

The Delcroft School



PARENT-STUDENT HANDBOOK

2026 - 2027

“A Great Place to Learn”

*“One Kingdom, One Community. Every Knight Matters.”
We are Delcroft Strong!!!*

NAME: _____

GRADE: _____ HOMEROOM TEACHER: _____



I. Personnel (Central Office)	4
II. Personnel of The Delcroft School	4-6
III. Southeast Delco School District Mission and Vision Statement	6-7
IV. The Delcroft School Mission Statement	7
V. Notices	7
VI. Equal Opportunities	7
VII. Residency Requirements / Change in Residence	7-8
VIII. Pesticides / Chemicals	8
IX. Prohibition of Weapons Policy	8
X. Parent Partnership	8-10
A. Parental Involvement	8
B. Parent-Teacher Communication	9
C. Home & School	9
D. Making Requests for Specific Teachers	9
E. Parent-Teacher Conferences	9
F. Visiting the School	9
G. Parent Volunteers	9
H. Examples of How You May Volunteer	10
I. Reasons Volunteers Have a Positive Impact	10
J. What Will Volunteering Do For You?	10
K. You Can Help in Many Ways	10
XI. Attendance	10
A. Regular School Day	11
B. Early Dismissal School Day	11
C. Indoor Arrival	11
D. Attendance Regulations	12
E. Attendance Regulations for Participation in Activities	12
F. Early Dismissal	12
G. Lateness	12
XII. Curricula	12
A. Core Curriculum	12
B. Related Arts	12-13
C. Agenda Books	13
D. Homework	13
E. Make-Up Class Work	13
F. Calculation of Grades	13
G. Grading Scale	14
H. Distinguished Honor Roll and Meritorious Honor Roll	14
I. Perfect Attendance	14
J. Promotion and Retention of Grades 7 and 8	14
K. Report Cards	14
XIII. Student Support Services	15
A. Pupil Services	15
B. Individualized Education Program (IEP)	15
C. Multi-Tiered System of Supports (MTSS)	15
D. Special Education Services	15
E. Student Assistance Program (SAP)	15
XIV. Emergency Procedures	16
A. Emergency Information Sheets	16
B. Evacuation Procedure	16
C. Inclement Weather	16
D. Lockdown	16



XV. Behavior Guidelines.....	17
A. Code of Conduct	19
B. Positive Behavior Interventions & Supports.....	17
C. PBIS Minor & Major Flowchart	18
D. Minor & Major Infractions – Definitions & Examples	19-24
E. Detention	25
F. Saturday Detention	25
G. In School Suspension	25
H. Out of School Suspension	25
I. Plagiarism / Cheating	25-26
J. Citations	26
K. Unlawful Harassment / Sexual Harassment	26
L. Bullying / Cyberbullying	26
M. Playground Conduct	26
XVI. School Activities / Programs	26
A. School Activities	26-27
B. School Spirit	27
C. Sport Activities	27
D. Assemblies	27
E. Field Trips	28
F. Recess	28
XVII. Health	28
A. General Information	28
B. Medicine Policy Statement	28
C. Administration of Medication	29
XVIII. General Information	29
A. Bus Information	29
B. Dismissal Procedures	30
C. Cafeteria	30
D. Child Abuse	30
E. Contacting Students	30
F. Debts, Fines, and Obligations	31
G. Hall Procedures	31
H. Library / Media Center / Internet	31
I. Lost and Found	31
J. Personal Property	31
K. Physical Education	31
L. Physical Restraint	31
M. Possession of Drugs or Medicines	31
N. Possession of Tobacco and Tobacco Products	31
O. School Accident Insurance	32
P. Student Record Policy	32
Q. Substitute Teachers	32
R. Telephone Use	32
S. Textbooks	32
T. Positive Support Days	32
XIX. Student / Parent Rights & Responsibilities	32
A. Responsibilities	32-33
B. Student Rights	33
C. FERPA	33
D. Student Complaint Process	33
XX. Searches	34
XXI. Dress Code.....	35-36
XXII. Use of Electronic Devices	36



XXIII. Before & After School Care	36
XXIV. Title I	36-39
A. Title I Right Policy	37-38
B. Title I Right to Know Letter	39



I. PERSONNEL (CENTRAL OFFICE)

SOUTHEAST DELCO SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

2026 – 2027 BOARD OF DIRECTORS

Mrs. Francesca Barley, President
Mrs. Michelle McGowan, Vice President
Mr. Reyshon Fowler
Ms. Cleo Bey-Goodman
Mr. Patrick McGowan
Mr. Kinji Ridley
Ms. Trina Singleton
Ms. Rochelle Womack

SOLICITOR

Mr. Sean Kilkenny

SUPERINTENDENT

Dr. Jeffrey Ryan

SUPERINTENDENT'S CABINET

Main Number 610-522-4300

Mr. James Donovan	Chief Operating & Financial Officer
Mrs. Stephanie Woolley	Director of Human Resources
Dr. Shannon Riddick-Smack	Assistant Superintendent of Teaching & Learning
Dr. Nicolino	Director of Curriculum & Instruction
Dr. Deborah Gibbs-Tapper	Director of Special Education
Dr. Marchelee Foreman	Director of Pupil Services
Mr. Jon Kulesa	Transportation Supervisor
Ms. Cassandra Willis	Food Services Manager
Mr. Rumere Taylor	Director of Facilities

II. DELCROFT PERSONNEL

ADMINISTRATION

Dr. Nathaniel D. Robinson, Principal
Dr. Cynthia Roulhac, Assistant Principal

Dean of Students

Mr. Daniel Correia

SECRETARIAL STAFF

Mrs. Deborah Boch, Secretary
Ms. Christine Seaman, Attendance



Pupil Services

Lori Travers, School Counselor Grades 1-4

Janine MacDonald, School Counselor Grades 5-8

Leslie Douglas, School Social Worker

Leah Krumbhaar, School Psychologist

Daryl Nelson, Climate Coach

GRADE LEVEL TEACHING STAFF

GRADE STAFF

1 Marie Powers	Cindy Silverthorn	Justin White
2 Anna Fitzsimmons (Leindner)	Susan McCall	Ashley Sweeney
3 Megan Gordon	Julie Reagan	Kayla Bare
4 Amy DiDomizio	Alexandra Jacobs	Tiffanie Breen
5 Kristen McCarthy	Janelle Bonhomme	Jenna Sponheimer
6 Jacob Walk, <i>S.S/Sci.</i>	Mandi McCabe (Dupiriak), <i>ELA</i>	Rose Meeder, <i>Math</i>
7 Kaela Horan, <i>Math</i>	Julie Winkler, <i>ELA</i>	David Everett, Sci. (7/8)
8 Patricia DeFino, <i>Math</i>	Leigh Daly, <i>ELA</i>	Brandon Miller, SS. (7/8)

RELATED ARTS TEACHING STAFF

Art Teacher: Nicole Borkey

Music Teacher: Naomi Fernandez

Library Teacher: Chanel Thompson

Health/Physical Education Teacher: Caroline Dudek

Physical Education Teacher : TBD per the interview process.

Instrumental Music Teacher :Rebecca King

Gifted Teacher: Gilda Schwalb

SCHOOL BASED INSTRUCTIONAL SPECIALIST

Beth DeStephanis

INSTRUCTIONAL INTERVENTIONISTS

Samantha Conroy-Reading Interventionist

Deanna Palonis-Reading Interventionist

Lisa Meyers-Math Interventionist

LEARNING SUPPORT TEACHERS

Hope Burus, Amanda Ruiz, Shoba Parthasarathy, Megan Shell,

Kim Burkhardt, Aleywa Taylor, Vacancy

ENGLISH LANGUAGE DEVELOPMENT TEACHER

Estelle Mirarchi, Jasmine, Gordon, Sarah Pettit



SPEECH & LANGUAGE TEACHER

Estelle Mirarchi, Jasmine, Gordon, Sarah Pettit

AUTISTIC SUPPORT TEACHERS

Kelly Chestnut, Erik Pearse, Vacancy

EMOTIONAL SUPPORT TEACHERS

Theodore Roth, Vacancy

SUPPLEMENTAL TEACHERS

Mary McDonald, Sarah Trask, Ross Fontana, Bryan Dougherty

Tomika Parham-Lema

HEALTH SERVICES

Tracey Talley - Nurse

SUPPORT PERSONNEL

Building Custodian

Deborah Young

DISTRICT AIDES and PCAs

Tiffani Denig, Bridget Iyare, Shirley Durrant, Dara Wright, Thameara Meikle, Shannon Williams
Lalia Camara, Aleyah Hickman, Vanessa Hack, Julia Zona, Rashida Mitchell, Markeisha Clover, Shaniyah Ellison
Sharaina Baker, Shamira Lindsay, Michelle Keys

SECURITY

Jakiah Youngblood, Vacancy

FOOD SERVICES

Anne Gibson, Donte Moore, Elaine Lachtam, Lisa Rentos, Bernadine Wenger, Rheianna Furman



III. SOUTHEAST DELCO SCHOOL DISTRICT MISSION AND VISION STATEMENT

Mission:

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:

The Southeast Delco School District 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.

IV. DELCROFT SCHOOL MISSION STATEMENT

The faculty, staff, students and community of Delcrot School are committed to maintaining a safe, caring, educational environment, dedicated to providing a well-rounded program, which fosters academic excellence, responsible citizenship, respect for others, and life-long learning.

V. NOTICES

A. AHERA MANAGEMENT PLAN:

Under the Asbestos Hazard Emergency Response Act (AHERA) and in compliance with the Federal Rules and Regulations 40 CFR Part 763 (Asbestos Containing Materials in Schools), the Southeast Delco Board of Education maintains a complete updated copy of an "AHERA Management Plan" for each facility under its administrative control. The AHERA Management Plan is available for review in the Administrative Office during normal school hours. Environmental Control Systems, Inc. in its capacity as Designated Person, Inspector, Management Planner, Engineer and Consultant to the Southeast Delco School Board of Education has advised the Board that it is "in compliance with the AHERA regulations and meets the General Local Education Agency responsibilities as outlined in Section 763.84 of 40 CRF Part 763 Asbestos Containing Materials in Schools.

