 4370 Extension 3150
sray@sedelco.org*

*Mr. Michael C. Moors
Assistant Principal
(610) 522 – 4370 Extension 3211
mmoors@sedelco.org*

SOUTHEAST DELCO SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

Theresa Harris-Johnson, President
Dawn Crawley, Vice President

MEMBERS

Chiwishi Abney
Sheree D. Monroe
Reyshon Fowler
Cynthia Woodfolk
Aimee Washington
Vernell Peter-Koyi
Rebecca Perry

Robert M. DiOrio, Esquire, Solicitor

SOUTHEAST DELCO SCHOOL DISTRICT

SUPERINTENDENT’S CABINET

Main Number 610-522-4300

- Dr. Brenda G. Wynder Superintendent
- Dr. Jeffrey M. Ryan Assistant Superintendent
- Dr. Guy Lowery.....Chief Academic Officer
- Mr. Craig Butler Chief Operating and Financial Officer
- Dr. Deborah Gibbs-Tapper.....Director of Special Education
- Dr. Shannon Reddick-Smack Principal on Special Assignment
- Mr. Charles Baxter Director of Human Resources
- Miss Cassandra Willis.....Coordinator of Food Services
- Mr. Dennis Kraus Transportation Supervisor
- Mr. Kevin Curry..... Director of Building and Grounds
- Mr. Michael Hooven Director of Public Safety

SOUTHEAST DELCO SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Southeast Delco School District is to nurture, educate, and challenge students to become lifelong learners, possessing knowledge, compassion, and a desire to serve the global community.

VISION STATEMENT

As a community of learners, the staff of Harris School believes that education is an ever-changing, life-long process. Harris School will foster and protect the rights of its children. The school will advocate for a collaborative, secure and supportive environment that will enable positive, challenging learning and innovative change to occur.

SOUTHEAST DELCO SCHOOL DISTRICT

DISTRICT POLICIES

CALLER IDENTIFICATION

For safety and security purposes, all office phones are equipped with Caller Identification. Before calling any school or administrative office within the Southeast Delco School District, please remove call identification blocks from your phone.

EQUAL OPPORTUNITIES

The Southeast Delco School District is an equal opportunity education institution and will not discriminate in its educational programs, activities or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability, or other legally protected classification.

This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975. Inquiries may be directed to the Section 504 and Title IX Coordinator at 610 522-4300 extension 5315.

INTERNET USE

All students should have a copy of this policy in their files signed by the parent. Only students who have a signed copy in their file may use the Internet. Please refer to Appendix C for the School Board policy on acceptable use of the Internet.

MEDICINE STATEMENT

The Board of School Directors is committed to the health and welfare of all students in the Southeast Delco School District. In order to maintain this commitment in terms of the dispensing of medication in school, by school personnel, parents and school district personnel must adhere to certain requirements for the safety of all parties.

1. Before any medication can be administered within the school, by school personnel or by any student during school hours, the school board shall require the written request of the parent / guardian, giving permission for such administration and relieving the school board and its employees of liability for administration of medication only by written order of the prescribing physician.
2. Parental or guardian written request and authorization to dispense each specific medication must accompany the physician's written request / approval form.
3. Medication must be in the original labeled pharmacy container with the student's name, medication identification, dosage directions and time interval written on the label along with the physician's name and address, date of prescription, and the name and phone number of the pharmacy. The physician's written request for the administration of a specific medication in school should also contain the student's diagnosis, length of time medication is to be administered in school, possible side effects or contradictions, curtailment of school activities, and other medication, if any, being prescribed by the physician.
4. The district shall encourage parents / guardians to administer all short-term medication before and / or after school hours.
5. The physician should complete the district's "prescribed medication form" as provided by the nurse before medication is dispensed in school, by school personnel.
6. Medication should be delivered to the school by the parent / guardian or responsible adult, and administered to the student by the school nurse.
7. All medication should be stored in a locked container in a secured location. (Nurse or building principal's office). Asthma inhalers may be carried by student with written parental permission.
8. The school nurse or other school personnel must document all medication given and indicate date, time of day, name of student, name of medication given, and name and signature of person administering the medication.
9. In the absence of the school nurse, the building principal / assistant principal shall administer the medication following the same procedure as stated in #8.
10. All medications, prescription or non-prescription, are to be administered according to the previous procedures.
11. Parents / guardians may come to school to administer medication to their children if they prefer to do so.

RIGHT TO KNOW PESTICIDES

The Pennsylvania Department of Education requires notification to staff, students and parents on the use of pesticides. Information regarding the use of pesticides is maintained in each building and the district's maintenance office. The School District shall provide notification in accordance with the law including:

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

If additional information is required, please contact the Business Manager, at 610-522-4300.

RESIDENCY REQUIREMENTS

If you move to another home within the attendance boundaries of Harris School, **you must notify the school office** that you have moved and **you must bring proof of residence** to the Southeast Delco School District Educational Service Center in Folcroft (610-522-4300 extension 5301). Proofs of residence include a deed or lease, two bills and picture ID with name and new address. If you move out of our attendance boundaries, **you must notify the office** and pick up a transfer form to register your child in their new school.

If you fail to follow the above procedures and we are notified that you no longer live at the address on file you will be subject to a residency investigation and perhaps be liable for a fine in the amount of money it costs to educate your child in the Southeast Delco School District during the time you did not live in the school district.

ELIGIBILITY OF NON-RESIDENT STUDENTS

THEFT OF SERVICES: Any person falsifying his / her residence for the purposes of obtaining admission to the Southeast Delco School District shall be assessed the prorated tuition cost calculated from the date of actual falsification. Failure to pay costs shall lead to court action.

DRESS CODE FOR SOUTHEAST DELCO STUDENTS IN GRADES K-12

Shirts/Tops

1. Shirts must fit properly. Midriff or undergarments should not be visible.
2. No "spaghetti strap" tops are permitted. Straps on tops must be at least three inches wide and must conform to the first rule in this section.
3. Hooded sweatshirts are permissible as long as the hood is not pulled over the head while inside the school.

Pants

1. Pants must fit properly and be worn at the waist. Midriff or undergarments should not be visible.
2. The length of all shorts and skirts must approach the top of the knee when standing.
3. All types of pants (i.e. cargo, yoga, sweatpants, leggings) are permissible as long as they conform to the first rule in this section. No manufactured rips in pants may be above the top of the knee.

Shoes

1. Shoes must be completely secured on the feet.
2. No flip flops, slides, slippers, or spiked heels are permitted.

Accessories

1. No headwear of any kind is permissible. The only exceptions to this rule are for religious dress or a medical necessity documented by a physician.

Clarifications

1. Mesh sports jerseys require a separate shirt to be worn underneath.
2. No clothing items may contain inappropriate language or images (i.e. violence, drugs/alcohol, etc...).
3. A Southeast Delco uniform may be worn for compliance to the district dress code.
4. If you are not sure if an article of clothing conforms to the dress code requirements, please do not wear it.

PROHIBITION OF WEAPONS

At a regular meeting of the Board of School Directors held February 22, 1996, the Board approved the Southeast Delco School District Prohibition of Weapons Policy. This policy has been established pursuant to PA Act 26 of 1995, which requires that all public schools take a mandatory course of action in the event that a student is found to be in possession of a weapon. The law requires the arrest and expulsion, for at least one (1) year, of any student found in possession of a weapon on school property, in a school program, or while traveling to or from a school program, including time on public transportation.

As defined by Act 26, a weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nonchaku, replica of a weapon, look- a- like weapon, firearm, shotgun, rifle, and any other tool or implement capable of inflicting serious bodily injury. A student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, and under student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. There is no requirement that the student use or try to use the weapon. **Possession of a weapon for self-protection is not a defense.** Parents are encouraged not to send tools or supplies, such as metal or pointed scissors to school with your children unless you receive written request from the teacher.

