

# Swarthmore-Rutledge School

*“SRS Rising Stars”*



## Student Handbook

2021-2022

# Wallingford-Swarthmore School District

(610) 892 – 3470

## Administration

Dr. Wagner Marseille x1105  
Superintendent

Mary Martin x1305  
Business Administrator

Ian Sandberg x1505  
Director of Student Services

Dr. Megan McCullough x1505  
Director of Student Services –  
Behavioral Health

Patti Diaferio x1701  
Transportation Supervisor

Ashwina Mosakowski x1205  
Assistant Director of Education

Dr. Denise Citarelli Jones x1205  
Director of Education

## District Schools

Nether Providence Elementary x4105  
Mr. Al Heinle – Principal

Wallingford Elementary x4305  
Mr. Gabriel Savage – Principal

Strath Haven Middle School x3105  
Dr. Chris Matsanka – Principal

Strath Haven High School x2105  
Dr. Greg Hilden – Principal

## Swarthmore – Rutledge School

Dr. Angela Tuck x4505  
Principal

Sharon Artingstall x4505  
Executive Administrative Assistant

Kathy Swierczek x4506  
Administrative Assistant

Lisa Lashley x4541  
Nurse

## School Board Members

**Region 1** (Wards 2, 3 & 4 in Nether Providence)  
Ms. Chapin Cimino, Mr. Kevin Henry,  
Mrs. Kelly Wachtman,

**Region 2** (Wards 1, 5 & 6 in Nether Providence  
plus Rose Valley) Mr. Matthew Sullivan,  
Mrs. Mary Jo Witkowski-Smith, Mr. Lawrence  
Kutys

**Region 3** (Swarthmore and Rutledge)  
Dr. David Grande, Mr. Jerry Ballas,  
Mrs. Jennifer Lentz

## Address Correspondence to:

Dr. Wagner Marseille, Superintendent  
Wallingford-Swarthmore School District  
200 S. Providence Road  
Wallingford, PA 19086

# Table of Contents

➤ WSSD Mission Statement	page 4
➤ Swarthmore-Rutledge School Mission Statement	page 5
➤ Policy on Equal Rights and Opportunity	page 6
➤ Notice of Special Education Services	page 6
➤ Welcome Information	
❖ School Hours	page 7
❖ Attendance Procedures	pages 8-12
❖ Transporting Students	page 13
❖ Bicycles, Skateboards, Etc.	page 13
❖ Car Riders	page 13
❖ Delivering Forgotten Items	page 13
❖ Dismissal Procedures	pages 14-15
❖ Cell Phones, Lost and Found	page 16
❖ Media Release	page 16
❖ Personal Property, Telephoning	page 16
❖ Student Wellness – Birthday Treats	page 17
❖ COVID-19 Procedure – Visitors	pages 18-19
➤ WSSD Medication Policy	pages 21-22
➤ Expectations for Homework	page 23
➤ School Messenger Alert System	page 24
➤ Emergency School Closing/Delayed Opening	page 24
➤ Food Services	page 25
➤ Voluntary Student Accident Insurance	page 25
➤ SRS Staff List	pages 26-28
➤ SRS Home & School Calendar 2020—2021	page 29
➤ WSSD K—5 Code of Conduct/Discipline Code	pages 30-33
➤ School Safety, Home & School	page 34
➤ SRS Special Annual Activities by Grade	page 35

# Wallingford-Swarthmore School District Mission Statement

The Wallingford-Swarthmore School District is committed to assuring the academic achievement and personal growth of all students within an environment that promotes:

- Respect for self and others
- Active engagement in learning
- Leadership in the global community
- The pursuit of excellence

**Vision:** Our vision is to develop a world-class school district that provides students with the skills to succeed in a changing global environment. This vision will be realized through a commitment to high-quality programs and continuous improvement based upon careful analysis and integration of the most effective practices.

**Beliefs:** Our deepest convictions and values:

- All people have equal worth
- All individuals can be successful learners
- People learn in different ways and at different rates
- Learning is a lifelong pursuit
- Individuals learn best when actively engaged in the learning process
- High expectations yield high results
- Education is the shared responsibility of the student, family, school, and greater community
- Each person bears responsibility for the well-being of society and the quality of the environment
- Diversity of culture and belief enriches and strengthens our community
- Society benefits when individual rights are balanced with social responsibilities
- Ethical conduct is essential to the quality of life
- High-quality public education directly benefits the entire community and is essential for a democratic society



# Swarthmore-Rutledge School Mission Statement

*Our mission at the Swarthmore-Rutledge School (SRS) is to enable our students to experience academic and social success through a sound, student-centered instructional program. Character development and social awareness learning opportunities are provided within a positive and supportive school community.*

*The goal is for our students to become critical thinkers and problem solvers, with genuine respect for diversity and social responsibility, and a life-long love of learning.*

## **SRS Guiding Principles**

### **1. Each student's academic and social progress is our SRS common goal.**

- We *value* each student's unique strengths and talents.
- Teachers *balance the needs* of the entire classroom with the needs of each student.

### **2. We value and practice open two-way communication by using an Inform-Invite Listen Communication Model.**

**Inform:** We proactively share and disclose information.

**Invite:** Parents and teachers ask for relevant information and seek each other's input.

**Listen:** We check for full and complete understanding through active listening.

### **3. We respect each other's perspectives**

- We recognize that both parents and teachers bring valuable experience and knowledge to the relationship.
- Parents and teachers work together on all student concerns before involving the principal.