B. IMAGE, AUDIO, AND VIDEO RECORDING

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, recording, digitizing, or publication and use of photographs, computer images, video, and / or sound recordings. Note: Per the enrollment process you have been informed of this policy.

C. 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.

VI. 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 1975. Inquiries may be directed to the Section 504 and Title IX Coordinator at 610-522-4300 x 5315.

VII. RESIDENCY REQUIREMENTS / CHANGE IN RESIDENCE

If you move to another home within the attendance boundaries of Delcrot School, you must notify the office that you have moved and you must bring proof of residence to the registration office of Southeast Delco School District (610 522-4300 Ext. 5301). Proofs of residence include picture ID, a deed or lease and three bills with name and new address. If you move out of our attendance boundaries, you must notify the office, pick up a transfer form and register your child in the 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. The law (Section 3926) applies to policies pertaining to non resident student(s) registered in the Southeast Delco School District under Section 1302 of the Pennsylvania School Code supports district action pertaining to:

POLICY #202 ELIGIBILITY OF NON-RESIDENT STUDENTS THEFT OF SERVICE: Any person falsifying his / her residence for the purpose of obtaining admission to the Southeast Delco School District shall be assessed the prorated tuition cost calculated from the day of such actual falsification. Failure to pay such a cost when due shall lead to court action to retrieve monies owed.

POLICY #206 ASSIGNMENT WITHIN DISTRICT: The Superintendent or designee may assign a student to a school other than that designated for the attendance area when such exception is justified by circumstances and is in the proper educational interest of the student. The building principal shall assign students in the school to appropriate grades, classes or groups, based on consideration of the needs and abilities of the student, as well as the educational program and administration of the school.

VIII. PESTICIDES / CHEMICALS

The Pennsylvania Department of Education requires notification on the use of pesticides to staff, students and parents. When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with 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 applications of pesticides. All stored chemicals are logged and all pesticide applications are dated as required by state law.

IX. PROHIBITION OF WEAPONS POLICY

School Board Policy requires the expulsion, for potentially one 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.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the 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.

As defined by Act 26, a weapon shall include but not limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, BB gun, nunchaku, replica of a weapon, any device designed to deliver an electric shock to another, and any other tool or implement capable of inflicting serious bodily injury. 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 a 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 your 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 School Board Policy and discuss the importance of this safety issue with their children. Copies of the policy are available for review in the Main Office of each school building.

X. PARENT PARTNERSHIP: GETTING INVOLVED IN THE SCHOOL COMMUNITY

A. PARENTAL INVOLVEMENT

In order to ensure the educational success of our students, the involvement of the parent(s) or a designated surrogate is mandatory. Parent involvement consists of:

- ☐ Their involvement in the education of their children through report card conferencing, Back to School Night etc.,
- ☐ Their collaboration with the school staff, the Home and School Association / Parent-Teacher Association, and Student Council,
- ☐ Their attendance at school meetings and conferences,
- ☐ Their promptness in responding to school communications.
- ☐ Their communication with all school staff in a respectful, courteous, and professional manner and to work collaboratively to support a positive learning environment for all students.



B. PARENT / TEACHER COMMUNICATION

Close communication between parents and the teaching staff is a vital part of any well-functioning educational system. Questions or problems with your child's program should be addressed as soon as possible to enable a quick resolution. In general, whenever a question or concern arises; you should contact a faculty member about the concern. The school often communicates in writing to parents, either through the mail or by sending information home with the students. These communications contain important information. Please take the time to read the school communications. Parents are strongly encouraged to talk to their students regarding school matters. For effective ongoing communication, it is imperative that parents/guardians inform teachers and the school of updated phone and email addresses. Another form of communication is ClassDojo. Please contact the classroom teacher for class code invitation to Class Dojo.

C. HOME & SCHOOL (Currently Inactive)

Our home and school association is actively involved in our school program. Their tireless efforts provide many opportunities for our students that we may otherwise not be able to afford. All parents or guardians are encouraged to join the association. This year's membership fee is \$ 5.00 per family. Meetings are usually held throughout the school year in our library. You must be a member of the Home & School to vote or run for office. All are welcome. Decroft school is actively seeking parents and/or guardians to activate the Home & School Association for the 2026-2027 school year.

D. MAKING REQUESTS FOR SPECIFIC TEACHERS

While we value and respect parental input, we cannot honor requests for specific teachers. Classroom assignments are based on teacher recommendations, student groupings (academic and behavioral), and space limitations. We do our best to place students in the most successful environment possible.

E. PARENT / TEACHER CONFERENCES

If the need arises parents are encouraged to make an appointment with the teachers or building administrators of the school. Regularly scheduled conferences occur during the first and third marking periods. Teachers will send home notification in advance of your conference date and time. For all other conferences, appointments must be made to coincide with teachers' schedules.

This may be done through the guidance office by calling (610) 522-4360 ext. 2121 or by direct contact with your child's teacher. First contact should always be with your child's teacher. However, conferences cannot take place **without an appointment**.

Please contact the Dean of Students, Mr. Correia to arrange for an appointment regarding disciplinary issues. Delcroft follows progressive discipline. Therefore, if the disciplinary issue is not resolved at the teacher level, the matter will be escalated to the dean of students. If the issue is not resolved at the building level it will be escalated to the Supervisor of Behavior Support. .

F. VISITING THE SCHOOL

Parents/guardians are welcome to visit the school. With at least 48 hours notices, parents and/or guardians may request to shadow their student with permission from Delcroft Administration. If there is a specific class to be observed, it is requested that an email is sent to the building principal, ahead of time, to determine an appropriate time. All visitors to the building **must sign in at the main office**. All visitors must present valid photo identification. The identification will be scanned through the RAPTOR system and all visitors will be required to wear the visitor tag provided. Visitors are required to enter through the front doors during the school day. **TEACHERS ARE NOT PERMITTED TO LEAVE THEIR CLASSES FOR "ON THE SPOT" MEETINGS WITH PARENTS**. Parent Clearances **MUST** be provided / on file in the main office for all parents wishing to access the school building and chaperone school related trips / activities.

G. PARENT VOLUNTEERS

We are always looking for people willing to help in the classroom. This is an exciting and worthwhile way for you to become involved in your child's education. Please call the office at (610) 522-4360 and let us know how you can help. Regular volunteers must have appropriate clearances (criminal record check and child abuse). Adult volunteers are important resources in our school. We welcome a high level of parent participation. When parents are involved in their children's education, their children often perform better in school. Volunteering also provides you with an opportunity to increase your knowledge of the educational process. You will receive satisfaction for doing an important job.



H. EXAMPLES OF HOW YOU MAY VOLUNTEER

☐ Classroom Participation: notify the teacher that you wish to volunteer in his or her classroom. You can volunteer to:

- Read a book to another child.
- Assist teacher if asked (he/she may prepare simple tasks for the parent to assist in the class),
- Provide assistance during field trips—this may require you to supervise several other children besides your own and appropriate clearances need to be given to the main office at least one week before the field trip.

☐ Attend HSA and board meetings—as a parent, this is an excellent avenue to learn what is happening within your school. By attending the meetings, you will be well informed. At the meetings, you can ask questions, influence changes in school policy, and affect the structure of how your school operates.

I. REASONS VOLUNTEERS HAVE A POSITIVE IMPACT

- ☐ Parenting knowledge is increased The curriculum is enriched
- ☐ Discipline problems are reduced Children learn how to interact with different adults
- ☐ Motivation of children is increased Children's respect for adults is increased
- ☐ Community appreciation of school and the educational process is increased

J. WHAT WILL VOLUNTEERING DO FOR YOU?

- ☐ Provide involvement and information about the school with the satisfaction for doing an important job,
- ☐ Provide opportunity to practice and to improve skills,
- ☐ Increase your understanding of the educational process, and
- ☐ Help you to meet other members of the school community

K. YOU CAN HELP IN MANY WAYS

In the Classroom: When parents volunteer in the classroom, teachers have more time to teach and to plan. Parents can assist with details such as setting up displays of children's work, writing dictated stories, assisting with word processing or typing stories, paper correction, as well as tutoring individual and small groups of children. Other volunteer opportunities may include assisting with activities like career talks, field trips, cooking, and the arts.

As a Resource: Parents can serve as community resource speakers for career and multi-cultural topics. Parents who have special interests or hobbies are fascinating speakers for classrooms or small groups of students. The students' curriculum is enriched by such presentations. As children see their parents volunteering in some aspect of school; their motivation increases. Volunteers offer to all students an opportunity to learn to relate to and to gain respect from a variety of adults.

Other: During the school year, volunteers are needed to accompany field trips, to assist with plays, assemblies and other performances, to type, telephone, sew, make posters, correct student work, make instructional games, and collect various science, arts and crafts supplies. Many of these jobs can be done at home.

***Remember—as a volunteer you also accept the responsibility of confidentiality.**

XI. ATTENDANCE

In accordance with state laws, the Board requires that school age students enrolled in district schools attend school regularly. 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. Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance. Note: Parents, student attendance is a top priority that impacts the student's academic performance and social emotional development. Therefore, we need your support and collaboration with ensuring your student attends school daily and on time.

In order to participate in any school-sponsored activity, a student must be in attendance the **full** day of 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.

In order to maintain your child's safety, students should arrive at school at 8:30 a.m. unless they participate in our breakfast program. Students who participate in the breakfast program should arrive at 8:00 a.m. and are expected to leave the cafeteria by 8:25 a.m. Morning staff supervision begins at 8:00 a.m. Staff afternoon supervision ends at 3:30 p.m.