Violation of the law will become a part of a student's permanent record and will be available to any school in which the student may later enroll. Parents will be required to sign an affidavit prior to enrolling their child in any public school to disclose the existence of any prior weapons violation or other serious violations.

Parents are urged to review the Prohibition of Weapons Policy and discuss the importance of this safety issue with their children. Copies of the policy are available for review in the main office and library of each school building. You are required to acknowledge receipt of this letter as indicated on the attached form. Your cooperation and assistance in this matter is appreciated.

SEARCH POLICY

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions without a warrant when in school, on school grounds, or when otherwise under school supervision, if a reasonable suspicion exists that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety, and welfare of the school population, or there is evidence that there has been a violation of the law, Board policy, or school rules.

The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that the material is in violation of law, district policy or school rules, or evidence locations being examined in the device.

VIDEOTAPING ON PREMISES

By entering onto Southeast Delco School District property, you understand that you may be photographed, filmed, or videotaped and you hereby give the school district the unqualified right to take pictures and / or recordings of you. By entering the premises, you consent to photography, audio and video recording, and their release or reproduction to be used for purposes of Southeast Delco School District and their representatives. Images, photos and / or videos may be used to promote Southeast Delco School District events in the future, highlight events, and exhibit the promotion of Southeast Delco School District. You release the district, its officers and employees, and each and all persons involved from any liability connected with the taking.

HOME & SCHOOL

The purpose of the Harris Home and School Association is to establish a closer relationship between parents / guardians and faculty. The Home and School gives students and Harris School educational materials and activities not provided by the school district. They are able to provide these things through fund raising efforts and annual dues. Your support and active participation is encouraged. Please attend meetings and become active in your child's school.

VOLUNTEER CLEARANCES

Harris School recognizes that parents want to be involved with the education of their children. We offer a variety of ways to participate in your child's educational experience at Harris School. Chaperoning, volunteering, or helping hands are always needed. You may contact your child's teacher or call the school for additional information.

▪ **Clearances Required**

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

Please bring all copies of your original clearance results to Harris School, along with your photo ID, and the district form which asks you to list all your children and the schools they attend. The office will place your name on the parent volunteer list and will make a copy of your results.

You can access the links below for clearances.

Child Abuse Clearance: <https://www.compass.state.pa.us/CWIS> No fee for volunteers.

PENNSYLVANIA STATE POLICE: <https://epatch.state.pa.us> No fee for volunteers.

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

FBI Clearance: <https://uenroll.identogo.com> Fee \$22.60 payable with credit or debit card.
Use Service Code: IKG6XN

STUDENT RECORDS POLICY / FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records until the student is 18 years old. FERPA gives parents certain rights with respect to their children's education records and FERPA gives schools the right to disclose students' educational records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

Schools may also disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

MCKINNEY-VENTO ACT

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

HARRIS SCHOOL

2022 – 2023

ADMINISTRATION

Mrs. Stacey F. Ray, Principal
Mr. Michael C. Moors, Assistant Principal

SECRETARY

Mrs. Doranne Nattress

ATTENDANCE CLERK

Ms. Shawn LeGare

SCHOOL COUNSELOR

Ms. Paulette Brown

SCHOOL NURSE

Mrs. Rosemary London

SCHOOL PSYCHOLOGIST

Ms. Madeline Slough

SOCIAL WORKER

Ms. Emily Blomgren

GRADE LEVEL EDUCATORS

Grade 1	Mrs. Donnelly Mrs. Zizza	Mrs. Conroy
Grade 2	Ms. Adams Mrs. Xenidis	Ms. McArdle
Grade 3	Mrs. Aronovitch Mrs. McCrohan	Mrs. McCloud
Grade 4	Mrs. DiChiacchio Mrs. O'Keefe	Mrs. Hollinger Mrs. Welsh
Grade 5	Mrs. Brown Mr. Masterson	Mrs. Bohannon
Grade 6	Mrs. Caracappa Mr. Hopkins	Mrs. Carney Mrs. Garrett
Grade 7	Mr. Everett Mrs. Schommer	Mr. Berman Mrs. Vaccaro
Grade 8	Mr. Alexander Mrs. Rickards	Ms. Kelly Mrs. Bohannon

SPECIAL SUPPORT EDUCATORS

Art	TBD	Music	Mr. Scholl
Instrumental Music	Ms. King	Physical Education	Mr. Shell
Library	TBD	Health & Wellness	TBD

LEARNING SUPPORT EDUCATORS

Special Education	Ms. Oritz
Special Education	Ms. Plachute
Special Education	Ms. Rigby
Special Education	Mrs. Masewicz
Special Education	Ms. Brennan
Multiple Disabilities	Ms. Baumann
Life Skills	Mrs. Holbert
Life Skills	Mrs. McNamara
Life Skills	Mr. Puckett
Intensive Learning Support	Mrs. Soper
Intensive Learning Support	Mrs. Strunk
Enrichment	Ms. DiMaggio
Speech	Mrs. Sorrell
Speech	Mrs. Underwood
Reading Interventionist	Mrs. Trachy
Reading Interventionist	Ms. Headley
Reading Interventionist	Ms. McAnulty
ELL	Mrs. Wentworth

SUPPORT PERSONNEL

AIDES

Mrs. Alfeche
Ms. Frescoln
Mrs. Marino
Mr. Person

Ms. Jackson
Mrs. B. Moore
Mrs. Brice
Mrs. Worthington

Mr. Taylor
Ms. Callahan

PCA

Ms. King
Ms. McMillian

Mrs. White

Ms. Reeves

CAFETERIA

Mrs. McBride
Mrs. Coyle
Mrs. Titus

Mrs. Walker
Ms. Tampanella
Ms. Haigwood

TECHNOLOGY

TBD

CUSTODIAN

Ms. Scott

SECURITY

Ms. Frederico

HARRIS SCHOOL

VISION STATEMENT

Harris School fosters a student centered learning environment in which students are problem solvers, informed decision makers, as well as collaborative and cooperative learners. All students have access to powerful technological tools which enable them to make connections between knowledge and understanding. In this stimulating atmosphere, access to information and communication with others is unlimited. This nurturing environment provides a quality education by which all our students can achieve academic excellence.

MISSION STATEMENT

Harris School, in collaboration with children, parents, community, and the Southeast Delco School District, is committed to providing a quality education which will enable all students to achieve success, both academically and socially, in order to become life-long learners and productive citizens.

DAILY OPERATIONS

SCHOOL HOURS

Breakfast: 8:10 AM - 8:30 AM

Doors open: 8:35 AM

School begins at 8:40 AM

Dismissal: 3:20 PM

ATTENDANCE

The board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. It is important that all students be in regular attendance because academic progress suffers as a result of absence. Absence is the most prevalent cause for failure or poor grades. Absences for reasons other than illness, with or without parental approval, are subject to the mandatory attendance laws and are regarded as truancy.

The School Laws of Pennsylvania classify all absences as unexcused or illegal, except for the following reasons:

1. **Illness of pupil**
2. **Death in the immediate family**
3. **Quarantine**
4. **Required Court Attendance**
5. **Recovery from Accident**
6. **Family Educational Trip**

Students who have been absent from school will be required to present an excuse note written by parents / guardians within (2) days of their return to school. This note must be given to their homeroom teacher. All notes should have the following information:

- Date the note was written
- Student's name, grade, and section
- Date(s) student was absent
- Reason for absence
- Parent's / guardian's signature (name spelled out clearly)

If a written excuse is not received within two (2) days of the date(s) absent, the absence will be recorded as unexcused on the student's record. When a student has not been reported absent by the parent or guardian by **9:00 AM** on the day of the absence, or if a student has reported to school but is absent from an assigned class without permission, phone contact may be made to the parent or guardian. **A parent phone call to the school for a reported absence does not take the place of the written explanation for the absence.** If the absence is illegal or unexcused the student will not be permitted to receive credit for the work missed. **Failure to submit a note will result in the absence being declared illegal / unexcused and the student is subject to the same penalty as truancy.**

TRUANCY

Truancy is any and all unexcused absences from school. Along similar lines, an unexcused absence from a specific class (i.e. cut) is also considered truancy and the time missed will be added time to a specific student's total truancy.