## **Policy on Equal Rights and Opportunity**

It is the policy of the Wallingford-Swarthmore School District not to discriminate on the basis of race, color, age, creed, religion, gender, gender identity, gender expression, sexual orientation, ancestry, national origin, or handicap/disability in its educational and vocational programs or employment as required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Title II of the Americans with Disabilities Act of 1990 (ADA). Assurance is given that service, activities, and facilities are accessible to and usable by handicapped persons. Wallingford-Swarthmore School District's commitment to non-discrimination extends to students, employees, prospective employees, and the community. For information regarding civil rights and grievance procedure, please contact Mr. Ferguson Abbott, Compliance Officer and Human Resources Director, Wallingford-Swarthmore School District, 200 South Providence Road, Wallingford, PA 19086; phone: 610-892-3470, extension 1401; e-mail: [fabbott@wssd.org](mailto:fabbott@wssd.org).

## **Notice of Special Education Services**

The Wallingford-Swarthmore School District believes that all students can and must have an opportunity to reach their full potential. To this end, the District will provide free, appropriate public education to children with disabilities who need special education and related services and will identify, locate and evaluate all students with suspected disabilities for such special services using all applicable laws. If at any time, parents or guardians think that their child may be eligible for special education and related services they may request that the District conduct a multi-disciplinary evaluation. Such a request should be made in writing to the Director of Special Education, Wallingford-Swarthmore School District, 200 South Providence Road, Wallingford, PA 19086. All such requests will be addressed within 10 days of receipt from the parent or legal guardian.

# Welcome Information

Swarthmore-Rutledge School  
100 College Avenue  
Swarthmore, PA 19081

## **School Hours:**

### Kindergarten:

AM Session: 8:45—11:30 a.m.

PM Session: 12:45—3:30 p.m.

### Modified Kindergarten Schedules:

#### **2-Hour Delay**

AM ~ 10:45 a.m.—12:30 p.m.

PM ~ 1:45—3:30p.m.

#### **Early Dismissal/Half-Day**

AM ~ 8:45—10:00 a.m.

PM ~ 11:15 a.m.—12:30 p.m.

### Grades 1—5:

8:45 a.m. to 3:30 p.m.

#### **Early Dismissal/Half-Day**

8:45 a.m. to 12:30 p.m.

Supervision will be provided starting at 8:20 a.m. Please do not bring your child to school prior to that time.

**Snow/Emergency Closing:** School Messenger Instant Alert system or District website:

[www.wssd.org](http://www.wssd.org)

## **ATTENDANCE PROCEDURES**

*(For the complete Wallingford-Swarthmore School District Policy on Attendance please reference School Board Policy #204)*

### **ATTENDANCE**

Regular and timely attendance is essential for success in school. A student's first responsibility is to attend school regularly and fulfill all requirements. Regular and prompt attendance is a habit to be cultivated early in your child's school career. Excessive absences, even when excused, have an impact on learning and student achievement.

**If a student is out sick due to illness during the school day, the student is not permitted to participate in after-school activities. If a student is absent for another reason during the school day, prior permission is required for participation in any after-school activities.**

**Each day, Mrs. Swierczek will generate an automated alert making parents/guardians aware of a student's absence.**

### **ARRIVAL AND DISMISSAL**

Students are permitted in the building starting at 8:20 a.m. and are expected to leave via bus or parent/guardian pick-up at 3:30 p.m. Throughout the year, SRS offers after-school clubs and activities for which students will need to be picked up at the end of each session (usually around 4:30 p.m.).

### **EXCUSED ABSENCES**

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

1. Personal illness, including if a student is dismissed by designated District staff during school hours for health-related reasons. Absences of three (3) or more days will require a doctor's note.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request. Release from attendance for this purpose shall not be recorded as an absence on the student's attendance record.
10. Non-school-sponsored educational tours or trips (see separate section).
11. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.



## **SUBMITTING ATTENDANCE AND MEDICAL FORMS IN POWERSCHOOL**

(See page 11)

- **Student Absence Form**
- **Student Early Dismissal Request Form**
- **Student Tardy Form**
- **Medical Forms**

### **ABSENCES**

Absences shall be treated as unlawful until the District receives a Student Absence Form explaining the absence. The absence form must be submitted within three (3) days of the student returning from the absence or the excuse will not be accepted.

### **EARLY DISMISSALS**

To have your child dismissed early from school for an appointment, please send an email/note to your child's teacher and [kswierczek@wssd.org](mailto:kswierczek@wssd.org). An adult family member must come to the school's Main Office to sign the child out. Photo ID is necessary.

A dismissal request for a medical appointment must be verified with a note from the doctor upon return to school.

### **TARDINESS**

Punctuality is of the utmost importance. Lateness to school and classes violates school attendance regulations. Homeroom teachers take attendance promptly when school begins at 8:45 a.m. Students not in their classrooms will be marked absent. Any student who is late to school must sign in with Mrs. Swierczek.

**An accumulation of time missed from school due to unexcused tardiness can equate to full days of truancy and may be prosecuted in the same manner as other unlawful absence.**

### **EXTENDED TRAVEL** (See page 12)

Although the scheduling of family trips during the instructional year is not encouraged, we recognize that students may benefit educationally by accompanying their parents/guardians on trips. The Principal, as empowered by the School Board, may excuse a student from school attendance to participate in an educational tour or trip for entertainment purposes not sponsored by the District if the following conditions are met:

- 1) The student must be in good academic, disciplinary, and attendance standing.
- 2) The parent/guardian must submit the Trip Preapproval Request Form (may be found on the WSSD website, type "trip form" in the search bar) at least one (1) week prior to the absence. This form may not be submitted into PowerSchool.
- 3) The student's participation must be approved by the Principal one (1) week in advance of the scheduled trip.