A. REGULAR SCHOOL DAY:

All grades - 8:40 a.m. – 3:20 p.m. - **Students are admitted to the building at 8:35 a.m. Students are marked late at 8:40 a.m.**

B. EARLY DISMISSAL SCHOOL DAY:

Please note that during parent-teacher report card conferences and several other days throughout the year, students will be dismissed early. Dates for the current school year should be verified with the official school calendar. Please check the monthly calendar for exact early dismissal dates. The school dismissal time for scheduled half-days of school is 12:45 pm. **With the exception of the district's after-school daycare program, all other school district after-school activities are cancelled on scheduled half-days of school.**

C. INDOOR ARRIVAL:

Please note that students will be brought into the school if there is inclement weather at 8:15 a.m.

D. ATTENDANCE REGULATIONS

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 Trips

Students who have been absent from school are required to present a note or send an email **within (2) days** of their return to school. The note or email must be given to your child's homeroom teacher. All notes or emails should have the following information:

1. Date the note was written
2. Student's name, grade, and section.
3. Date(s) student was absent
4. Reason for absence
5. Parent's / Guardian's signature (name spelled out clearly).

A parent phone call to the school for a reported absence does not take the place of the documentation required (note or email) 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 is defined as any and all unexcused absences from school. Along similar lines, an unexcused absence from a specific class (i.e. cut) is also considered a truancy and the time missed will be added time to a student's total time truant.

Three unexcused full day absences will result in a First Notice of Unexcused or Illegal Absence form sent to the parent / guardian of the student. This is a notification of the possible legal procedures that the school can take. Each additional unexcused full day absence will result in a Request for Summons form sent to the parent / guardian. This step involves a hearing and possible fine before a magistrate. A habitually truant student and their parent/guardian will be required to participate in a Student Attendance Improvement Plan (SAIP). 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. **After 10 accumulated days of absence (excused or unexcused), a doctor's note will be required upon returning to school for each day missed during the remainder of the school year.** 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 the principal has approved a request in advance.

When a student will miss ten consecutive days of school as a result of a pre-planned absence, the student must be officially withdrawn from school and must re-register upon return.



Students absent 0 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 two 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 parent, the teacher and the principal shall agree on a reasonable length of time to complete the work.

E. ATTENDANCE REGULATIONS FOR PARTICIPATION IN ACTIVITIES

In order to participate in any school-sponsored activity, a student must be in attendance the **full** day of the activity. The exception to the policy would be an excused lateness to school. Lateness will only be excused if the student was seen by a doctor / dentist or had a court date on the day of the late arrival and the note is presented when the student arrives late to school. School activities are not to interfere with the regular attendance expected of all students. Students may not participate in activities during the day they are on suspension.

F. EARLY DISMISSAL

Early dismissals should be reserved for unforeseen circumstances only. Early dismissal for students is granted only upon advanced request from the parents and must be reviewed and approved by the Principal. Appointments should be made for a time outside the school day when possible. In order to excuse a student for an early dismissal for appointments required during school hours, a note from the doctor or dentist indicating the time and nature of the appointment is required when the student returns to school the following day. Students leaving school property without permission will receive a consequence in accordance with the code of conduct. Unexcused early dismissals will be considered with unexcused absences when determining if formal notice and summons are required. **Additionally, dismissal is a busy time of the day. Excluding medical or court appointments, please refrain from early dismissal after 2:45 pm.**

G. LATENESS

Classes start at **8:40 a.m.** Students must report to their homeroom class no later than 8:40 a.m. Students arriving after **8:40 a.m.** are considered TARDY and must report to the main office for the attendance clerk to issue a late slip to be admitted to class. **For a lateness to be noted as excused, a dentist's or doctor's note must be provided when the student arrives at school on the day of the lateness.** Students late due to bus issues will be admitted to class without penalty. The official time will be in conjunction with the main office clock and building bell. Students can receive a maximum of 9-unexcused lateness for the year. Penalties for additional lateness for grades 1-8 will be determined by Delcroft Administration in accordance with SEDELCO best practices.

XII. CURRICULA

A. CORE CURRICULUM

The core academic program consists of mathematics, language arts / reading, social studies and science that are taught during an extended block period. A rich, relevant and rigorous curriculum will be presented aligned with the Pennsylvania Standards. The challenging program will aid in preparing students to pass state and district tests and meet or exceed the level of proficiency on the Pennsylvania System of School Assessment tests (PSSA) and Keystone Exams. Middle school students study three years of: language arts focused on the study of selected authors, genres of writing and writing conventions; mathematics focused on the development of skills, problem solving and the understanding of math concepts; social studies focused on world cultures, geography, US history and civics; and science focused on life science, physical science and biology.

B. RELATED ARTS

Physical Education

A physical education class is scheduled for all students. The physical education teachers place emphasis on the development of coordination, and physical fitness. Emphasis is placed on the basic elements of fitness: flexibility, endurance, strength, and agility. Students whose activity is to be limited must provide a note from a physician.

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 notations, 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 for each student.



Library / Media Center

The school library provides all students with a variety of valuable resources 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 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. Grades 1st through 8th are taught library skills appropriate to their grade level. All classes engage in whole group reading and read aloud during the year, and students are encouraged to take our books for pleasure reading. Grades 7th and 8th are encouraged to further develop their independent research skill by using library resources for projects, research, and other academic assignments throughout the year.

Art

The art program for grades 1st through 8th begins with 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 class.

Instrumental Music

Students who are in grades 4th – 8th are eligible to take lessons on an instrument that they rent. There is one 30-minute lesson given each week at no additional cost. No piano or stringed instruments are available at this time.

C. AGENDA BOOKS

Students in grades 3 – 8 will receive an agenda book at the beginning of the school year. Students are expected to have their agenda book with them at all times. If a student loses their agenda book they will be charged a fee of \$5.00 for a replacement agenda book. It is the student's responsibility to maintain the care and location of their agenda book.

D. HOMEWORK

We believe in the importance of homework and consider homework an integral part of the learning process/experience for students. A parent/guardian's involvement and support with homework may greatly influence the child's performance. It is recommended that a student has a designated location in their home for study time to complete their homework. Parental support is encouraged but the homework is ultimately the student's responsibility. Students who fail to complete homework assignments may receive a zero or lose valuable points on homework assignment, which may have an impact on the overall grade for a class.

In an effort to intensify our instructional plan and provide more academic learning time, students will have homework assignments appropriate to their grade level. Homework should stimulate voluntary effort, initiative, independence, responsibility and self-direction. It is one means of communication to show what a student is learning at school; therefore, the cooperative efforts of both are important to be most effective.

Students are encouraged to share these activities with their parents. It is strongly recommended for parents to check students' home assignments and assist us in reinforcing academic skills where possible. In addition, students are to read for 30 minutes each night.

E. MAKE-UP CLASS WORK

Any student absent because of illness or participation in extra-curricular activities has the shared responsibility between family and teacher to meet with each teacher and arrange for make-up assignments of class work, homework, and tests that were missed. (Refer to attendance policy as well). If absent a day or two, a student should check with a reliable homework buddy for assignments. If absent for a period of three days or more, a parent should contact their child's homeroom teacher or office to make arrangements to pick up assignments. This will help provide continuity for your child when they return back to school. Any student who receives an Out of School Suspension will receive one day to make up their work for every day they were out on suspension. For example, a student will have 3 days to turn in makeup work if they received a 3 day Out of School Suspension consequence.

F. CALCULATION OF GRADES:

- Teachers will use the following when determining student grades:
 - Homework, Class work and Class participation
 - Projects
 - Tests / Quizzes / Final Exams



G. GRADING SCALE

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

Letter Grades

Letter Average Quality Point Final Grade

Grade Range Equivalents Calculations

- 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 or above a .50 will be rounded up for all students. The final exam will count as 1/9th of the student's final grade.

H. DISTINGUISHED HONOR ROLL & MERITORIOUS HONOR ROLL

- **Distinguished:** A student must have an "A" in all subjects (4.0).
- **Meritorious:** A student must have at least a "B" in all subjects (3.0).

I. PERFECT ATTENDANCE

Students who have not been absent will be eligible to receive a perfect attendance certificate and will be recognized by school administration. **Lateness, early dismissals, and Out of School Suspensions will be factored into perfect attendance recognition.**

J. PROMOTION AND RETENTION GRADES 7th & 8th

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the student's academic performance. 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 parents / guardians shall be fully involved and informed throughout the process.

Parents / Guardians and students shall be informed of the possibility of retention of a student well in advance. Students who fail two out of four core subjects may be retained in the current grade. Core subjects include math, science, social studies, and language arts. Students will be referred to the Southeast Delco School District Summer Program (at a cost to the student / parent) to complete any unsatisfactory work to be promoted to the next grade level. Students may only make up a maximum of three core subjects. Failure to attend summer school will result in retention at the current grade level for an additional year of study.

K. REPORT CARDS

Report cards are issued four times a year (November, January, April and June) in grades 1 to 8. Please take time to review teachers' comments and your child's achievement for long-term academic success. Progress notices are issued mid-marking period per each marking period for the school year. For effective teacher-parent communication it is requested that the progress notice be signed and returned to your child's teacher. Also, feel free to contact your child's teacher(s) for ongoing updates on your child's progress. **Parents are encouraged to regularly check their students' grades online via PowerSchool.**



XIII. STUDENT SUPPORT SERVICES

As part of our pupil personnel services, Delcrot offers special services for children in need. If you feel that your child requires any of these services, you should contact the counselor or principal.

A. SCHOOL COUNSELING SERVICES

Delcrot has a school counseling program that is directed toward assisting each student to gain the best positive school experience possible. Students meet with the school counselor in large and small groups, as well as individually, in both the school counselor's office and the classroom settings. The school counselors focus their attention on the students' immediate concerns and interests, as well as future aspirations and goals, helping students meet with academic, personal/social, and career readiness success. Students are encouraged to visit the school counselor office whenever their schedules permit. Parents are encouraged to call and talk to their child's assigned school counselor with any concerns.