Three unexcused full day absences will result in a First Notice of Unexcused or Illegal Absence notification sent to the parent / guardian of the student. This is a notification of the possible legal procedures that the school can take. A Student Attendance Improvement Plan (SAIP) Meeting with the counselor will be held. Each additional unexcused full day absence will result in a Request for Summons sent to the parent / guardian. This step involves a hearing and possible fine before a magistrate. The above procedures are in accordance with Pennsylvania Public School Code of 1963, Section 1327 and 1333.

When a student is absent for three (3) or more consecutive school days, a doctor's certificate is required when he / she returns to school. If a note is not received the absences will be reported as unexcused. No absence for reasons other than a student's illness, death in the immediate family, or urgent reasons, as defined under Laws Controlling School Attendance can be excused unless a request has been **approved in advance**.

Students absent 1 to 4 days will be granted 1 day to make up work for each individual day absent. (This does not include the day they return to school). However, in the case of absences of 5 days to 2 weeks in duration, the student shall be granted 2 days to make up work for every day absent. In the case of absences, which exceed two weeks, the student, the team and the assistant principal shall agree on a reasonable length of time to complete the work.

ATTENDANCE REGULATIONS FOR PARTICIPATION IN ACTIVITIES

In order to participate in any school-sponsored activity, a student must be in attendance the full day immediately preceding the activity. School activities are not to interfere with the regular attendance expected of all students. Students may not participate in activities during the time they are on suspension.

DISMISSAL PROCEDURES

Dismissal is at 3:20 PM. Please make sure your children are picked up on time.

- Students in grade 1 and 2 will leave by designated grade levels doors in the front of the building.
- Students in grades 3 - 6 will be dismissed on the driveway side of the building and through their respective doors.
- Students in grades 7 & 8 will be dismissed from the back of the building.

All children are expected to walk on sidewalks.

All children are expected to cross at the marked crosswalks.

Children are in great danger if they walk in between parked cars.

Safety is always our first concern. Please support our efforts by encouraging your child to cross at the corners and walk on the sidewalks.

EARLY DISMISSAL

Students must bring a note from home to his / her homeroom teacher requesting an early dismissal. When the parent / guardian arrives at school to pick up the student, the parent must sign the sign-out book in the main office. The office will then call the teacher to send the child to the office. In case of an emergency, early dismissal for individual students is granted only upon written request from the parent / guardian. Positive identification is required before a child is released. **We ask that parents refrain from abusing early dismissal procedures especially from 2:00 PM to 3:20 PM, as it disrupts the educational processes within the building.**

ENTRY AND REGISTRATION

All children who apply for enrollment in school must present proof of birth, immunization dates, and verification of residence. To be enrolled in kindergarten, a child must be five years of age on or before September 1st of the current school year. The dates for kindergarten registration are listed in the calendar. Registration dates will be posted in district schools and advertised on the district's website and cable television channel. Notices will also be sent to students' homes. To be enrolled in grade one, a child must be six (6) years of age on or before September 1st of the current year. Prior to a student's admission to any school in the district, a sworn statement is required concerning the student's prior disciplinary record.

LATENESS

Doors open at 8:35 AM. Classes start at 8:40 AM. Students are marked late at 8:40 AM after the bell has rung. Students should be in the classroom or in line with their teachers when the bell rings. If late, students must report to the attendance clerk and receive a pass to be admitted to class. A note from a doctor or dentist is the only excuse for lateness that will be accepted. Any student who is late more than 10 times may be assigned an administrative detention. Please note that all lateness minutes are cumulative, once a student reaches 400 total minutes the process for illegal absences will begin.

VISITORS

Persons wishing to visit a school should make arrangements in advance with the school office in that building. After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked. Upon arrival at the school, visitors must register at the office where they will receive a pass. All staff members shall be responsible for requiring a visitor demonstrate that he or she has a visitor's pass. Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, school rules and federal and state law and regulations.

CLASSROOM VISITATIONS

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations. The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit. Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy. The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges. No visitor may confer with a student in school without the approval of the principal. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting. Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

FOOD SERVICES

BREAKFAST PROGRAM

All students are eligible to receive a healthy breakfast at no cost. The breakfast menu will be a standard menu that meets state and federal guidelines for nutritional content. Breakfast is offered from **8:10 AM to 8:30 AM for students in grades 1-5. Students in grades 6-8 will be offered breakfast in homeroom. Breakfast will not be available after this time. Please make sure your child arrives to breakfast on time with enough time to eat and get to class by 8:40 AM.**

LUNCH PROGRAM

Policy – All students are eligible to receive a healthy lunch at no cost.

Menu – A monthly menu of lunches is sent home with each child.

FOOD AT CLASSROOM EVENTS

Please be advised, according to The Pennsylvania Department of Education (PDE) Nutritional Standards no food/snack (cakes, cupcakes, donuts, munchkins, carbonated beverages, chewing gum, candy, etc. of Minimal Nutritional Value may be brought in for special student/classroom) celebrations.

** If you would like to bring in a treat for your child's class, please make arrangements with your child's teacher ahead of time and make sure the snack meets the guidelines of the Approved Snack List.

Southeast Delco School District Wellness Policy

Approved Snack List

Reduced-Fat Nachos
Iced Animal Crackers
Granola Bars
Strawberry Fruit Roll-Ups
100 Calorie Chip Ahoy Cookies
Honey Wheat Braided Twists
1 Pop-Tart (Blueberry, Strawberry)
100 Calorie Oreo Cookies
Fruit Snacks (Strawberry, Mixed Berry)
Baked Original Potato Chips
Baked Ruffles Cheddar Sour Cream & Onion
Chocolate & Vanilla Pudding Snack Pack
Animal Crackers
Keebler Elf Grahams
Baked Crunchy Curls
Strawberry Fruit Gushers
Pretzel Rods
Soft Pretzels
Trix Cereal Bar
Capri Fruit Waves
Graham Crackers
Reduced-Fat Cheez-Its
Munchies Kid Mix
Fresh Fruit
Bottled Water

HEALTH SERVICES

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

Audiometric (hearing) tests, vision tests and height and weight measurements are done on a yearly basis as well as any other service mandated by the state. Medical examinations are required before participating in interscholastic sports.

Students with communicable diseases are excluded from school. Conjunctivitis, impetigo, pediculosis, and ringworm are excludable conditions. A doctor's certificate is required upon return to school.

It is the policy of the school that a child who is able to attend school is considered able to participate in all school activities including gym. To be excused from these activities, a doctor's note must be submitted and approved by the nurse.

HEAD CHECKS

Please check your child's head on a regular basis. If lice or nits are detected, it is important that you contact the school nurse immediately. If lice or nits are detected your child will be unable to return to school until cleared by the nurse. Periodically the nurse will do checks at school. If anything is found, a parent will be notified.

PHYSICAL EXAMINATIONS

Physical examinations are required in kindergarten or 1st grade and again in the 6th grade. **Children not in compliance with state regulations in regard to physicals and immunizations will be excluded from school until proper documentation is received.** Medical examinations are required for participation in interscholastic sports.

TRANSPORTATION

Transportation is a privilege and all students are expected to follow bus rules for their own safety. Inappropriate bus behavior puts all children in danger. Please talk with your child about the importance of bus safety and how his / her behavior can affect bus safety.