## **TRUANCY AND ABSENCE**

Truancy – Absence without sufficient reason as outlined previously for students 16 years of age or younger is considered illegal. Penalties for truancy are as follows:

- ✓ After accumulation of **three (3) illegal/unexcused** days of absence from school, the student's parents/guardians shall receive a First Notice.
- ✓ After accumulation of **four (4) illegal/unexcused** days of absence from school, the Guidance Counselor will be notified and will contact the parents/guardians.
- ✓ After accumulation of **six (6) illegal/unexcused** days of absence from school, the student's parents/guardians will receive a Second Notice, and Guidance Counselor will schedule and notify parents/guardians of a School Attendance Improvement Plan Conference. In addition, the student will be considered habitually truant from school and may be referred to Truancy Court.

Absence in Excess of Ten (10) Days - When a student is absent for **ten (10) days or more in a school year**, the Principal will send a letter to the student's parents/guardians informing them that any further absence will be considered illegal or unexcused, unless a doctor's excuse covering the absence is furnished.

## **DISCIPLINARY CONSEQUENCES**

The School Counselor will call parents/guardians to discuss three (3) or more unexcused absences. When a student accumulates six (6) unexcused absences, a meeting will be set up with the School Counselor and the Home and School Visitor (WSSD Social Worker). Outside services will be involved.

Referral to Truancy Court and/or community agencies - The School District may refer any student to Truancy Court who has accumulated six (6) or more unexcused absences from school. Students who engage in excessive tardiness and/or excessive unexcused/illegal absence put themselves in academic jeopardy. Students may be retained at the end of the school year as a result of poor attendance.

## **Attendance Line**

Please remember to call the school absence line at **610-544-5702** between 8:00 a.m. and 9:00 a.m. on any day that your child is going to be absent or after 4:00 p.m. on the evening before. We check those messages shortly after 9:00 a.m.; we will then immediately call the parent/guardian of any child who is absent and for whom we have not received a call. This practice ensures that both parents/guardians and school know that the children are where they are supposed to be. Please remember that all children are required to have an absence note upon returning to school. An absence note **MUST** be produced within three (3) school days of the student returning to school, or the absence will be **permanently coded as unexcused**. If a student is absent three (3) or more consecutive days, a doctor's note will also be required upon return to school.

## Parent Portal Attendance Note Instructions

Anytime your child will be/has been absent, will be late or will need to be dismissed early, please follow the below steps:

1. Log onto your Parent Portal account
2. Select the child you're submitting for by clicking their name across the top
3. Click "Forms" in the Navigation bar
4. Select the appropriate "Form Name" for absence, dismissal or tardy
5. Enter the data. If you have documentation, click "Add Document"
6. You must consent to electronic signature and type your signature
7. Click "Submit" – Once you submit you have completed the required notification of absence. There is no need to call or send in a note.

**Attendance**

Status	Form Name	Form Description	Category
Submitted	Student Absence Note	Please fill out if your child will be or has been absent for any reason.	Attendance
Empty	Student Early Dismissal Request Form	Please fill out if your student will need to be dismissed from school early.	Attendance
Empty	Student Tardy Form	Please fill out if your student will be late for any reason.	Attendance

**[ATTN] - Student Absence Note (including if your child missed online instruction)**  
 Please fill out if your child will be or has been absent for any reason. This form is used to calculate if your child has signed in for all their classes.

Multiple explanations for missing assignments are required by the school code. Missing assignments in more than one class will result in a suspension. Multiple absences require a suspension. All absences require a suspension. All absences require a suspension. All absences require a suspension.

**Parent Address**  
 Parents Address: 1 2 3 Ave. DR. W. Dr. Avenue, Dr. Avenue City

**Home Phone or Number**  
 WWWW-YYYY

**Student Address**  
 Call for details on the form.

**STUDENT ID NUMBER**  
 WWWW-YYYY

**Reason**

**Do You Have an Other Absence Opened for this Student?**

**ADD DOCUMENT** Search documents

Document Name User Upload Date

**WALLINGFORD**  **SWARTHMORE**  
**SCHOOL DISTRICT**  
 200 S. PROVIDENCE ROAD, WALLINGFORD, PA 19086

**Trip Preapproval Request Form**

Although the scheduling of family trips during the instructional year is not encouraged, we recognize that students may benefit educationally by accompanying their parents/guardians on trips. Parents requesting approval of a student's absence due to a scheduled family trip are asked to provide information below and submit this form to the building principal prior to finalizing arrangements, but at least one (1) week before the trip.

<b>Student(s) Information (List all siblings in WSSD schools attending the trip):</b>	
Student Name: _____	Student Name: _____
Building Enrolled: _____	Building Enrolled: _____
Student Name: _____	Student Name: _____
Building Enrolled: _____	Building Enrolled: _____
<b>Trip Information:</b>	
Start Date: _____ End Date: _____ Total School Days: _____ Date student returns to school: _____	
Destination/Educational Benefit of Travel: _____	
_____	
_____	
Parent/Guardian Signature _____ Date: _____	

**Guidelines for Approval (WSSD Board Policy 204)**

Parents are reminded to review Policy 204: Attendance, found on the District website, prior to submitting this form for approval to the building principal. When multiple children are involved, each building principal should be provided a copy of the approval request.

(OFFICE USE ONLY)	
<b>Status:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<b>Principal's Signature:</b> _____ <b>Date:</b> _____
<b>Comments:</b> _____ _____	

09/29/2017

**Transporting Students:** No student group is permitted to leave school grounds for trips, end-of-year picnics, etc. in private cars.