B. INDIVIDUALIZED EDUCATION PROGRAM (IEP)

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

C. MULTI-TEAM SYSTEM OF SUPPORTS (MTSS)

The members of the MTSS team meet on a regular basis to identify and address needs of individual students. This team assists in planning, implementing and monitoring strategies to help students who are experiencing difficulty in school. Support is provided, and the members of the MTSS team monitor student progress. Progress is reviewed periodically for further recommendations. Parents will be kept informed of the progress of their child. The collaborative approach of the MTSS process has helped many students to become more successful in the classroom. At the core of the process is the belief that all students can learn and that all students matter. The process involves three steps:

- Identifying a student's need for support.
- Designing strategies needed to assist students.
- Implementing intervention strategies through a continuum of services.

Monitoring of these interventions is ongoing in a search for what works for the individual student. Parents who have individual concerns should contact the school counselor or their child's homeroom teacher.

Please Note: MTSS a proactive framework designed to provide timely academic, behavioral, attendance and social-emotional support based on students needs. It is NOT punitive and is not a substitute for high-quality, standards-based classroom instruction.

D. SPECIAL EDUCATION SERVICES

Southeast Delco School District and Delcrot 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, 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 class outside of the regular school. The location of these services depends upon the level of support needed.

E. STUDENT ASSISTANCE PROGRAM (SAP)

The Delcrot Student Assistance Program is designed to help students experiencing emotional problems or drug and alcohol related problems. A specially trained team of teachers, a counselor, a nurse and 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, please contact your child's assigned guidance counselor, the school nurse, or a school building administrator.



XIV. EMERGENCY PROCEDURES

A. EMERGENCY INFORMATION SHEETS

One emergency card is to be completed by each student's parent or guardian at the beginning of the school year. This information is necessary in order that the school may contact parents in the event the student becomes ill or in case of an emergency. **Parents' home and work telephone numbers are required.** (Please provide cell phone numbers if applicable). It is also important to provide emergency contacts, such as grandparents, aunts, uncles or neighbors in case the parents cannot be reached. **It is the parent's responsibility to provide the school with copies of all legal documents pertaining to your child (i.e. Custody orders, Protection from Abuse, etc.). Whenever there is a change during the school year, a new emergency information sheet must be completed and turned into the office. The student cannot receive certain medical attention if there is no card on file. Therefore, it is important for parents/guardians to provide updated and accurate contact information in a timely manner.**

B. EVACUATION PROCEDURE

Emergency drills, such as fire drills, are held at least once a month. At the sound of the fire alarm and the teachers' instructions, 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 must remain with their class and teacher; wait for instructions from the teachers to return to the classroom. If a fire drill occurs during dismissal or other non-classroom times, students must exit at the closest door and report to the nearest staff member. Periodic emergency evacuation drills will be held during the school year. This plan is 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 the Vo-Tech School.

C. INCLEMENT WEATHER

In the event that school will be **closed** due to inclement weather or the opening of school will be delayed, please you will be contacted via a community global phone call message phone and/or a community text message alert. In the event that school must close/**dismiss early** due to inclement weather or an emergency, **a phone call alert or a text message alert will also be placed prior to any early dismissal time being issued.** Please be sure to update any phone number changes throughout the school year with the main office.

PLEASE REFRAIN FROM CALLING THE SCHOOL TO INQUIRE ABOUT THE POSSIBILITY OF AN EARLY CLOSING, BUT INSTEAD REFER TO THE DISTRICT'S WEBSITE AND GLOBAL PHONE CALL OR TEXT MESSAGES IN ORDER TO BE INFORMED ABOUT POTENTIAL EMERGENCIES AND CLOSURES. 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.

2-HOUR DELAYED SCHOOL DAY: Doors open at 10:15 A.M.

- Grades 1 - 8: 10:40 A.M. – 3:20 P.M. Double mainly for the staff arrival to work time.
- Day Care: Before Care will be cancelled, After Care still takes place.
- Breakfast: Cancelled

D. LOCKDOWN

In the event that the school building is placed into lockdown mode, **parents will be unable to contact the school and will not be permitted to pick up students.** It is recommended for your own protection that you do not come to the school until the lockdown condition is removed. Emergency lockdown drills will be held at least one time during the school year.

In the event of building closure/evacuation, the reunification location will be at Delaware County Technical School Folcroft Campus located at 701 Henderson Blvd.



XV. BEHAVIOR GUIDELINES

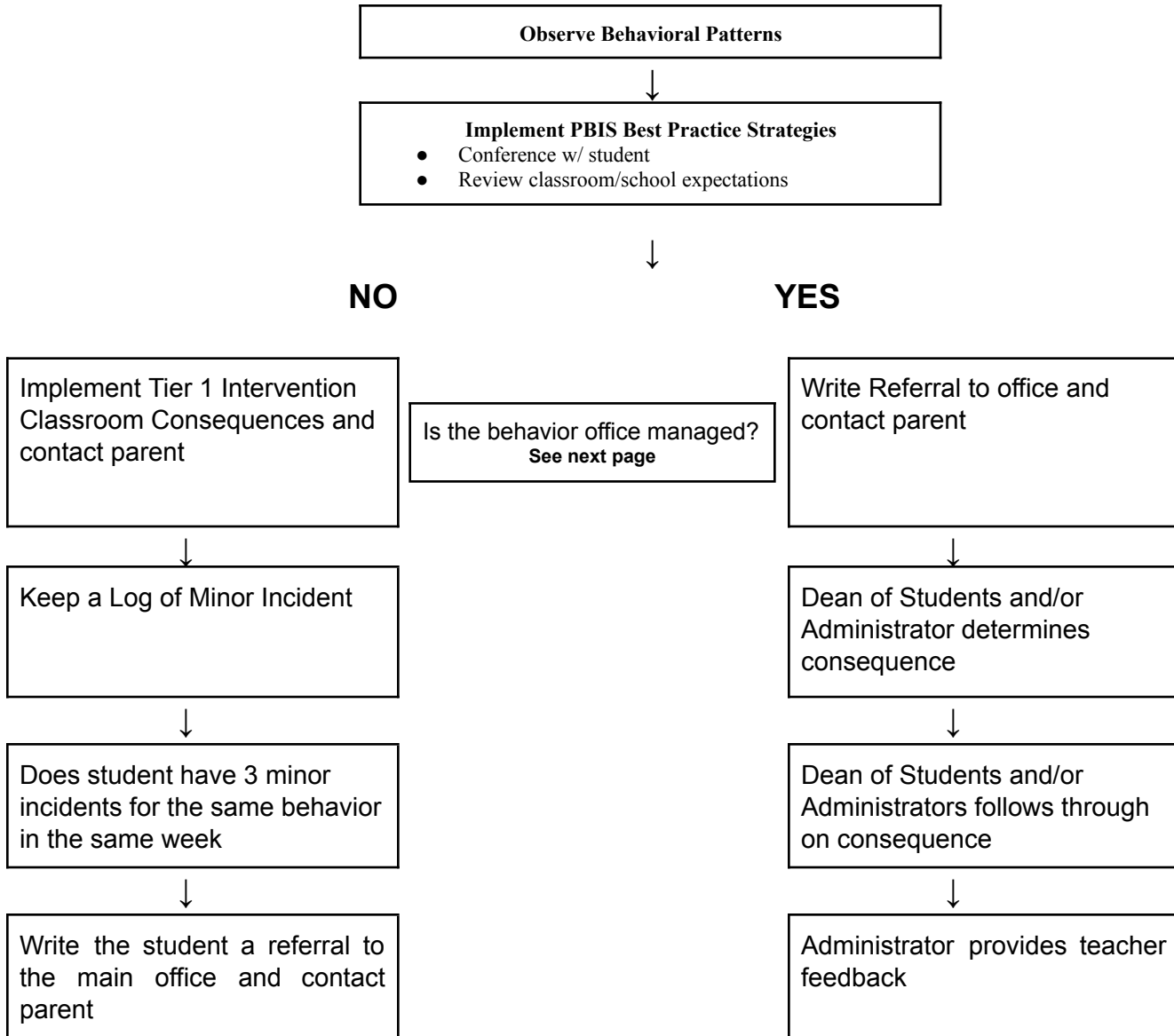
A. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

The mission of our PBIS initiative is to provide a safe and supportive environment that will motivate students to take on the challenges to be lifelong learners while instilling pride in our Delcrot community. Students will be able to earn “Delcrot Dollars” for meeting our expectations, and can use them to buy prizes/rewards at the school store on a monthly basis. The following is our PBIS matrix:

	Classroom	Hallway	Cafeteria	Bathroom	Recess
BE Respectful	-Raise hand -Actively listen -Be kind -Keep body to self	-Remain quiet -Keep body to self -Walk in 1 line on right side	-Sit at assigned table -Raise hand -Keep body to self -Use manners -Listen to monitors	-No Cell Phones -Remain quiet -Honor privacy -Keep clean	-Share -Take turns -Include others
Be Responsible	-Follow directions -Stay in assigned area -Accept accountability -Complete work	-Follow direction -Walk in 1 line on right side -Leave wall hanging alone	-Follow directions -Stay in assigned area -Permission for bathroom -Clean up	-No Cell Phones -Report issues immediately -Return to class promptly -Use appropriately	-Follow directions -Use equipment properly -Be safe
Be Ready to Learn	-Be here & on time -Be prepared -Use best effort	-Have a pass -Use shortest route -Move w/ purpose safely	-Eat only in cafeteria -No food leaves cafeteria -Be prepared -Line up safely	-Have adult permission -Have a pass -No cell phones -Use safely	-Line up safely -Exit/Enter quietly & safely



B. PBIS MINOR AND MAJOR FLOWCHART





C. CODE OF CONDUCT

Southeast Delco School District is committed to establishing a learning environment that is conducive to teaching/learning process. an appropriate climate for the education of the youth of the district. Inappropriate behavior minimizes a student's ability to learn and interferes with the education of others. While student self-regulation and self-accountability are the ultimate goals, it is the purpose of the Discipline Code to communicate to students and parents the procedures, which will result from undesirable behavior. Southeast Delco does not tolerate corporal punishment. A team of administrators, teachers and parents developed and continue to periodically review the Discipline Code.