The following rules shall be strictly enforced:

1. Students will sit in assigned seats with all body parts in the bus at all times.
2. Students will not throw any objects in or out of the bus.
3. Students will not disturb other passengers. This includes pushing, grabbing, slapping, etc.
4. Horseplay and fighting are not allowed.
5. Inappropriate language is not allowed.
6. Students are to remain seated until the bus comes to a full stop.
7. If a student misses the bus at the end of the day, he / she must report to the office. They will contact a parent for pickup.
8. Only team members are allowed to ride sports buses.
9. Students receiving transportation are not permitted to leave school grounds upon arrival to school or walk home after school.

Students who misbehave on the bus create potentially dangerous situations. Drivers must be able to concentrate. If your child exhibits inappropriate behavior, he / she will be taken off the bus. It will be your responsibility to find another means of getting your child to / from school. Violations of bus rules will be handled as follows:

1 st Report:	1-day bus suspension
2 nd Report:	2-day bus suspension
3 rd Report:	3-day bus suspension

- 4th Report: 5-day suspension
- 5th Report: 1-month bus suspension / loss of bus privileges

Lengths of suspensions may be increased if the infraction is deemed extremely dangerous by the administrative staff. Students who fight on a school bus may also receive bus suspensions in addition to out of school suspensions and / or citations.

ACADEMIC INFORMATION

GRADING

It is the goal of Harris School to develop programs and policies that will help improve the level of achievement of all students and to accurately assess that achievement. Please note the following policy:

LETTER GRADES

<i>Letter Grade</i>	=	<i>Average Range</i>	=	<i>Quality Point Equivalents</i>	<i>Final Grade Calculations</i>
A	=	93 – 100	=	4.0	4.0
A -	=	90 – 92	=	3.67	3.67 – 3.99
B+	=	87 – 89	=	3.33	3.33 – 3.66
B	=	83 – 86	=	3.00	3.00 – 3.32
B-	=	80 – 82	=	2.67	2.67 – 2.99
C+	=	77 – 79	=	2.33	2.33 – 2.66
C	=	73 – 76	=	2.00	2.00 – 2.32
C-	=	70 – 72	=	1.67	1.67 – 1.99
D+	=	66 – 69	=	1.33	1.33 – 1.66
D	=	60 – 65	=	1.00	1.00 – 1.32
F	=	00 – 59	=	0.00	0.0

Grade averages calculated to a .50 may be rounded up at the teacher’s discretion within reason and consistency for all students. Grade averages calculated above a .50 should be rounded up. Final grades are calculated by converting the marking period letter grade to a quality point equivalent, adding the four marking period quality points, and dividing this total by 4.

HONOR ROLL POLICY

The Honor Roll Committee has developed the following standards for the Harris Honor Roll for grades 3 through 8.

DISTINGUISHED HONOR ROLL - Distinguished Honor Roll should be recognized for maintaining all A’s / 4.00.

HONOR ROLL - Honor Roll students should be recognized for maintaining all A’s & B’s in all subjects / 3.00.

Each report card period the students who qualify for honor roll will be identified. These students will receive honor roll certificates celebrating their hard work and recognizing their accomplishments.

HOMEWORK GUIDELINES

It is expected that students will have homework. While the amount and type of homework assignments may vary, some studying, individualized practice and improvement activities, review of skills taught in class, and creative projects, should be done at home each day. If no assignment is given, then the day’s lessons should be reviewed. All students are encouraged to read for at least 20 minutes of uninterrupted reading a night. Books and notes should be taken home each day to review lessons taught in class. Special projects and long-range assignments should be planned ahead and not left for the last few nights to be completed. Research has shown that children with parents who show an interest in their child’s homework by providing a regular homework schedule, well lit study area at a desk or table, and necessary supplies and resource materials help promote a positive attitude toward homework assignments for school success.

If absent for a day or two, a student should check with their teacher for assignments. If absent for a period of three days or more, a parent should contact your child's homeroom teacher or office to make arrangements to pick up assignments. This will help provide continuity for your child when they return to school.

UNIFIED CLASSROOM

Unified Classroom (UC) is a website that allows parents to view their students' school work and other information. Please contact the school for information on how to obtain a username and password.

REPORT CARDS / INTERIM REPORTS

Report cards are issued four times a year in grades 1 to 8 in the months of November, February, April and June. Please take time to review teachers' comments and your child's achievement for long-term academic success.

Progress notices are issued mid-marking period. For effective teacher / parent communication it is requested that the progress notice reviewed and questions or concerns be discussed with your child's teacher(s). Also, feel free to contact your child's teacher(s) for ongoing updates on your child's progress or sign up for Unified Classroom (UC). Forms are available at the school.

PARENT / TEACHER CONFERENCES

Parents are welcome and encouraged to meet with teachers or the principal regarding your child's school performance. Scheduled conferences occur with grades 1 to 8 for the 1st and 3rd marking periods. Teachers will schedule conference appointments with parents of their students. However, at any time in the year, teachers or parents can make an appointment for a conference. Parents should contact the guidance counselor or your child's teacher to schedule an appointment. For disciplinary issues, issues outside of the classroom, or issues not resolved at the teacher level, please contact the assistant principal or principal to arrange for an appointment. A parent's first contact should always be with your child's teacher.

PLAGIARISM AND CHEATING

Plagiarism is not just about stealing someone else's words, but also stealing ideas. According to Webster's New International Dictionary of the English Language, to plagiarize is: "To steal or purloin and pass off as one's own ideas, words, artistic productions of another; to use without due credit the ideas expressions or productions of another." The act of plagiarism violates our expectation that students exhibit ethical behavior as expressed in their academic work. Plagiarism is cheating. It is academically dishonest as well as unethical. It violates the school's mission and expectations for students, and will not be tolerated.

Cheating, plagiarism, and inappropriate collaboration are examples of a breach of academic integrity. The teacher will exercise professional judgment in determining breaches of academic integrity. Cheating includes: copying another person's work and representing it as your own; acting contrary to the teacher's instructions regarding collaboration; seeking unfair advantage, use of notes on a test, getting exam questions from an earlier test taker, programming a calculator or PDA for use accessing answers; and aiding or abetting another in cheating. Inappropriate collaboration is working with others in ways contrary to the teacher's instructions. If your teacher has instructed you not to collaborate and you do so, it is cheating. Unless otherwise instructed by your teacher, the conclusions you draw and the paper you write are to be a product of your own thinking, creativity, and work.

To act dishonestly is inexcusable. Students who engage in academic dishonesty should expect serious consequences. Students involved in breaches of academic integrity may receive a failing grade for the assignment. In addition, incidents of academic dishonesty may be referred to an administrator for disciplinary actions. It is ultimately an administrator's decision to determine the extent of plagiarism or cheating when there is a dispute regarding the nature of the incident.

Academic dishonesty happens any time you do not do your own work but use someone else's and call it your own. It includes using a published author's work; copying directly from a book, magazine, newspaper, song, or Internet without using quotation marks and / or without providing the author's name and a bibliography; paraphrasing, putting the text in your own words, and not providing the author's name and a bibliography; summarizing, using key words, phrases, or ideas from the text, and not providing the author's name and a bibliography; using statistical data or copying maps, charts or graphs from a book, magazine, newspaper, song, or Internet without providing the author's name and a bibliography; using facts that are not generally known or accepted as common knowledge; using a friend's work;* having a friend provide answers or part of an answer; copying homework; cheating on a test, using notes not allowed, using a textbook not allowed, and looking at someone else's test.

*A person who allows someone to copy his / her work is equally as guilty of plagiarism as the person copying.

PROMOTION / RETENTION

A student shall be promoted when she / he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge. The recommendation of the classroom teacher shall be required for promotion or retention of a student. The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

In all cases of retention, the parent / guardian shall be fully involved and informed throughout the process. Parents/guardians and students shall be informed of the possibility of retention of a student well in advance.

TEXTBOOKS AND OTHER ACADEMIC MATERIALS

Textbooks and other school property are loaned to students for the year. Students (and parents) are asked to take proper care of these materials. If a book or other item is lost or damaged, the student must immediately report this to the teacher. Students who damage, destroy, or lose such materials will be responsible for paying for damages or replacement. Failure to meet outstanding obligations will result in action including the withholding of report cards and other records.