**Bicycles, Skateboards, Roller Blades, and Scooters:** Students in grades 3-5 may ride bicycles, skateboards, roller blades, and scooters to school. Primary grade students (1st and 2nd graders) may ride bicycles if accompanied by an adult. Bicycle racks are provided in the school courtyard. It is recommended that all bicycles be securely locked at the rack. Children must wear a helmet as required by PA Law.

The school assumes no responsibility for any lost or stolen property. Scooters, skateboards and roller blades should be placed in the alcoves at the bottom of the Princeton Avenue and College Avenue stairwells when students enter the building.

### **Car Riders**

*Morning Drop-Off:* Parents/guardians are permitted to drive their vehicles through the staff parking lot (front) to release their children between the designated car line cones located on the sidewalk. Staff members will be positioned at the front door from 8:20 a.m. to 8:40 a.m. to help keep the flow of traffic moving and to keep our students safe.

*Afternoon Dismissal:* Car riders should use the Princeton Avenue exit to meet their parents/guardians/families after school. Students should cross Princeton Avenue with adult supervision. College Avenue is used for bus pickup in the afternoon.

### *Kindergartners*

Parents/guardians are to park on College Avenue and walk to the auditorium. A kindergarten staff member will meet students (8:20 for AM session) and will walk students to their respective classrooms. Children attending the PM kindergarten session will be received by a staff member in the front lobby at 12:45 p.m.

If a child is late and a kindergarten staff member is no longer in the lobby, parents/guardians are required to sign in at the school's Main Office and walk their kindergartener to their classroom. Parents/guardians will be asked to sign their child in if attendance has already been taken.

At dismissal, kindergarten students are not permitted to leave the building until a parent/guardian is present. ***No vehicles are to be driven through the faculty parking area for pick-up.***

Parents/guardians should park and walk to the lobby to receive their child from a kindergarten staff member.

### **Delivering Forgotten Items, etc. to the School's Main Office**

Classroom projects and forgotten items, etc., may be dropped off in the school's Main Office and will be taken to your child's classroom by a staff member. When your child forgets an item (e.g., lunch or musical instrument), please feel free to drop it off in the school's Main Office. Your child will stop in the Main Office to pick up the item when it is needed.

### **Dismissal Procedures** (for Kindergarten “Car Riders”, please see “Car Riders” section)

- *Every student should bring a completed Student Dismissal Form on the first day of school and give it to their teacher.*

Students will be dismissed accordingly for the rest of the year.

- Any changes to this schedule should be made known by a note given to the student’s teacher upon the student’s arrival in the classroom at 8:45 a.m.
- Children should arrive at school knowing how they will be dismissed; reducing their anxiety concerning this issue throughout their day.

### **Dismissal Changes**

- Prior to the first day of school, please be certain your child’s teacher is aware of how your child should be dismissed each day.
  - Dismissal changes in grades K through 5 occur exclusively through parent/guardian communication with the school.
  - Please send an email to [kswierczek@wssd.org](mailto:kswierczek@wssd.org) and cc your child’s teacher with information regarding a dismissal change. A reply from this e-mail address will notify you that the e-mail has been received.
  - When the dismissal change is urgent, please promptly call 610.544.5700 (option 0). Dismissal changes requested after 3:00 p.m. cannot be guaranteed.
  - If the Transportation Department has provided a bus for your child, your child is only permitted to ride the assigned bus. If your child has not been assigned to a bus by the Transportation Department, your child will not ride the bus. Exceptions include The Creative Living Room and select childcare facilities. Parents/guardians are responsible for providing transportation for their child when there is a change in dismissal.
- The classroom teacher or assistant will assist students to safely exit the building.
  - Walkers will be dismissed through the auditorium and main lobby doors located on College Avenue.
  - First and second graders will line up on the sidewalk between the two (2) front gardens where they can be supervised.
  - Bus riders will remain in their classrooms or designated waiting areas.
  - Students participating in after-school clubs will be dismissed as follows:
    - Kindergarten students will be escorted by an SRS staff member to the After School Club.
    - Students in grades 1, 2, and 3 who attend Trinity Cooperative Day Nursery will be met in the cafeteria by a Trinity staff member before walking together to the After-School Club.
    - Students in grades 4 and 5 who attend the Older After-School Club leave the building with the other bus riders and take the designated bus to the OASC.
    - Students who attend Crossroads after school leave the building with the other bus riders and take the designated bus to Crossroads.

- Students are not allowed to use the stairwell exit off the faculty parking lot for safety reasons.
- Siblings should arrange to meet at a specific location outdoors (e.g., by the flagpole or by the Butterfly Garden).
- Parents/guardians who meet their children at the end of the day are asked to meet them at a specific location outside of the building.
- Parents/guardians parked on the opposite side of College Avenue are asked to have their child cross with the crossing guard. ***Parents/ guardians should not double park to pick up their children. Please do not drive into the faculty parking lot.***
- Students who walk and exit the front of the school should only cross College Avenue with the crossing guard who is positioned at the intersection of Princeton and College Avenues. ***Students should not cross in the middle of the block or at Chestnut Avenue.***

### **Early Dismissal**

- Any medical appointments that cannot be scheduled outside of school hours should be made known to the teacher by an email/note given to the student's teacher upon arrival in the classroom at 8:45 a.m. Medical forms may be submitted into PowerSchool (see page 12). If necessary, they may be faxed to the SRS at **610.338.0609**.
- When an early dismissal is unavoidable for a student, a parent/guardian signature and photo ID are required. The student will then be called to the school's Main Office for dismissal. Although we encourage all appointments be made before or after school, we realize this is not always possible, therefore, a doctor/dentist note is requested when your child returns to school.
- If a student needs to leave school early, a note must be given to the classroom teacher. Please remind your child to give the note to their teacher when they arrive in the classroom at 8:45 a.m.
- Student may be dismissed early when parent/guardian shows photo ID and signs the student out on the Early Dismissal form. The student will then be called to the school's Main Office for dismissal.
- **Advance approval from the Principal will be needed for a student's early dismissal to anyone other than a parent or guardian.**
- Upon return to school on the same day as early dismissal, the student should be accompanied by parent/guardian to sign the student back in to school by inserting the time of return on the Early Dismissal form. The student will then be given a pass or the teacher will be notified by intercom to expect the student to arrive in the classroom.