The success of the code depends upon all persons in the school community. Faculty, administrators and school board involvement will be documented in order to support the eventuality that extremely unsafe behavior that disrupts teaching and learning could result in expulsion from school.

Disciplinary options to be invoked by the teacher, dean of students, principal or designated persons include, but are not limited to, the listed disciplinary procedures in the discipline code. The severity of the consequences will be directly related to the frequency or severity of the offense. Periodic review and updating will be done in order to keep the code current. The administration of this code will be consistent with future documentation developed by the district in cooperation with local law enforcement agencies.

Following progressive discipline, school administration 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 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 and / or threatens the health and safety of others.

Minor (Classroom-managed)	Major (Office-managed)
● Excessive talking while teacher is teaching ● Inappropriate behavior ● Class disruptions ● Inappropriate language ● Skipping teacher detention (1x to office ref.) ● Insubordination ● Disrespect ● Uniform violation ● Lateness to class ● Sleeping ● Graffiti ● Gum/Food/Drink in classroom ● Forge pass/excuse ● Electronic violation ● Out of assigned seat	● Drug/Alcohol/Nicotine products use, possession ● Threats ● Weapons ● Arson ● Tamper w/ fire alarm/emergency equipment ● Vandalism ● Fighting ● Bullying ● Assault ● Harassment ● Theft ● Trespassing ● Directed Profanity ● Cut/leave school/class ● Technology violation ● Taking picture/Recording person in and around school grounds
<u>Notes on Minor Incidents</u> <i>Classroom consequence = concrete action to correct behavior (i.e. detention, behavior reflection writing, etc.) -Teacher interventions may include: re-teaching expectations, verbal & nonverbal prompts, student conference, seat change, behavior contract, redirection to another activity, proximity, loss of classroom privilege, restitution, apology, reward alternate behavior, stretch break, short break inside the classroom, planned ignoring, teacher led detention (before/after school, recess), or classroom-managed behavior plan w/ support from climate coach.</i>	



D. MINOR AND MAJOR INFRACTIONS – DEFINITIONS AND EXAMPLES

MINOR INFRACTIONS

Offense	Definition	Examples - not an exclusive list, can include other behavior
Disruptive Behavior	Socializing behavior that detracts from the quality of the learning environment.	-Includes any verbal noises (singing, humming, talking over teacher, etc). -Includes non-verbal communication (e.g. mouthing words to others)
Inappropriate Behavior	Actions or inactions, including speaking or not speaking, that do not comply with the “Be Respectful, Be Responsible and Be Ready to Learn” concepts.	-Not following hallway expectations
Class Disruption	Any low intensity behavior that, in the judgment of the teacher, disrupts the quality of the learning environment which is of a non-aggressive intent.	-Calling out, shouting, tantrums without physical harm to self/others, bodily noises, and sudden and deliberate noises.
Inappropriate Language	The use of profane or vulgar language, gestures, written language, or symbols that violate school’s social norms. These acts would only be part of the student’s conversation.	-Includes curse words and name calling. -Includes racial, sexual, gender based, disability, religious slurs. -Includes inappropriate comments for a school setting.
Skiping Teacher Detention	<i>(1x to office ref):</i> Students must attend a teacher-assigned detention. Skip 1x - let Dean/Climate know and the student serves original detention and an additional detention (2 total). Teacher contacts parent(s)	Skip both follow-up detentions Referral to office. The Dean of students calls the parent(s). Progressive discipline consequence may lead to ISS*
Insubordination	Failure to comply with the directives of all school personnel in a timely, cooperative manner.	-Not taking an assigned seat when directed. -Not putting materials away. -Not responding when addressed by a staff member. -Refusing to do assigned work. -Refusing to get into line.
Horseplay	Excessive roughhousing without aggressive intent or without stopping when asked..	-Includes pushing, slapping, running around the room. -Includes grabbing or hiding another’s possessions.



Disrespect	Refusal to cooperate with any staff member or follow classroom or school procedures.	-Impolite and uncourteous comments, gestures or tone to a staff member or peer. -Arguing. -Mimicking. -Mocking.
Lateness to Class	Not being to class AND in your seat by the designated time. Note: Lateness is 9 min or less (see class cut)	
Sleeping	The act of sleeping or pretending to sleep.	

Graffiti	Drawing or writing anything on the walls, doors, desktops of the school building, or any school property or peer's property. Minor requires that it can be removed with standard cleaning practices.	-Includes writing in a peer's folder or textbook.
Gum/Food/Drink in the classroom	Possessing and chewing gum are prohibited. The student must keep all food / beverage closed until reaching the cafeteria for lunch. Every staff member has the right to confiscate the food / beverage that the student has visible in the halls or classrooms.	-Includes candy & snacks.
Forged pass/excuse	The falsifying of a note, pass, school form, absence note or other document is prohibited and students may be issued a suspension.	-Includes permission slips. -Includes assignments requiring signatures. -Includes classroom contracts. -Includes changing names on Delcroft Dollars
Electronics Violation	The use or open display by students of electronic beepers, cell phones or electronic equipment inside the school building is not permitted.	-Includes laser pointers. -Includes headphones. -Includes smart watches.
Out of Assigned Area/Elopement	Students may NOT leave an assigned area/class or be outside of their assigned area/class.	-Includes leaving the cafeteria without permission. -Includes helping another teacher without the original teacher's permission. -Includes entering another teacher's classroom. -Includes taking an unusually long time to return to class from an approved destination.
Lying	A student may not make an untrue statement or partially true statements with the intent to mislead or harm another person, including statements of omission.	



Cheating/Plagiarism	CHEATING is defined as the giving or receiving of illegal help on anything that has been determined by the teacher to require an individual effort. PLAGIARISM is defined as the act of presenting someone else's ideas, words, or work as one's own.	•Copied someone else's words without using quotation marks, mentioning the author's name, or citing the source using some form of documentation (in-text citations). •Done research and written a paper or completed some other project (such as a PowerPoint presentation) without providing a complete bibliography. •Omitted sources of information from a bibliography. •Mentioned statistics, facts, or utilized information from charts and/or graphs without indicating the source. •Had someone else do the work (or part of the work) for him/her •Merely paraphrases another individual's ideas without also citing the source, either in the text of the paper or in the bibliography
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MAJOR INFRACTIONS

Offense	Definition	Examples - not an exclusive list, can include other behavior
Drugs/Alcohol/Nicotine products use, possession	Students will not possess, use, or sell drugs, alcohol, or nicotine-products on school property or at school activities. Additionally, they will not attend school under the influence of unauthorized / illegal drugs or alcohol.	-Includes vaping.
Threats	The threat to commit bodily harm or cause severe emotional distress to a student, a group of students, or staff member(s) is prohibited. Threats to commit any infraction is also prohibited. The threat can be verbal, written, or by body language. Threats should be reported immediately to a staff member.	-Includes threats on social media. -Includes false calls to 911 or emergency services. -Includes intent to intimidate.
Weapons	Students may not be in possession of a weapon at any time, including school activities, as defined by the Southeast Delco School District's weapons policy.	-Includes homemade devices that resemble weapons. -Includes replicas of weapons.
Arson	Any burning of school property, district buildings or their contents, or the personal property of others, or possession of the means to do so, is considered arson.	-Includes possessing lighters or matches. -Includes possession of fireworks. -Includes the misuse of items that can have flammable properties (e.g. chemical igniters).



Tamper with Fire Alarm/Emergency Equipment	Any false alarm or mishandling of emergency equipment.	-Includes pulling a fire alarm during a non-emergency situation. -Includes misuse of a fire extinguisher.
Vandalism	Students may NOT willfully or maliciously deface or destroy anything belonging to the school or on school property or peer's property. Cannot be readily returned to its original state by standard cleaning practices.	-Spray-painting -Carving/etching into a wall or bathroom divider. -Inappropriate use of a permanent marker. -Includes reckless or intentional breaking of school property e.g. computers, calculators, etc. -Includes writing on or poking holes into a bulletin board.
Fighting	When two or more students physically contact each other in an attempt to cause physical harm. The level of contact does not need to be equal. Play fighting is considered fighting.	-Includes hitting, biting, scratching, punching, slapping, kicking, throwing objects at another, spitting, or coughing on someone.
Assault	When a student physically attacks or touches another in an aggressive manner in an attempt to cause physical harm.	-Includes slapping of the neck or private parts.

Electronic Recording Devices (Cell, Laptop, Meta Glasses etc.)	Recording/taking pictures of others, faculty, staff, or students, without permission (audio/video and/or images). Recording fights or altercations.	Includes ANY device capable of recording audio, video, and/or taking pictures. Ex. Laptops, tablets, cell phones, cameras, etc.
Bullying	Bullying is an intentional electronic, written, verbal, physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following: substantial interference with a student's education; creation of a threatening environment; or substantial disruption of the orderly operation of the school. Bullying, as defined in this policy, includes cyber bullying. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.	-Includes comments on social media that interfere with school. Include posting recordings, images, fights? -Includes physical intimidation. -Includes malicious gossiping. -Includes multiple students making fun of a single student. -Includes spreading of hurtful rumors -Includes continuing inappropriate behaviors after having been told to stop.