SPECIAL SUBJECTS

PHYSICAL EDUCATION

A physical education class is scheduled for all students. The physical education program stresses the development of coordination, physical fitness, skills, and cooperation. Emphasis is placed on the basic elements of fitness: flexibility, endurance, strength, and agility. Students whose activity is to be limited must provide a physician's statement.

HEALTH & WELLNESS

A health and wellness class is scheduled for students in grades 1 - 8. It is offered in addition to the regular physical education class and accentuates the elements of fitness and its relationship to staying healthy. Students will learn about flexibility, strength, and endurance. Classes will include yoga, aerobics with videos, and fitness training circuits. In addition, students will continue developing some sports skills including golf, tennis and volleyball.

MUSIC

A general music class is scheduled for all students. Learning to make music through singing is a primary goal of each grade level with emphasis on the development of various skills necessary for meaningful performance. Reading music notation, proper use of voice, as well as the use of some simple classroom instruments are some of the important skills covered by the music curriculum. Students are also involved with developing a vocal repertoire of traditional and contemporary compositions, learning the music of other cultures, working together as a musical ensemble, and discovering our valuable musical heritage. Learning to listen more critically to all types of music together with some performance ability is the final goal of the general music class. Upper grade students also have the experience of performing in a chorus.

INSTRUMENTAL MUSIC

Students in grades 4 - 8 are eligible to select from a menu of instruments to take lessons. Students are able to purchase or rent (cost varies) an instrument of their choice. There is a 30-minute lesson given each week at no additional cost. No piano or stringed instruments are available.

LIBRARY / MEDIA CENTER

The school library provides all students with a variety of valuable services developed to meet the particular needs of the student body. Students are encouraged to use library materials for both class assignments and personal reading. The librarian is available to assist students in locating, organizing, and using library materials. Internet access is also available. Students are required to follow the Southeast Delco Internet Use Policy. Students may borrow books from the library and are responsible for their safe and timely return. Students will be taught library skills appropriate to their grade level. All classes are read to during the year and students are encouraged to take out books for pleasure reading. Students in grades 7 and 8 are encouraged to further develop their independent research skill by using library resources for projects, research, and other academic assignment throughout the year.

ART

The art program for grades 1- 8 begin with the basic use of art materials, cutting, pasting, and identification of basic elements of art. As students progress their art becomes integrated with classroom instruction. Students should wear appropriate attire for art work.

STUDENT SUPPORT SERVICES

As part of our pupil personal services, Harris School offers special services for children in need. If you feel that your child requires any of these services, you should contact the school counselor, school psychologist, or school social worker.

COUNSELING SERVICES

The social and emotional needs of children are met through the counseling program provided by a full time school counselor. The counseling program includes individual and group counseling, small and large group guidance classes, behavior management, problem solving skills training, peer mediation, and parent counseling and skills training.

INDIVIDUALIZED EDUCATION PROGRAM (IEP) TEAM

The IEP team consists of the parent of the special needs child and a group of professionals who will deliver services to the child. Together, an Individualized Education Program (IEP) will be written for each student identified as having special needs. This IEP is the child's education program for up to one full school year. It is revised as needed or at least once each school year. Each special needs child is reevaluated every three school years or earlier if necessary. In this way, we can assure that individual needs are being met.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS) TEAM

Harris School maintains a Multi-Tiered System of Support (MTSS) Team. The function of the MTSS is to assess a child's progress in the regular classroom and to make recommendations for changes in a child's education program. The team could consist of the child's parent, the principal, the counselor, the school psychologist, the school nurse, a special education teacher and the child's classroom teacher. In addition to these members, the team can call on specialists from other fields. Speech / language specialists, hearing and vision specialists, occupational and physical therapists, and a psychiatrist are all available if needed.

Data drives the system to identify the needs of students based on the deliberate organization and review of data, root cause analysis to get at the source of the problem, and design of evidence based solutions to improve the performance of all students. The provision of high quality standards-aligned instruction in the general education core curriculum is at the heart of MTSS. In addition to this, standards aligned instruction, students receive interventions matched to their instructional need through the strategic analysis and use of student data.

SPECIAL EDUCATION SERVICES

Southeast Delco School District and Harris School offer a continuum of support services for all children in need. These services include learning support, emotional support, gifted support, autistic support, deaf and hearing impaired support, life skills support, physical support, blind and visually impaired support, multiple disabilities support, and speech and language support. These services are offered in a variety of intervention levels from supportive intervention in the regular classroom to full-time special education classes outside of the regular school. The location of these services depends upon the severity of need.

STUDENT ASSISTANCE PROGRAM TEAM (SAP)

The Student Assistance Program is designed to help students experiencing barriers to school success. A specially trained team of teachers, including a counselor, nurse, and district administrators will help students by putting their parents in touch with appropriate resources for supporting their child. For questions or referrals to the Student Assistance Program contact the guidance counselor at (610) 522-4370 ext. 3212, the nurse at (610) 522-4370, ext. 3136, or the assistant principal at 610- 522-4370, ext. 3211.

POSITIVE BEHAVIORAL INTERVENTION & SUPPORTS (PBIS)

Positive Behavioral Intervention & Supports (PBIS) is a multi-tiered approach to social, emotional and behavior support. PBIS improves social, emotional and academic outcomes for all students. Through school-wide PBIS, the Harris School Community will promote social and emotional skills in a compassionate environment through the cultivation of positive peer relationships. A core team of staff members work with students, staff, and parents to implement PBIS with fidelity.

EMERGENCY PROCEDURES

EMERGENCY INFORMATION SHEETS

Students will receive an emergency information sheet that needs to be completed by each student's parent or guardian and returned during the first week of each school year. This information is necessary should the school need to contact a parent in the event of an emergency or if a student becomes ill during the school day. **Parent's home, work, and cell telephone numbers are required.** **Whenever there is a change of information during the school year, a new emergency sheet must be completed and turned into the office. It is important that changes of address and phone numbers, both home, business, and cell phone be sent to the school office immediately. The student cannot receive medical attention if there is no sheet on file.**

EVACUATION PROCEDURES

Emergency evacuation drills will be held during the school year. This plan will be administered when there is an emergency that causes the school population to leave and not return to the building. An example of an emergency of this kind would be a fire or gas leak. The school population will evacuate to Collingdale Community Center on MacDade Boulevard. A School Messenger call will be made to parents to tell them where and when the children can be picked up.

FIRE DRILL PROCEDURES

Fire drills are held at least once a month. At the sound of the fire alarm, students should look to an adult for directions. Once instructed, students should leave their classrooms promptly and exit quietly by the route posted in the classroom. For safety reasons, students are reminded to walk, not run. Once outside, students are to quietly remain with their class and teacher and wait for instructions from the teachers to return to the classroom. If a fire drill occurs during dismissal or other non-classroom times, students are to exit at the closest door and report to the nearest homeroom teacher and drill location for an attendance check.

SAFETY DRILLS

Lock down drills will be held during the school year. This plan is administered when there is an emergency that may place our students' safety at risk. An example of an emergency of this kind would be an intruder in or around the school building. Teachers will immediately lock all doors to their room and move children as far away as possible from window areas. **No student is allowed to use their cell phone.** Signs will be posted on the front and back doors. Parents please stay away from the building until the "okay" is given.

INCLEMENT WEATHER

In the event that school will be **closed** due to inclement weather or the **opening of school will be delayed**, the closing or delay will be announced through a School Messenger call that will be made to all parents / guardians and staff. Information will also be posted on the district website. In case of a weather related **2-hour delayed school opening, doors open at 10:30 AM. Breakfast and daycare will be cancelled.**

In the event that school must **dismiss early** due to threatening weather or an emergency, the early dismissal will be announced through a School Messenger call that will be made to all parents / guardians, and posted on the district website (www.sedelco.org).