## **Bus Dismissal Procedures**

Students are to:

- Bus riders will remain in their classrooms or designated waiting areas.
- Line up in a quiet, orderly line designated with their bus number.
- Teacher on duty will take attendance and prepare students to load buses.
- Be seated upon entering the bus and remain seated until leaving the bus to ensure a safe ride.
- Exit the building to the loading point on College Avenue.

## **Cell Phones**

In the interest of safety, some SRS parents allow their children to bring cell phones to school. Cell phones must be in the off mode (including all functions and features of the device) and out of sight from the time the student arrives at school until dismissal. Students are not allowed to make calls or text on cell phones while at school. Students who do not adhere to these guidelines will be asked to leave their phones in the school's Main Office during the school day. Students may receive permission to use an Office phone on an emergency basis.

## **Lost and Found**

Please mark all articles of clothing, books, backpacks, and lunch boxes with the student's name so that they can be returned when found. Unmarked articles found at school are taken to the Lost and Found (located in the student dining room), where they may be claimed. Students should check the Lost and Found for several weeks after losing an article. Unclaimed items will be donated to charitable organizations over the holiday breaks.

## **Media Release**

At various times during the school year, District students and/or their schoolwork (writing, artwork, projects, etc.) may be photographed and/or acknowledged by the media, including local/regional newspapers, TV stations, and/or School District publications. In addition, photograph images of students and/or their schoolwork may be used in classroom presentations, and on School District and classroom webpages.

The Media Release Form was included in the Summer Student Packet on the Parent Portal. It provides parents/guardians the opportunity to indicate whether they do or do not wish to have their child's photograph or schoolwork used for any of the purposes described above. If you did not receive that information, please contact the school's Main Office to request the form. It is important that we have this on record for each new school year.

## **Personal Property**

If a student brings any personal property such as athletic equipment or electronic devices, the student must be responsible for their safekeeping. The school assumes no liability for damage and/or theft. Students are not to bring trading cards, such as Pokemon cards, to school. It is suggested that any money sent into school be in a change purse or envelope with the student's name.

## **Telephoning**

If you need to telephone your child for an emergency during school hours, the message will be relayed through the school's Main Office. Office phones are for school business; however, students will be allowed to use school phones on an emergency basis. Emergencies do not include forgotten homework, lunches, instruments, or planning after-school activities.



## Student Wellness – Birthday Treats

(For the complete Wallingford-Swarthmore School District Policy on School Wellness please reference School Board Policy #246)

As your child's birthday approaches, you may be considering a way to have this acknowledged at school. While there are only four (4) school celebrations that are celebrated in our classrooms each year (Halloween, winter holiday party, Valentine's Day and end-of-year class picnic), birthdays are **only** recognized through **non-snack** options. Please know, that teachers will recognize student birthdays whether or not a **non-snack** alternative is sent. If you would like to send in something to acknowledge your child's birthday, we encourage options such as: erasers, pencils, stickers, stories, songs, games or other special recognition.

**School Celebrations** are encouraged to minimize the amount of foods containing sugar as a primary ingredient (e.g.. cupcakes, cookies) and should provide the following:

- Fresh fruits/vegetables, and
- Water

The food service provider can provide suggestions on snack compliant options and compliant food options for purchase, if desired. **School Celebrations** may include but are not limited to, cultural awareness days, end of year celebrations, Valentine's Day, Halloween, and other building wide events as approved by the Principal. The following are further guidelines concerning food at **School Celebrations**:

1. Avoid sending in any snack with ingredients posing an allergy risk for classmates.
2. If you are unsure if the snack contains ingredients that may be dangerous to some students, please do not send it into school. We have students who need to avoid certain ingredients for various health reasons (diabetes, Celiac disease, or life threatening anaphylaxis).
3. If you are bringing in snacks that are store bought, please make sure they have their ingredients listed. If they are homemade, please send in an ingredients list. This will help ensure that an allergic reaction will not occur.

Your cooperation with our Wellness Policy is greatly appreciated.

## COVID-19 Procedure for Visitors to Buildings

In order to ensure the safety of the students, staff, and family members we are instituting a number of procedural requirements that must be completed prior to entrance into a district building.

### Procedural Requirements

- When possible, the parent or guardian should call ahead to inform the building that someone will be visiting along with the reason for the visit.
- Masks or face shields must be worn at all times.
- An assigned staff member will meet them at the door to complete the Symptom Monitoring Checklist
  - The evaluator will assess the current temperature of the student and parent/guardian
    - A temperature of 99.5°F, using the thermal thermometer, will be considered a fever (Chester County Department of Health -COVID-19 School Guidance)
  - The evaluator will ask the family member a series of questions COVID-19 symptoms and potential exposure to positive COVID-19 cases.
    - Within the past 14 days, have you visited any of the areas identified by PA that recommends quarantining?
    - Within the past 14 days, have you had direct contact with an individual who is currently positive for COVID-19?
    - Are you taking any medication to treat or suppress a fever? Yes/No
      - If the individual answers yes to this question, they meet the criteria for fever in Group B (Chester County Department of Health -COVID-19 School Guidance)
  - Are you currently experiencing any of the following symptoms?