Harassment	Harassment is the continued act (physically or verbally) that appears abusive, insulting, disturbing, threatening or intimidating.	-Includes making unwanted sexual comments towards another.
Theft	Physically removing an object without the permission of the owner with the intent to deprive it permanently from the owner.	-Includes taking from someone's bookbag, jacket, desk, or locker. -Includes passing it to someone else.
Trespassing	Unlawful entry or remaining on school property without permission.	-Includes entering school property when suspended or in an alternative education program. -Includes school grounds.
Directed Profanity	The use of profane or vulgar language, gestures, written language or symbols that violate the community's standards. A student may not use profane or threatening language when speaking to any student or staff member.	-Includes blatant cursing towards another. -Includes sexual gestures. -Includes hand gestures. -Includes racial, ethnic, religious, sexual orientation based, disability-based, gender slurs. -Includes use of the "R" word.
Cut/leave school/class	Students may NOT leave an assigned area, class, or the school building without permission. Any student missing more than ten-minutes of class without permission.	-Includes sitting outside the nurse during non-operational times.
Technology Violation	Students will not misuse, abuse, or tamper inappropriately with the privilege of using the internet and/or the computers.	-Includes laptops, Chromebooks, tablets, and personal communication devices. -Includes misuse of another's personal communication device. -Includes personal or school property.
Inappropriate Affection	Students are not to engage in public displays of affection within the school building or on school grounds.	-Includes sitting on another's lap. -Includes hand-holding, kissing, and hugging.

Extreme Behavior	Any behavior that shocks the conscious and/or grossly defies our community standards. It may or may not include an aggressive intent.	-Includes tossing a room. -Includes shoving or knocking over a desk. -Includes ripping posters off the wall.
Failure to ID	Students must always identify themselves when requested to do so by ANY school personnel.	-Includes misidentification of oneself.



E. DETENTION

There are four forms of detention 1) Teacher, 2) Recess 3) Lunch 4) After School. Based on the severity and repetitive nature of the student's offense students may be assigned a teacher or administrative detention. After school detentions will be held from 3:30 p.m. to 4:00 p.m. Tuesdays and Thursdays. Students are expected to adhere to the dress code, be on time, and follow the detention conduct expectations. Sleeping, eating, and electronics are not allowed in detention. If a student does not follow the expectations for detention behavior they will be removed from detention and may receive an In-School suspension. While the staff assigning the detention will communicate the parent/guardian, it is also the student's responsibility to bring home the detention notice. Students who cut teacher or administrative detentions may receive an after school detention, In-School Suspension, or Out of School suspension.

F. IN SCHOOL SUSPENSION (ISS)

Students who are assigned to ISS will report to the office at 8:40 a.m. Students serving an ISS will be sent to their assigned In-school suspension classroom for the duration of the school day. Students will be expected to complete their assignments during the day. ISS is an alternative to an out of school suspension being issued. Students who are assigned In School Suspension are not allowed to participate in any school events for the day of suspension including, but not limited to, sports, dances, assemblies, etc. Any student who must be sent from their ISS room for either disciplinary reasons or failure to work may receive out-of-school suspension the following school day.

G. OUT OF SCHOOL SUSPENSION (OSS)

Students suspended out of school are not permitted on school grounds during school operational hours (8:00 am-3:30 pm). Students found to be on school grounds during suspension may be cited for trespassing and a fine could be levied. Students are not permitted to attend any school-related functions during the suspension period. The suspension period ends after the student's reinstatement conference is held with the dean of students. Students are not permitted to return to school without a reinstatement conference unless arrangements have been made with the dean of students or school administration. *Students returning without this conference or Principal agreement will be considered to be trespassing and subject to various fines and penalties*.

School administration 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 Assistant Superintendent in writing when the student is suspended. No student may be suspended without notice of the reasons for which she / he is suspended and an opportunity to be heard on his / her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period. 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 a hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.

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

H. PLAGIARISM / 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 pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source." 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. If a student is suspected of plagiarizing work from artificial intelligence or another source, the teacher will follow the minor and major infractions flowchart for consequences. Cheating includes: misusing artificial intelligence, 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 you 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.*

I. CITATIONS

Students who are age 12 and older may receive a citation through the school or local police for disorderly conduct if a student disrupts the educational process/environment which includes but is not limited to: fighting, cursing, loud outburst/arguing, horseplay, etc. Students who make threats or assault one another or staff members may also be cited accordingly.

J. UNLAWFUL HARASSMENT / SEXUAL HARASSMENT

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

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

According to the Delcrot School policy, sexual harassment is conduct of a sexual nature or with sexual implication, which interferes with an employees' 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; exposing one's breasts or genitalia; subtle pressure for sexual activity; as well as demands for sexual favors or physical assault. 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.

K. BULLYING / CYBERBULLYING *Bullying, as defined by this policy, includes Cyberbullying

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and / or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

L. PLAYGROUND CONDUCT

- o Follow the school expectations. Play in the designated area.
- o Be respectful. Play fair and share with others.
- o Enter the building only when a faculty/staff member on duty gives permission.
- o Stop all activities when teachers announce the end of recess.
- o Excessive physical contact (i.e., pushing, hitting, tripping, kicking, and the like) is **NOT** permitted and appropriate consequences will be assigned by school personnel.

XVI. SCHOOL ACTIVITIES / PROGRAMS

A. SCHOOL ACTIVITIES

Based on student interest and teacher sponsorship, the following activities will be offered at Delcrot School: Student Council, Newspaper, Safety Patrol and Yearbook.

Newspaper

The Delcrot School Newspaper is published quarterly with events and news around the school.



Safety Patrol

The Delcroft safety patrol is a volunteer organization of sixth, seventh, and eighth graders. They are responsible for crossing children at school intersections, and monitoring school doors & grounds. Safety duty is from 8:05 to 8:50 a.m. and 3:15 p.m. to 3:30 p.m. 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 Delcroft 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 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.

Yearbook

A picture yearbook with students' pictures is published and sold annually.

B. SCHOOL SPIRIT

School Spirit is an important component to building a safe and inclusive school culture and climate. It is best demonstrated by:

1. Showing courtesy and respect to parents, teachers, classmates, and to others.
2. Exhibiting pride in attaining our educational goals.
3. Practicing good sportsmanship.
4. Including and accepting all persons for their differences.

C. SPORT ACTIVITIES

Interscholastic Sports

Southeast Delco offers sports for 7th & 8th grade students. Students in good academic standing are encouraged to participate in soccer, field hockey, football, lacrosse, and track. Transportation is provided to and from practice and games for students. Students must have a physical before they may try out for an athletic team. The school district offers physicals twice a year. The date and time of school physicals is announced to students. If you have any questions about the sports program feel free to contact Shayla Johnson, Athletic Director at APHS (610) 522-4330.

PLEASE NOTE: In keeping with PIAA (Pennsylvania Interscholastic Athletic Association) regulations, the following eligibility requirements will be in effect for all middle school students participating in the sports program. All players must be academically eligible to participate or to travel with the team to away games on the team bus. A student must not be failing two or more subjects at any one time. Principals and teachers will inform the Athletic Director weekly about each player's grades and behavior. After compiling all grades and behavior, the Athletic Director will inform coaches which players are ineligible for that week. Players have the opportunity to bring up grades and behavior before the next week. The week runs from Sunday to Saturday; therefore, a student will miss all games from Monday to Saturday.

D. ASSEMBLIES

Assemblies are provided at different times throughout the year 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, accompanied by their teachers to the all-purpose room. Students remain in the assembly until properly dismissed.



E. FIELD TRIPS

In an effort to enhance the educational program, Delcrot staff's goal is to provide multiple opportunities throughout the school year for students to go on field trips. As visitors, students represent our school and are expected to act in an appropriate manner. Parent chaperones are always welcome and encouraged if space permits and the parent has been vetted through the Raptor System. Please note: only parents or legal guardians will be considered to chaperone field trips. Students who do not participate in field trip activities will be provided an alternative assignment. Regarding class trips, such as reward or social events, per School Board Policy #231, participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the school district or the school.

F. RECESS

A 12-minute recess period will be given each day to all students before or after the designated grade level lunch period. Recess will be outdoors, when possible. In the event there is inclement weather outdoor recess may be cancelled. **Please send students with proper attire, as they will be participating in outdoor recess throughout the school year.**

XVII. HEALTH

A. GENERAL INFORMATION

A certified registered nurse is responsible for the state mandated requirements and health screenings. Mandated health requirements include:

- Maintaining health records,
- Reviewing immunizations,
- Checking vision, height and weight on every child annually,
- Hearing tests for grades 1,2,3 &7, and
- Scoliosis checks for grades 6 & 7.

Physical examinations by a family doctor are required by the state in grade 1 and again in grade 6. Students in grade 7 need Tdap and Menactra. Students in grades 3 and 7 need dentals. Children who are 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. The nurse is also responsible for the evaluation and exclusion of communicable diseases such as pediculosis, conjunctivitis, impetigo, ringworm and scabies. Treatment verification by a doctor is required upon return to school. Pediculosis (head lice) Policy is "no nits". The child will be examined prior to returning to school and if nits are present the child will be excluded until all nits are removed. A sick child cannot learn. If your child has any of the following symptoms they should remain home: (Child should remain home at least 24 hours after fever is gone or is symptom free).

- Fever of 100.4 or more,
- Discolored mucous from nose or eyes,
- Vomiting or diarrhea, or
- Excessive coughing or sore throat.

B. MEDICINE POLICY STATEMENT

The Board of School Directors is committed to the health and welfare of all students in the Southeast Delco School District. Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent / guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication and the written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication. 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, telephone number and address, date of prescription and the name and phone number of the pharmacy. Parents must renew their permission for medication each school year. All prescriptions and medication permission notes expire at the end of the current school year.