PLEASE DO NOT CALL THE SCHOOL TO INQUIRE ABOUT THE POSSIBILITY OF AN EARLY CLOSING. PLEASE HELP US KEEP THE PHONE LINES OPEN TO DEAL WITH POTENTIAL EMERGENCIES. A SCHOOL MESSENGER CALL WILL BE MADE AS SOON AS A DECISION HAS BEEN REACHED. IT IS A GOOD IDEA TO "WORK OUT" AND REVIEW WITH YOUR CHILD A CONTINGENCY PLAN TO FOLLOW IN THE EVENT THAT SCHOOL MUST CLOSE EARLY.

SCHOOL MESSENGER

School Messenger is an automated broadcast system that allows the district to make numerous phone calls simultaneously. From time to time, you may receive an automated phone call with an important message from either the district or Harris School. These phone calls are made based upon the phone number that is on file with the school. **If for any reason your phone number changes, please make sure you update it with the school or you will not receive a phone call.**

STUDENT CODE OF CONDUCT

The Student Code of Conduct includes regular school attendance, conscientious effort in classroom work, and conformity to school rules and regulations. Most importantly, students share with administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his / her fellow students. It is the responsibility of each student to respect the rights of teachers, administrators, fellow students, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. It is the responsibility of each student to conform to the following:

- Be aware of all rules and regulations for student behavior and act in accordance with them. The student should assume that until a rule is waived, altered, or repealed in writing, it is in effect
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property
- Dress and groom to meet fair standards of safety and health and not to cause substantial disruption to the educational process
- Assist the school staff in operating a safe school for all students, staff, and visitors
- Comply with Commonwealth and local laws
- Exercise proper care when using public facilities and equipment
- Attend school daily and be on time to all classes and other school functions
- Make up work when absent from school
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities
- Exhibit courtesy and not use indecent or obscene language

To assist a student's compliance with the Harris School's student discipline code, it is recommended that parents:

- Explain the school rules to their children
- Become involved in all aspects of the student's school life
- Take an interest in the courses taken, texts and materials used, the lessons studied, the homework assigned, the roster, the results of standardized and teacher constructed tests
- Encourage participation in a wide range of school activities

STUDENT DISCIPLINE CODES

The building principal and assistant principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal. Teaching staff and other district employees responsible for students shall have the authority to take all reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

The Southeast Delco Discipline Codes are based on 4 levels of discipline:

1. Minor misbehavior on the part of the student may include but is not limited to the following:

- Not being in your seat when the bell rings or being late to class
- Not being prepared for class
- Inappropriate talking in class
- Eating / drinking outside the cafeteria
- Gum chewing anywhere in the building
- Wearing inappropriate clothing (hats in class, etc.)
- Littering
- Lateness to School
- **Disciplinary options that may be used include:**
 - Parent / teacher contact / conference
 - Team or teacher detention
 - General detention
 - Withdrawal of privileges
 - Any other action deemed necessary by the administration

2. Misbehavior whose seriousness tends to disrupt the learning environment of the school may include, but is not limited to the following:

- Arguments / play fighting
- Repetition of minor misbehaviors
- Disrespect to staff
- Obscene language / gestures
- Cutting of teacher, team, or general detention
- Forging passes or excuses
- Disruptive classroom behavior resulting in a removal from class
- Defiance of the adult's authority
- Classroom / building disturbances
- Walking out of class
- Violation of electronic device policy
- **Disciplinary options that may be used include:**
 - Parent contact / conference
 - General detention / in school suspension
 - Out-of-school suspension
 - Any other action deemed necessary by the administration

3. Actions against oneself, people, or property whose consequences do not seriously endanger the health or safety of others, but may still be considered criminal may include but are not limited to the following:

- Fighting
- Cheating / lying / misrepresentation
- Threats and / or extortion
- Chronic cutting of class or school (truancy)
- Insubordination
- Harassment (all types)
- Stealing / theft
- Vandalism / graffiti
- Smoking
- Obscene language / gestures to staff, and verbal aggression
- Simple assault student to student
 - **Disciplinary options that may be used include:**
 - Parent contact / conference
 - Removal from class
 - Out-of-school suspension
 - Referral to school police and / or authorities with possible citation
 - Referral to other agencies as needed
 - Restitution of property and damages
 - Any other action deemed necessary by the administration

4. Actions to another person or property posing a direct threat to the safety of others and is clearly criminal in nature may include but is not limited to the following:

- Possession, use and / or transfer of weapons (real, fake or suggestive of) (Act 256 of 1995)
- Sale and/or transfer of unauthorized substances (drugs, alcohol, tobacco, chemicals, etc.)
- Major theft (includes possession and / or sale of stolen property)
- Arson in or around school buildings or on school buses
- Tampering with fire alarms and / or extinguishers
- False fire alarms and / or bomb threats
- Breaking and entering
- Assault / battery to staff and other students
- Vandalism
- Any other criminal acts committed at school or during school related activities
 - **Disciplinary options that may be used include:**
 - Parent conference
 - Out-of-school suspension
 - Expulsion
 - Referral to school police and authorities with possible citation
 - Additional outside agencies as needed

- Alternative placement in / out of the district
- Restitution of property and damages
- Other appropriate Board action

In addition to the Code of Conduct, students are expected to follow the classroom rules set forth by each individual teacher.

BULLYING POLICY

Harris School is committed to providing a caring, friendly, and safe environment for all of students so they can learn. Bullying of any kind is unacceptable at our school. Bullying can be (but is not limited to): Verbal, Social, Physical, Emotional, or Cyber Bullying.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- **Imbalance of Power:** Kids who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

The above description of bullying is courtesy of www.stopbullying.gov – A federal government website managed by the U.S. Department of Health and Human Services. If bullying occurs, all students should be able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the staff. **Bullying will not be tolerated.**

Procedures for reporting bullying are as follows:

- Report bullying incidents to staff. As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported
- Staff will record bullying incidents.
- In serious cases, parents should be informed and will be asked to meet with staff to discuss the problem
- If necessary and appropriate, police will be consulted
- The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly
- An attempt will be made to help the bully (bullies) change their behavior

CELL PHONE USAGE POLICY

Building administrators, in compliance with Board policy, administrative regulations and rules, are authorized to determine the extent of the use of electronic devices within their buildings and programs, on district property, and/or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the middle school. All use shall also be in compliance with the Code of Student Conduct or as designated in an IEP or 504 Service Agreement. The use of an electronic device is prohibited in bathrooms and health suites. The district shall not be liable for the loss or damage of any electronic device.

CAFETERIA / PLAYGROUND CONDUCT

Harris School expects students to behave in the cafeteria and on the playground at all times. Please stress the importance of using good manners and respecting teachers and aides throughout lunch and recess by obeying all rules and procedures. Students are expected to obey boundaries, respect all equipment, play in designated areas, be respectful of all adults, play fair and share with others, enter the building only when a teacher on duty gives permission, and stop all activities when teachers or aides blow the whistle at the end of recess. Physical contact (i.e. pushing, hitting, tripping, kicking and the like) is **NOT** permitted.

UNLAWFUL HARASSMENT POLICY

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

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

SEXUAL HARASSMENT POLICY

According to the Harris School policy, sexual harassment is conduct of a sexual nature or with sexual implication, which interferes with an employee or students' status or performance by creating an intimidating, hostile, or offensive working or educational environment. This conduct may include but is not limited to the following: inappropriate touching, the display of sexually explicit or suggestive materials; use of sexually explicit or suggestive language or gestures; and subtle pressure for sexual activity or demands for sexual favors. Sexual harassment is a serious form of abuse. Any student who feels they are a victim of sexual harassment should report the incident as soon as possible. Teachers and administrators are available to help prevent further incidents.