***This protocol will be in place when visitors are permitted in WSSD buildings.***

Group A 1 or more symptoms	Group B 2 or more symptoms	
Lack of smell or taste (without congestion) Cough Shortness of Breath Difficulty Breathing	Fever Sore Throat Chills Muscle pain	Headache Congestion or runny nose Nausea or vomiting Diarrhea

Chester County Department of Health COVID-19 School Guidance

- If the visitor answers yes to either question 1 or 2, or is considered to have “symptoms”, as defined by the Chester County Department of Health, they will not be permitted to enter the building. Other arrangements will need to be made.
  - “Has symptoms” is defined as: having 1 or more symptoms in Group A or 2 or more symptoms in Group B
- Once the visitor is cleared to enter the building, they should enter the office and complete the standard sign-in procedures, student sign-out procedures, or other task that is needed.
- The visitor will immediately inform the school they become positive for COVID-19 within 14 days of the visit.



# Wallingford-Swarthmore School District

## Medication Policy

Each year we have many requests from parents/guardians to give children medication during school hours. The following summary of the policies regarding medication has been prepared for your review. For complete information, please review School Board Policies #210 and #210.1. If you have any questions, please contact your School Nurse or Principal.

1. Every effort should be made to give all doses of medication at home. Normally, medication to be given three (3) times per day can be given at home (e.g., before school, after school, at bedtime). If a medication must be administered four (4) or more times per day, one (1) or more doses will likely need to be taken during the school day.
2. Only medications prescribed by a licensed prescriber for a particular child will be given during school hours. Written instructions from the licensed prescriber are required. Any change in dosage or medication must be accompanied by a licensed prescriber's note.
3. Medication must be in the original pharmacy-labeled container with the student's name, name of medication, dosage, time, and duration of medication.
4. For the safety of all students, children may not carry medication to school. Parents/guardians must bring the medication to the Health Office. Enough medication should be left at school for the duration of the prescription. Children may not transport medication back and forth to school each day.
5. Over-the-counter medications: The School District Nurses have a standing order from the School Health Advisor which permits aspirin substitute (i.e., Tylenol or Ibuprofen), cough drops and Tums to be administered during school as needed for appropriate illness. Parent's/guardian's permission on the Student Information Form is required for administration of the above medicine. All other over-the-counter medications will not be administered in school unless accompanied by a licensed prescriber's note specifying the student's name, name of medication, dosage, time, and duration of the and timing of the medication. Children will not be permitted to take medication on their own during school hours.
6. One (1) exception to the above protocol involves the use of asthma inhalers. An asthma inhaler may be carried by a student during the school day if deemed necessary by the child's parent/guardian and doctor. A *Parent/Doctor Authorization Form to Carry Own Medication* should be completed. In addition to other information, this form includes verification of the student's knowledge and competency to self-medicate. The form also includes a statement relieving the District and its employees of any responsibility for the benefits or consequences of the prescribed medication, or for ensuring that the medicine is taken. It should be noted that the prescribed inhaler is for the intended individual's use only and must not be shared with others. Violation of this policy shall result in immediate confiscation of the inhaler and loss of the privilege to self-medicate.

7. When the School Nurse is in the building, the School Nurse will administer medication. The Principal or Principal's designee will administer the medication when the School Nurse is not available. Any parents/guardians who wish to come to school to administer medication to their own child may do so. Parents/Guardians must check in at the school's Main Office upon arrival.
8. Teachers are instructed to not permit children to take medication on their own at school. Please do not place your child in a potentially embarrassing situation by sending your child to school with medication.
9. Unused medications will be disposed of at the end of the school year or when the duration of the medication ends. If a parent/guardian wishes to keep any unused medication, the parent/guardian must come to school to pick it up. Unused medication will not be returned directly to students.

# Expectations for Homework

**Mission Statement:** The SRS teaching community acknowledges research and our experiences which show that homework is valuable to student learning. Homework is a collaborative effort among school, student, and home that provides the following benefits:

## ACADEMIC

Reinforces and extends skills taught  
Guides instruction  
Stimulates creative expression  
Assesses acquisition, progress, and retention of skills  
Previews new concepts

## AFFECTIVE

Develops responsibility  
Develops independence  
Develops self-esteem  
Develops ownership of learning  
Develops organization and time management skills  
Develops interest and initiative in learning

We recognize that homework can be an emotional issue. Therefore, we affirm that homework should be meaningful and purposeful and have clear expectations.

## Guidelines

Homework is assigned at all grade levels. It may be given three (3) or more nights a week as deemed necessary and appropriate by the teacher. Teaching staff will work collaboratively to determine the amount, duration, and nature of homework assignments. In addition, students are expected to read nightly. Teachers will guide students in planning and organizing long-term projects. Special Area teachers may assign homework.

## Expectations for Parents/Guardians

Parents/guardians are to partner with students and teachers to create an enriching and positive homework experience, please consider the following guidelines:

- Establish a routine
- Provide an appropriate working environment
- Provide the necessary materials and resources
- Provide encouragement and model a positive attitude
- Review the work with your child!
  - ❖ Check for completeness
  - ❖ Ask these questions:
    1. Did you understand the assignment?
    2. Would you consider this your best effort?
    3. Do you have questions for the teacher?
- Communicate any homework concerns to your child's teacher in a timely manner.