C. ADMINISTRATION OF MEDICATION

1. When medication (prescription or over-the-counter) is to be administered within the school, by school nurse and administration, written permission must be obtained from the student's licensed physician. Parents' or guardians' written request for the dispensing of medication during school hours without the written request of the physician shall not be acceptable to the district.
2. At no time are students permitted to carry prescription or over-the-counter medications (including inhalers) with them to classes. 3. Parental or guardian written request and authorization to dispense each specific medication must accompany the physician's written request / approval form.
4. 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.
5. The district shall encourage parents / guardians to administer all short-term medication before and / or after school hours. 6. The physician may complete the district's "Physician Medication Form," or clearly defined form/letter from the physician, before the medication is dispensed in school by school personnel.
7. Medication should be delivered to the school by the parent / guardian or responsible adult, and administered to the student by the school nurse. It is not acceptable for the child to carry his / her medication to school, including inhalers.
8. All medication should be stored in a locked container in a secured location. (Nurse or building principal's office).
9. Nurses or other school personnel must document all medication given and indicate date, time of day, name of students, name of medication given, and name and signature of the person administering the medication.
10. In the absence of the school nurse, the building principal / assistant principal shall administer the medication following the same procedure as stated in #8.
11. All medications, prescription or non-prescription, are to be administered according to the previous procedures.
12. Parents / guardians may come to school to administer medication to their children if they prefer to do so.

XVIII. GENERAL INFORMATION

A. BUS TRANSPORTATION

Transportation is a privilege and is provided to students residing two miles or more from the school property. Eligible students will be given a bus number, pickup location, and seating assignment. This information will be sent home during the last week of August.

1. The following rules shall be strictly enforced for all bus travel:

- Students will sit in assigned seats with all body parts in the bus while the bus is in motion.
- Students will not throw any articles in or out of the bus.
- Students will not disturb other passengers. This includes pushing, grabbing, slapping, etc. Horseplay and fighting are not allowed.
- Inappropriate language is not allowed.
- Students are to remain seated until the bus comes to a full stop.
- Smoking is not permitted at any time on the bus.
- Only team members are allowed to ride on the sport bus unless assigned by the Principal.
- Students receiving transportation are not permitted to leave school grounds upon arrival to school or walk home after school without written parent permission.

2. Students who misbehave on the bus create potentially dangerous situations. Drivers must be able to concentrate while operating the bus. Violations of bus rules may lead to a suspension from the bus. Lengths of suspensions may be increased if the infraction is deemed extremely dangerous by the administrative staff. If a student is suspended from the bus, it is the parent's responsibility to provide the child with transportation. Students who fight on a school bus or on the way to / from school may also receive a 3-day out of school suspension and / or citation.



B. DISMISSAL PROCEDURES

For walking students, dismissal is at 3:20 p.m. 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. We ask that parents cross the street with their child at the crosswalks to set a good example. Please do not call your child to cross the street from a vehicle or have students enter a vehicle while parked in the middle of the street, this creates severe traffic problems and is extremely dangerous.

C. CAFETERIA

It is expected that students follow the cafeteria expectations. Students are required to put refuse in the waste cans provided. Students who misbehave during lunch may be given silent lunch and/or may be subject to additional restorative measures. Lunch will be provided on a staggered schedule on all days that school is open. Breakfast is available beginning at 8:00 each day and breakfast will not be available after 8:30 unless the student is a bus rider and the bus arrives after 8:30. **UNLESS AUTHORIZED BY SCHOOL STAFF, FOOD IS NOT PERMITTED IN ANY PART OF THE BUILDING EXCEPT THE CAFETERIA.**

Breakfast Program

Breakfast is available to children in all grades. The breakfast menu will be a standard menu that meets state and federal guidelines for nutritional content. Breakfast is offered free of charge. Breakfast is being offered from 8:00 a.m. to 8:25 a.m. Please note that these times may change as needed to accommodate fluctuating interest in eating breakfast at school.

Lunch Program

Policy - The lunch menu will be a standard menu that meets state and federal guidelines for nutritional content. Lunch is offered free of charge. If your child wants snacks, they must use cash to pay for that.

Schedule - A monthly schedule of lunches is sent home with each child.

If your child is not receiving a school lunch, please make sure they arrive at school with their lunch, for it is strongly discouraged for parents to drop off lunches without informing the office. **Door Dash/Uber East, etc. food to students is not permitted; fast food and/or "take out" orders will not be given to students because this creates a disruption in the classroom/educational process. Students will be offered school lunch and the fast food/takeout food will be sent home with your child.**

FOOD AT CLASSROOM EVENTS

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

**** If you would like to bring in a treat for your child's class, please ask the teacher ahead of time to get the snack approved. Soft pretzels, fresh fruit, 100% juice boxes and bottled water are examples of acceptable snacks.**

D. CHILD ABUSE

The faculty, staff and administration of Delcroft School shall make a concerted effort to comply to the fullest extent with the Child Protective Services Law, Act 124. It is important that we all recognize that child abuse is a serious problem and that, while the

The Department of Public Welfare is the agency charged with the implementation and administration of the law. School personnel play a crucial role in protecting the students that we serve. Parents need to be aware that the staff of Delcroft School will report suspected cases of child abuse as required by law

E. CONTACTING STUDENTS

Please make arrangements with your child **before** he / she leaves for school regarding after school transportation or appointments. **EMERGENCY messages ONLY will be relayed to students during the school day. Students will not be permitted to leave the classroom to take a parent's call.** You may also leave a voice mail message directly with your child's teacher by dialing "2", plus their room number when the building phone message begins to play OR call main office, ext. 2120

STUDENTS ARE NOT PERMITTED TO USE CELLULAR PHONES TO MAKE OR RECEIVE PHONE CALLS OR TEXT MESSAGES DURING THE SCHOOL DAY.



F. DEBTS, FINES AND OBLIGATIONS

Students are responsible for the return of textbooks, library books, and other school property in their care, within the guideline of reasonable wear and tear. School issued materials such as books, locks and calculators are the responsibility of each student. In addition, lockers, computers, classroom items, supplies, and other school property should be handled with care. Fines will be issued for all lost or damaged school items. Students will not be able to participate in certain school related functions such as dances or trips until ALL fines are paid. (Also, refer to the sections on Textbooks and Library / Media Center). **Please Note: Replacement chargers for a student Chromebook device is \$25. Parents/guardians are responsible for the \$250 cost for a loss or damaged Chromebook.**

G. HALL PROCEDURES

Students are not permitted in the hall during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students are to follow hallway expectations while moving through the halls to their various classes. It is essential that students do not run in the halls. Excessive noise and general misconduct will not be permitted. Any conduct which endangers the safety and comfort of students, or disrupts the educational environment, is considered a hall violation and subject to Restorative measures and consequences. Misuse of a hall pass will result in Restorative measures and consequences.

H. LIBRARY / MEDIA CENTER / INTERNET

Students are encouraged to borrow books from the library and are responsible for their undamaged and timely return. If a library book is damaged or lost, student-borrowing privileges will be revoked until restitution has been made. All library books must be returned at the end of the school year. Fines will be issued for all lost or damaged items.

I. LOST AND FOUND

Clothing and other such articles left in the building unclaimed are stored in the Nurse's office. Clothing and other unclaimed items left unclaimed after 30 days will either be discarded or donated. Parents are encouraged to mark their children's clothing, school bags, lunchboxes or other items with name / initials and grade. Students should leave valuables at home.

J. PERSONAL PROPERTY

Students are advised against bringing large sums of money or valuable items to school. The school is not responsible for the loss or theft of personal property. Electronic devices, such as but not limited to: Airpods, electronic tablets, iPads, hand held electronic games, and laser pointers are **not** permitted in student possession at any time. These items will be confiscated by the staff and returned only to parents at an appropriate time. Students may not bring items to school to sell to students or teachers.

These items will be confiscated and may be claimed only by parents. Headwear worn in the building will be confiscated and returned at an appropriate time. Students in possession of the above-restricted items may also be subject to disciplinary action. Students may not ride bicycles, skateboards, roller skates or the like on school property between 8:00-3:30.

K. PHYSICAL EDUCATION

All students should wear sneakers on gym class days. Students must wear appropriate gym class attire on PE days to ensure they are able to participate safely. Students must have a doctor's note for an extended absence from participating in gym or a note from a parent to be excused for one class period. Repeatedly excusing your child from the gym without a physician's recommendation is unacceptable. Families will be able to purchase school spirit physical education clothing through the Home and School Association.

L. PHYSICAL RESTRAINT

Staff members may use reasonable methods as necessary to protect themselves from assault, protect students from harming themselves or another person, quell a disturbance threatening physical injury to others, and / or obtain possession of dangerous objects.

M. POSSESSION OF DRUGS OR MEDICINES

Use of over the counter medicine or drugs is a family matter. Students are not permitted to have over the counter medicine and / or prescribed or illegal drugs in their possession while on school property. Any medicine, including inhalers that you wish your child to use must be given to the nurse along with your request and the doctor's request as to how it is to be administered. Students found in possession of illegal drugs will be subject to appropriate school, state and federal laws.

N. POSSESSION OF TOBACCO & TOBACCO PRODUCTS

Smoking by students is prohibited in the school building, on school grounds, on district bus transportation, and at all school events. Students found in possession of tobacco or tobacco products, including matches & lighters, will be charged with a summary offense as outlined in Act 145 of the state code and / or face disciplinary action from school authorities.



O. SCHOOL ACCIDENT INSURANCE

At the beginning of each school year, an opportunity is offered to students to purchase insurance. Forms are made available to all students. This insurance covers the student on their way to school, going home from school and during school hours in case of an accident. It does not include illness.

P. STUDENT RECORD POLICY

Appropriate records on students are a viable and effective way of measuring social, emotional, physical and academic growth of each student in the district. The Southeast Delco School District, in accordance with this philosophy, will maintain records that are in keeping with the student's varying ability and performance in order to meet the needs of all students. A policy which is in accord with federal, state and Department of Education mandates has been adopted and may be read by simply requesting a copy of the policy from the Superintendent.

Q. SUBSTITUTE TEACHERS

A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you would be to your regular teacher. Students are expected to follow the rules and regulations of their regular teachers when a substitute is covering the class. Failure to do so will result in Restorative measures and consequences.