THE HARRIS CITIZENSHIP POLICY

According to the Harris Citizenship Policy, each grade level will present the steps to be taken in the event that certain students fail to meet social standards. These steps, which are posted throughout the classrooms, will be provided to the students and parents / guardians at the beginning of the school year. It is the intent of this policy to teach children how to take responsibility for their own behavior. The steps will give children the opportunity to choose between appropriate and inappropriate behavior. It also makes clear, the consequences for inappropriate behavior. The following is a general outline of these steps:

Warning & Explanation of Rules of Class / School: When a student is observed breaking a rule, he / she will be reminded of the rule and asked to stop. Teachers will often call this a warning.

Warning and Moved within Class Setting: If inappropriate behavior occurs again, the student will be warned again and moved to another area within the same setting (classroom, playground, etc.).

Time Out within Class Setting (Conference with Student): If the inappropriate behavior continues, the student may be assigned to a "Time-Out" area within the same setting. At this time the student will be asked to write the rule that has been broken, and to make a written plan stating how he / she will follow that rule in the future. This "time-out" plan will be kept as a matter of record.

Time Out with Buddy Teacher (Conference with Student / Parent Contact): If the inappropriate behavior continues, the student will be assigned to a supervised "Time-Out" area away from the teaching area. Each teacher will have a "buddy" teacher who will take children at this step. The teacher will contact the student's parent / guardian.

Lunch / Recess / After-school Teacher Detention (Parent Contact): If the inappropriate behavior continues, a detention can be assigned by the teacher or a parent conference may be requested by the teacher or team of teachers.

Discipline Referral Forms: Discipline Referral Forms are to be completed by a staff member indicating the inappropriate behavior and all strategies applied by the teacher, aide, or counselor to redirect the student's behavior. Referral forms will be sent to the principal and assistant principal for review. At an administrator's discretion, referencing the Southeast Delco Discipline Code, Harris Citizenship Policy, and teacher's recommendation, a student may be given the following consequences:

- Student conference
- Warned of possible suspension (parent contact by phone or letter)

- Assigned a writing assignment
- Referred to counselor
- Assigned to general detention (parent contact by phone or letter)
- Assigned to ISS with parent conference
- Assigned to OSS with parent conference

DETENTIONS

Teacher Detention (Parent Contact): Teacher detentions can be held before or after school, Monday through Friday. Students are expected to bring work, be on time, and be quiet. Sleeping is unacceptable. Parents will be notified in advance of a detention. Students who cut teacher detentions may receive general detention or suspension.

Administrative Detention (Parent Contact): If the inappropriate behavior continues, a discipline referral form will be submitted by the teacher. Based on the recommendation of the assistant principal or principal, the student will be assigned a general detention. Such a detention will be documented in the school discipline database. Parent contact will be made by phone or letter indicating student's inappropriate behavior and warning of future suspension. If a student does not attend assigned general detention they will be assigned to in-school suspension the following day and a suspension meeting will be held before the student can return to the regular classroom.

SUSPENSIONS

In-School Suspensions: For reoccurring behaviors, a referral form will be submitted by the teacher to the principal or assistant principal who will decide whether to suspend the student in-school and the length of time the student will be suspended.

Students who are assigned to ISS will report to their In-School Suspension teacher with their assignments for the day at 8:50 AM. They will remain there for the remainder of the school day until 3:15 PM.

Out of School Suspensions (Parent Conference): For behaviors in which students place themselves or other people in danger, a referral form will be submitted by the teacher. The principal or assistant principal can decide to suspend the student out of school for a length of time.

Students suspended out of school are not permitted on school grounds during the period of suspension. Students are not permitted to attend any school related functions during the suspension period.

The students are not permitted back in their regular classroom until a reinstatement conference is held with the student's parent / guardian, the student, the teacher, the assistant principal or principal, and if necessary, the school counselor.

At this conference, a plan for appropriate behavior will be discussed and agreed upon by all present. The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent / guardian and the Superintendent in writing when the student is suspended. No student may be suspended without notice of reasons for which she / he is suspended and an opportunity to be heard on his / her behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten school day period. When a suspension exceeds three (3) school days, the student and parent / guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within five (5) days of the suspension.

EXPULSIONS

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board and upon action taken by the Board.

STUDENT COMPLAINT PROCESS

The Board and its employees will recognize the complaints of students provided the complaints are submitted according to the guidelines established by Board Policy. The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor: and both shall attempt to resolve the issue informally and directly. For complaints that must move beyond the first step, the student shall prepare a written statement of his / her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes she / he has been adversely affected.
3. Relief sought by student.
4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for the hearing of the complaint and preparation of a response. At each level the student shall be afforded the opportunity to be heard personally by the school authority. At each step the school authority hearing the complaint may call the student's parent / guardian. The student may seek the help of a parent / guardian at any step.

SCHOOL ACTIVITIES / PROGRAMS

ASSEMBLIES

Regularly scheduled assemblies are provided to enhance the educational program. These experiences afford students an opportunity to learn formal audience behavior. Regardless of the type of program, courtesy demands that the entire assembly be respectful and appreciative. Performers are very conscious of their audience. Whenever scheduled, students will be called and they are to proceed promptly to assemblies escorted by their teachers. Students remain in the assembly until properly dismissed.

BAND & CHORUS

Students in grades 4 – 8 who wish to perform musically may join band or chorus. There are two major concerts in the winter and spring for students. These programs always welcome new members.

INTERSCHOLASTIC SPORTS

Southeast Delco offers winter and spring sports for students in the 7th & 8th grades. Students in good academic and behavioral standing are encouraged to participate in football, basketball, soccer, volleyball, softball, field hockey, baseball, lacrosse, track, and wrestling. Transportation is provided to and from practice and games for students. Students must have a physical before they can try out for an athletic team. The school district offers physicals twice a year. The dates and times of school physicals are announced to students. If you have any questions about the sports program feel free to contact Academy Park High School at (610) 522-4330, extension 6225.

PEER MEDIATION

Harris School has a comprehensive Peer Mediation Program. Peer Mediation is a communication process in which individuals with a problem work together, assisted by a neutral third party, to solve the problem. The peer mediator is the neutral third-party who facilitates the problem-solving process and helps the disputants negotiate an agreement. During the mediation process, the disputants learn to listen to each other's point of view, identify common interests, evaluate their options, and create an agreement. Peer mediators are capable of framing disputes in the perspective, language, and attitudes of youth, making the process age appropriate. Peer mediation can enable students to see conflict as a part of everyday life and as an opportunity to grow and learn. It is a life skill that empowers students to solve their own problems through improved communication and understanding of differences. When students negotiate solutions, they feel in control of their lives and are committed to the plans of action they have created to address their problem.

RESPONSIVE CLASSROOM

Responsive Classroom is a teaching strategy used to help teachers and students structure purposeful lessons while students build required academic and social skills based on the process of academic choice. Responsive Classroom enables students to feel empowered in their learning environments to decide what to learn and how to learn. With Responsive Classroom, the goal is for every student to develop a sense of competence, freedom, and belonging during learning experiences and in the learning environment. Responsive Classroom helps teachers to draw on students' strengths and abilities to establish a collaborative learning community, discover shared interest and develop friendly relationships with peers.

SAFETY PATROL

The Harris Safety Patrol is a volunteer organization for students in grades 6 - 8. They are responsible for crossing children at four intersections, monitoring school doors, and grounds. Safety duty is from 8:15 AM to 8:35 AM and 3:20 PM to 3:35 PM. Safeties are expected to be on time, perform their duties in all kinds of weather, help protect children from automobile accidents, and be respectful of students, teachers, and adults.