\* Remember that one (1) purpose of homework is to provide teachers with a tool to assess student understanding. That purpose is lost if the children are not doing their **own** work.

# School Messenger Alert System

The Wallingford-Swarthmore School District utilizes a messaging system that allows us to instantly communicate with all of our families and staff members if necessary. The system, *School Messenger*, enables us to rapidly deliver a single, clear message to all students and parents/guardians by telephone, cell phone, e-mail, and/or text.

By default, whenever WSSD or your child's school sends an alert, *School Messenger* will send the message to the default Parent/Guardian contacts we have on file for you in the Student Information System (MMS): **Phone 1, Phone 2, e-mail 1, e-mail 2, e-mail 3**. If you would like to add additional contacts to your account you can do so by following the directions found at [www.wssd.org/schoolmessenger](http://www.wssd.org/schoolmessenger). If you do not have access to a computer, please feel free to contact your child's school for assistance.

*School Messenger* phone messages will "display" that the call is coming from 610-892-3470 which is the School District's main phone number. If you do not pick up your phone during an alert and you have an answering machine, the system will leave a message. If you do not have an answering machine, the system will make a total of three (3) attempts to call you to deliver the message.

We intend to use the *School Messenger* messaging system to immediately deliver a school closing message once a closing decision has been made. This typically occurs prior to 5:30 a.m., but in some instances could be used for an early dismissal. As always, school closing messages are posted on the front page of the District's website ([www.wssd.org](http://www.wssd.org)) as well.

## Emergency School Closing/Delayed Opening

As stated in the *School Messenger* section above, school closings, early dismissals, delayed openings, and other emergency information will be communicated to District parents/guardians via a phone call, e-mail, and/or text message.

For delayed openings, please note the following changes:

- Grades 1-5 should report to their bus stops two (2) hours later than usual
- The Kindergarten schedule will also be modified

AM Session runs from 10:45 a.m. – 12:30 p.m. with buses picking up **two** (2) hours later than usual

PM Session runs from 1:45 p.m. – 3:30 p.m. with buses picking up **one** (1) hour later than usual



# Food Services

Wallingford-Swarthmore School District, in partnership with The Nutrition Group, strives to create an enjoyable, customer service-oriented dining experience for students, faculty, staff, and administration. The Food Services Department is dedicated to promoting student wellness and proper nutrition.

Please visit the Food Services site on the WSSD website ([www.wssd.org](http://www.wssd.org)) located under the “Departments” tab. Here you will find important information, tips, menus and more.

## *Voluntary Student Accident Insurance*

Please note that the Wallingford-Swarthmore School District **does not** carry medical/accidental insurance for students, but does provide you access to an accident plan through United States Fire Insurance Company. This plan pays benefits from the first dollar, no deductible, and pays in addition to any other insurance. An application and brochure that describes benefits and prices is available on the WSSD website at [www.wssd.org](http://www.wssd.org). To purchase the coverage, simply complete the application, enclose a check or money order, and return the application directly to the insurance company at the address on the brochure. If you do not have internet access and would like a brochure printed for you, please contact Ms. Swierczek at 610-892-3470, ext. 4506. If you have any questions, contact AG Administrators, Inc. at [www.agadministrators.com](http://www.agadministrators.com) or by telephone at 610-933-0800.

## Staff List 2021-2022

<b>Grade</b>	<b>Teacher</b>	<b>Room</b>
<b>Kindergarten</b>	Mrs. Ellen Coopersmith	22
	Mrs. Linda Gillespie	21
<b>First Grade</b>	Mrs. Kelly Kane	206
	Mrs. Cassandra Karcher	203
	Mrs. Jennifer McDonnell	202
	Mrs. Billie Jo McNamara	204
	Miss Sophie Sheintoch	201
<b>Second Grade</b>	Ms. Erika Benson	208
	Mrs. Jennifer Cichowski	210
	Mrs. Ellen Gidaro	207
	Mr. Michael Haines	205
	Mrs. Tina Smart	209
<b>Third Grade</b>	Mr. Pat Cronin	309
	Mrs. Carrie Ferraro	318
	Mrs. Jennifer Kennedy	316
	Mr. Bryan Neuber	311
<b>Fourth Grade</b>	Mr. Jonathan Blake	302
	Mrs. Jill Brook	303
	Mrs. Elizabeth Cotrufello	306
	Mrs. Cheryl Knox	305
<b>Fifth Grade</b>	Ms. Liz Corson	31
	Mr. Eric McElroy	30
	Mrs. Emily Sparks	32
	Mrs. Renee Strehle	10
<b>Art</b>	Ms. Bridget Hochstoeger	307
<b>DCIU Hearing Impaired Program</b>	Mrs. Theresa Fay	310
	Mrs. Lauren Glova	301
	Mrs. Christie Morris	12
<b>English/Second Language</b>	Mrs. Helena Kim	100
<b>Gifted/Enrichment</b>	Mrs. Roberta Shapiro	308