R. TELEPHONE USE

Students can make a phone call upon receiving authorization to make a phone call. Office phones should be used in case of an emergency only. **Students are never allowed to use classroom phones or cell phones to make calls.** If a student needs to contact a parent for personal reasons, a teacher, secretary or administrator needs to make the call for the student. Students are **not** permitted to contact parents just because they got into trouble; a teacher or administrator will call home.

S. TEXTBOOKS

Classroom teachers issue all textbooks. Students/Parents/Guardians are responsible for paying for any book that has been lost or damaged. The book values will be set as follows: Price when new minus 10% for each of the first four years from the first year issued.

T. POSITIVE SUPPORT DAYS

Throughout the year the staff will plan and host Reward Days in relation to our PBIS initiative as explained above. The goal of these days is to give recognition to the students who have been maintaining our standards and to give an incentive to the students to do what is right. Students must meet the eligibility requirements to participate in these days. Students not eligible to participate will not participate and will be offered an alternative activity.

XIX. STUDENT / PARENT RIGHTS & RESPONSIBILITIES

A. RESPONSIBILITIES

Student responsibilities include: regular school attendance, conscientious effort in classroom work, and conformity to school rules and regulations. Most of all, students share with the 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 adhere to the following:

- Be aware of all rules and regulations for student behavior and conduct oneself in accord 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 processes.
- 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 at 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.

Parental responsibilities include: To assist in a student's compliance and understanding of the code of conduct (school rules and the expectations of students at the school setting. It is being recommended for parents/guardians to:

- Review and explain the school rules to their children.
- Become involved in all aspects of the student's school life.
- Respond to communications via texts, calls, and/or email in regards to students academic, behavioral, and social emotional learning.
- Maintain contact with the school. Check homework regularly. You can communicate with the teachers through email or phone.

B. STUDENT RIGHTS

Students have the right to an education until age 18 (21 if a student is in need of special education). In cases where discipline is being considered, each student will have a fair chance to have his / her side of a controversy considered. The Southeast Delco School District does not discriminate against any student on the basis of race, creed, or sex. If there are any concerns regarding such matters, they should be referred to the student's teacher or guidance counselor. If the concern cannot be resolved at this level, the building administration can be asked to participate in resolving the problem. In line with school district organization, the superintendent can be involved in any matter not resolved at the building level. The code of conduct has been prepared in accordance with Local, State and Federal laws that define student rights and specify the need for a comprehensive discipline policy.

C. FERPA

FERPA or the Family Educational Rights and Privacy Act 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, or
- 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.

D. STUDENT COMPLAINT PROCESS

The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy. 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 the 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 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 in the student's parent / guardian. The student may seek the help of a parent / guardian at any step.



XX. SEARCHES

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 there is a reasonable suspicion 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 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. Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion 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 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 should always 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 material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

1. Chapter 12 of the Pennsylvania School Code states:

School authorities may search a student's locker and seize any illegal materials. Any illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding. Prior to a locker search, students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

2. Lockers are school property

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The principal or his / her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the school principal or his / her designee.

3. Legitimate use of school lockers

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the principal or his / her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the principal or his / her designee.

4. Search of locker contents

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the principal or his / her designee may search lockers and locker contents at any time, without notice, and without parental / guardianship or pupil consent.

The principal or his / her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The principal or his / her designee shall supervise the search. In the course of a locker search, the principal or his / her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

5. Seizure

When conducting locker searches, the principal or his / her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal or his / her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies. Any items seized by the principal or his / her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and / or turned over to law enforcement officials.



XXI. DRESS CODE

The Southeast Delco School Board has adopted a dress code policy. It is your responsibility to come to school in accordance with the dress code outlined below. Below is the list of approved items for wear at the Delcrot School and the disciplinary actions for noncompliance.

a) SHIRTS/TOPS

1. Shirts must fit properly. Midriff or undergarments should not be visible.
2. Strapless tops are not permitted.
3. Hooded sweatshirts are permissible as long as the hood is not pulled over the head while inside the school.

b) PANTS/BOTTOMS

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.

c) SHOES/FOOT APPAREL

1. Shoes must be completely secured on the feet.
2. Spiked heels are not permitted.

d) 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. A note from administration/school counselor/social worker may be provided in extreme circumstances.
2. Ski masks are not permitted.
3. Sunglasses are not permitted to be worn in school.

e) 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, hate speech, vulgar language, obscene/pornographic imagery etc...).
3. School administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be permitted to class. The school may attempt to offer appropriate clothing if it is available. If it is not, parent(s)/guardian(s) will be called to provide appropriate clothing.

If you are not sure if an article of clothing conforms to the dress code requirements, please do not wear it.

At the end of the morning announcements staff will be instructed to send any student with a dress code violation to the office. Issues pertaining to adherence to the district dress code policy will be addressed as follows:



f) SANCTIONS

The Southeast Delco Board of School Directors makes known the sanctions that will be rendered upon those students who refuse to conform to this dress code policy. The sanctions for grades K - 8 are listed below. Students will be given the opportunity to contact parents to attempt to have the appropriate clothing brought to the school immediately or to change into school issued clothing for the day that will be returned at the end of the school day, if available. Students may be placed into another classroom for the day if they refuse either of the options listed. If neither of these options can be used, then the following sanctions may apply:

FIRST – FOURTH OFFENSE

- a) Student brought to the school office.
- b) Parents / guardians immediately notified of the problem.
- c) Conference held with parent/guardian.
- d) Students will be offered a change of clothing to change into compliant clothing brought to school by the parent / guardian.

FIFTH - NINTH OFFENSE

- a) Repeat procedures as listed in first through fourth offense.
- b) Students in grades 1-4 will lose recess privileges for one (1) day.
- c) Students in grade 5-8 will receive one (1) day of detention.

TENTH AND SUBSEQUENT OFFENSES

- a) Repeat procedures as listed in first through fourth offense.
- b) Students in grades 1-4 will lose recess privileges for two (2) days.
- c) Students in grade 5-8 will receive two (2) days of detention.

*****Delcroft administrators reserve the right to revise consequences based on circumstances.**

XXII. USE OF ELECTRONIC DEVICES

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 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.

XXIII. BEFORE & AFTER SCHOOL CARE

An outside provider offers before and after school care in a leased area of our school. For this school year, the provider is the YMCA. For information and registration contact Kelly Shearn, Ridley Area YMCA at 484.479.3400, kshearn@cyedc.org.

XXIV. TITLE I

The Delcroft School is a "Title I School." What this means is that we get additional federal funding due to our lower socioeconomic status. This money is used to help support the educational opportunities at the Delcroft School to ensure that we are helping our students meet the rigorous state standards.

- a). PARENT INVOLVEMENT POLICY (See attached.)**



TITLE I: PARENT INVOLVEMENT POLICY

Purpose

The Delcroft School recognizes that parental involvement contributes to the achievement of academic standards by students participating in Title I programs. The Delcroft School views the education of students as a cooperative effort among the school, parents / guardians and the community.

Authority

In compliance with federal law, the school and parents / guardians of students participating in Title I programs shall jointly develop and agree upon a written parental involvement policy. When developing and implementing this policy, the school shall ensure the policy describes how the school will:

1. Involve parents / guardians in the joint development of the school's overall Title I plan and the process of school review and improvement.
2. Provide the coordination, technical assistance and other support necessary to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Develop activities that promote the schools' and parents' / guardians' capacity for strong parental involvement.
4. Coordinate and integrate parental involvement strategies with appropriate programs, as provided by law.
5. Involve parents / guardians in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.
6. 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.
7. Use findings of annual evaluations to design strategies for more effective parental involvement.
8. Involve parents / guardians in the activities of schools served under Title I.

The Delcroft School shall adopt and distribute the parental involvement policy, which shall be incorporated into the school's Title I plan and shall be evaluated annually, with parental involvement.

Delegation of Responsibility

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

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

1. Explanation of the reasons supporting their child's selection for the program.
2. Set of objectives to be addressed.
3. Description of the services to be provided.



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. 20 U.S.C. Sec. 6318.

Guidelines

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. 20 U.S.C. Sec. 6318.

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:

1. Information about programs provided under Title I.
2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
4. Opportunities to submit parent / guardian comments about the program to the district level.

If sufficient, 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.

Parents / guardians may be given guidance as to how they can assist at home in the education of their child.

School-Parental Compact

As a function of the school receiving Title I funds a jointly developed School-Parental Compact shall be developed in conjunction with the parents of students served by the program. The compact shall:

1. Describe the 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.
2. Indicate 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.
3. Address the importance of parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher conferences, frequent reports to parents / guardians, and reasonable access to staff.

b). PARENTS RIGHT TO KNOW INFORMATION LETTER (Please see next page)



Dear Parent / Guardian:

The Delcrot School receives Federal Title I funds to assist students in meeting state achievement standards. This letter lets you know about your right to request information about the qualifications of classroom staff working with your child and information about student assessments given during the school year.

Title I schools must meet federal regulations related to teacher qualifications as defined in the ESEA (Elementary and Secondary Education Act). These regulations allow you to learn more about your child's teachers' training and credentials. At any time, you may ask:

- If the teacher meets state qualifications and certification requirements for the grade level and subject he / she is teaching,
- If the teacher has received an emergency or conditional certificate through which state qualifications were waived,
- What undergraduate or graduate degrees the teacher holds, and major(s) or area(s) of concentration, and • Whether your child receives help from a paraprofessional, and if so, his / her qualifications.

The *Every Student Succeeds Act* (ESSA), which was signed into law in December 2015 and reauthorizes the ESEA, contains additional parent right to know requests, including:

- Information on policies regarding student participation in assessments and procedures for opting out, and • Information on required assessments including:
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

All of the above information can be requested through your school principal. The Southeast Delco School District staff is fully committed to helping your child develop the knowledge and skills needed to succeed in school and beyond. We appreciate your support and partnership as we work to provide the best education for your child.

Sincerely,

The Delcrot School Administration