STUDENT COUNCIL

The student council is a body of student representatives elected to express the concerns and help set the standards of the student body. The student council has a highly active role in the Harris School community. Officers are elected from among its members. Its purpose is not to govern the students, but to serve as a contact between the student body, teachers and administration. Students meet after school under the sponsorship of a teacher. The council is encouraged to assume as much of the responsibility for organizing their activities (i.e. service activities, special presentations, and other school functions) as they are able to handle. Student council is the means by which problems or questions arising from either the students or the administration can be presented for discussion and consideration.

HARRIS CHARACTER VALUES PROGRAM

The Harris Values program is a universal intervention for positively modifying student behavior beyond just consequences such as suspensions. This character education program has been implemented school-wide from our custodial staff to administrative team to socially train students to use positive choices and actions for directing their behaviors in and outside the classroom setting. Values help all students develop their role and contribution in maintaining a safe, responsible, and uplifting school community.

Harris Values program is a character education model, which provides the social skills training for students in conjunction with well-enforced school discipline codes. The Harris School community has implemented Harris Values as a proactive school-wide approach for modifying behaviors by teaching, modeling, and praising positive behaviors in the teachable moments of our school environment.

Harris values are respect, responsibility, gratitude, diversity, perseverance, citizenship, self-discipline, compassion / empathy, honesty / integrity, cooperation, and trustworthiness. Each month a value is embraced and incorporated in daily activities and lessons by everyone in the Harris community.

BEFORE AND AFTER SCHOOL CARE

Knowledge Points Learning Academy is available to provide before and after school care. For more information, please call 610-626-3100 or request a form by email: keith.bocian@knowledgepoints.com.

THE HARRIS SCHOOL 2022 – 2023 HOME & SCHOOL AGREEMENT

STUDENT RESPONSIBILITY:

As a member of the Harris School Community I agree to:

- Understand and follow school rules
- Arrive at school on time each day prepared to learn in the appropriate school uniform
- Respect all other students and adults
- Accept responsibility for all schoolwork and homework
- Accept the consequences of my actions
- Accept responsibility for informing my parents of important meetings and conferences
- Strive to achieve my personal best

PARENT RESPONSIBILITY:

As a member of the Harris School Community I agree to:

- Accept the responsibility of sending my child to school daily, well fed, dressed in the appropriate school uniform, and prepared to learn
- Express interest and support for my child's progress and growth as a student
- Encourage my child's efforts, praise his / her work, and assist in homework as needed
- Provide opportunities for reading experiences, including reading to my child on a regular basis
- Support the school citizenship policy

SCHOOL RESPONSIBILITY:

As a school, the administration, faculty and staff agree to:

- Strive to provide a safe and secure learning environment for all children
- Provide challenging and meaningful educational experiences
- Encourage students to work to their highest level of potential
- Provide a climate that encourages ongoing communication between home and school, provide information on the student's progress, and develop a strong parent partnership

Please complete and return the Parent – Student Handbook signature sheet in the first day folder to your child's homeroom teacher.



HARRIS SCHOOL

PARENT INVOLVEMENT POLICY (TITLE I)



Southeast Delco School District recognizes that parental involvement contributes to academic achievement by students participating in Title I programs. In compliance with federal law, Southeast Delco School District, in partnership with parents / guardians of students participating in Title I programs, must develop and agree upon a parental involvement policy. The Southeast Delco School District and Harris School have developed the following goals:

1. Involve parents / guardians in the development of the district's plan and the process of school review and improvement. (At Harris School, the following opportunities exist to support this goal: a Back-to-School Night presentation followed by a question & answer session, monthly Home & School meetings, monthly School Board meetings, and parent / guardian surveys).
2. Provide coordination, assistance, and support in the implementation of effective parental involvement activities that support academic achievement and school performance. (At Harris School the following opportunities exist to support this goal: Home and School activities, meetings, and membership; parent conferences; the Spelling Bee; Math Night; Literacy Night; monthly Parent Connection Nights; Reading Olympics; the Geography Bee; the Science Olympiad; field trips; the Career Fair; and Multi-Tiered System of Support (MTSS) meetings).
3. Develop activities that increase the capacity for strong parental involvement. (At Harris School the following opportunities exist to support this goal: Home and School activities and / or membership; School Store; Fundraisers; Book Fair; Field Day; and Field Trips)
4. Coordinate and integrate parental involvement strategies with appropriate programs, as provided by law (At Harris School the following opportunities exist to support this goal: Back-to-School Night question & answer session; monthly Parent Connection Nights with guest speakers; and Multi-Tiered System of Support (MTSS) meetings).
5. Identify barriers to participation by parents / guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority. (At Harris School the following barriers have been identified to support this goal: work schedules; other family commitments; various needs of children; limited language acquisition and understanding; lack of support systems; and lack of consistent attendance at parent functions).
6. Involve parents / guardians in an annual evaluation of the content and effectiveness of the Parental Involvement Policy to improve the academic quality of the school as served under Title I. (At Harris School the following opportunities exist to support this goal: Back-to-School Night Question & Answer Session; Home & School meetings; board meetings, and parental surveys).
7. Utilize findings of annual evaluations to design strategies for more effective parental involvement. (Parental surveys; parent conferences; monthly Parent Connection Nights: information / educational sessions and sessions).

The Southeast Delco School Board shall adopt and distribute the parental involvement policy, which shall be incorporated into the district's Title I plan and shall be evaluated annually, with parent involvement. The policy is attached at the end of this handbook.

The Superintendent or designee shall ensure that the district's Title I parental involvement policy, plan and programs comply with requirements of the federal law.

The building principal and / or Title I staff shall provide to parents / guardians of students participating in Title I programs the following:

- Explanation of the reasons supporting their child's selection for the program through parent meetings.
- Set of objectives to be addressed that were developed with through the combination of parent and staff feedback.
- Description of the services provided. These services are addressed using a team approach with the assistance of general education teachers; special education teachers; support staff; literacy specialists; counselors; school psychologists; social workers, and administrators.



The superintendent or designee shall ensure that information and reports provided to parents / guardians are in an understandable and uniform format and in a language the parents / guardians can understand. An annual meeting of parents / guardians of participating Title I students shall be held to explain the goals and purposes of the Title I program. Parents / guardians shall be given the opportunity to participate in the design, development, operation, and evaluation of the program. Parents / guardians shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.

In addition to the required annual meeting, additional parent / guardian meetings shall be held at various times of the day and evening. At these meetings, parents / guardians shall be provided:

- Information about programs provided under Title I. (Back to School Night; monthly Parent Connection Nights; Literacy Night; and Math Night).
- Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels that students are expected to meet. (Back to School Night; parent conferences; parent meetings; and monthly Parent Connection nights.)
- Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to education of their children. (Back to School Night, surveys, suggestion box, meetings, conferences, and monthly Parent Connection nights).
- Opportunities to submit parent / guardian comments about the program to the district level. (Monthly board meetings; district surveys; and parent conferences)

Title I funding may be used to facilitate parent / guardian attendance at meetings through payment of transportation and child care costs. Opportunities shall be provided for parents / guardians to meet with the classroom and Title I teachers to discuss their child's progress. These opportunities include parent / teacher conferences; Back-to-School Night; and monthly Parent Connection Nights.

Parents / guardians may be given guidance and assistance on how they can assist at home with the education of their child. This guidance includes written and electronic newsletters, access to grades through the Home Access Center; teacher's websites, open and consistent parent communication through letters, emails, agenda books, or Class Dojo; and home access to Study Island, Lexia, and Acellus.



Harris School Home & School Agreement

As a school receiving Title I funds, Harris School worked with its parents / guardians to jointly develop a Home & School Agreement that outlines the manner in which parents / guardians, school staff, and students all share equal responsibility for improved student achievement. The Home & School Agreement:

- Describes Harris School's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the district's academic standards.
- Indicates the ways in which parents / guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
- Addresses the importance of parent-teacher communication on an ongoing basis through parent-teacher conferences, frequent reports to parents / guardians, and reasonable access to staff.

"Alone we can do
so little; together
we can do so
much."

Helen Keller