<b>School Counselor</b>	Mr. Anthony Lorine	106
<b>Guidance Instructor</b>	Mrs. Rebecca Schwam	105
<b>Instructional Support</b>		
Anderson	Theresa	Instructional Support
Bucci	Sandy	Instructional Support
Campbell	Judy	DCIU Hearing Impaired Aide
Cecchine	Gail	Instructional Support
Durant	Barbara	DCIU Hearing Impaired Aide
Fender	Joanne	Special Ed. Instructional Support
Goodwin	Shawne	Instructional Support (K)
Karasek	Catherine	Instructional Support
Kennedy	Beth	Instructional Support
Magerr	Mary	Special Ed. Instructional Support
Miceli	Joanne	Special Ed. Instructional Support
Neri	Gabrielle	Instructional Support
Richers	Kathy	Instructional Support
Rubin	Joan	Instructional Support (K)
Smythe	Melanie	Special Ed. Instructional Support
Weaver	Julie	Instructional Support
Yates	Ellen	Instructional Support
<b>Learning Support</b>	Mrs. Kimberly Aronovitz	23
	Mrs. Jaclyn Boden	13
	Miss Julia Cooperstein	300
	Mrs. Carol Ford	312
	Mrs. Alyssa Malason	104
	Mrs. Rita Mitcheli	304
	Miss Hadley Schmoyer	212
<b>Librarian/Media Specialist</b>	Miss Courtney Aaron	Library
<b>Music</b>		
<b>Vocal</b>	Miss Kara Suarez	103
<b>Instrumental</b>	Mr. Jeff Shaull	101
<b>Nurse</b>	Mrs. Lisa Lashley	107
<b>Occupational Therapy</b>	Ms. Anna Theuer	108
<b>Office</b>		
<b>Principal</b>	Dr. Angela Tuck	
<b>Exec. Admin. Asst.</b>	Mrs. Sharon Artingstall	
<b>Administrative Asst.</b>	Mrs. Kathy Swierczek	
<b>Physical Education</b>	Mr. Bill Kane	Gym

<b>Psychologist</b>	Mrs. Sarah Ashenfelter	20
<b>Reading Specialists</b>	Mrs. Jennifer Connolly	200
	Miss Taryn McCafferty	33
<b>Speech &amp; Language</b>	Mrs. Jacquie Conner	100
	Mrs. Helena Kim (ELL)	100
	Ms. Sarah Scheidell	108
	Mrs. Colleen Wagner	314
<b>Technology Support</b>	Mrs. Judi Taylor	Library



## 2021-2022 Home & School Association Calendar

Additional events and programs are added to the calendar regularly. Please be sure to visit the SRS Home & School website at [www.srshomeandschool.org](http://www.srshomeandschool.org) and check out the weekly e-blast for more information and updates.

<p><b>September</b></p> <p>10 Picnic by the Swings and Movie Night (picnic begins at 6pm and movie begins at 7:30pm)</p> <p>15 Home &amp; School Association Meeting (7pm)</p> <p>23 Back to School Night (7pm)</p> <p>21 Take Out Tuesday/Spirit Night</p> <ul style="list-style-type: none"> <li>- Spirit wear sale</li> </ul>	<p><b>February</b></p> <p>15 Take Out Tuesday/Spirit Night</p> <ul style="list-style-type: none"> <li>- Asia Week</li> <li>- BINGO</li> </ul>
<p><b>October</b></p> <p>7 Spirit Night @ Nights in the Ville</p> <p>8 Fall Festival and Pumpkin Sale Pick Up (5-7pm)</p> <p>18 Take Out Tuesday/Spirit Night</p>	<p><b>March</b></p> <p>9 Home &amp; School Association Meeting (7pm)</p> <p>15 Take Out Tuesday/Spirit Night</p> <ul style="list-style-type: none"> <li>- Spring Book Fair</li> </ul>
<p><b>November</b></p> <p>8-21 Spirit Wear Sale (online)</p> <p>10 Home &amp; School Association Meeting (7pm)</p> <p>16 Take Out Tuesday/Spirit Night</p> <ul style="list-style-type: none"> <li>- Fall Book Fair</li> <li>- SRS Dimensions in Art Through the Years: Guided Art Tour and Auction</li> <li>- Spirit wear sale</li> </ul>	<p><b>April</b></p> <p>19 Take Out Tuesday/Spirit Night</p> <ul style="list-style-type: none"> <li>- SRS Cares Month</li> </ul>
<p><b>December</b></p> <p>21 Take Out Tuesday/Spirit Night</p>	<p><b>May</b></p> <p>11 Home &amp; School Association Meeting (7pm)</p> <p>17 Take Out Tuesday/Spirit Night</p> <ul style="list-style-type: none"> <li>- 30th Anniversary African Dance Performances and Celebration</li> </ul>
<p><b>January</b></p> <p>12 Home &amp; School Association Meeting (7pm)</p> <p>17 Martin Luther King, Jr. Day of Service</p> <p>18 Take Out Tuesday/Spirit Night</p>	<p><b>June</b></p> <p>14 Take Out Tuesday/Spirit Night</p> <p>16 5th Grade Moving Up Ceremony</p> <ul style="list-style-type: none"> <li>- End of Year Celebration</li> </ul>

\*Specific dates for events marked with a "-" will be provided as the school year progresses and Covid-19 permits.

# WALLINGFORD-SWARTHMORE SCHOOL DISTRICT

## K-12 CODE OF CONDUCT/DISCIPLINE CODE

The Wallingford-Swarthmore School Board has the responsibility and the authority to make reasonable and necessary rules governing the conduct of students in school. Provided by Section 1317 of the *School Code of the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals, and Principals over Pupils*; every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils as their parents/guardians or persons in parental relation with the student when: (a) they are attending school including technical college high schools; (b) during the time they are going to and from their homes to school or technical college high schools; and (c) when attending school-sponsored events and activities either as a participant or spectator.

- The teachers have the responsibility to maintain a suitable environment for learning, and the administrators have the responsibility for maintaining and facilitating the educational programs.
- The principal is authorized by statute to suspend students for cause.
- Rules and regulations shall be published and reviewed with students at the opening of each school year and shall be in the student handbook for each school as well as online. Copies shall be available in each school library and also to students and parents/guardians upon request.
- The principal shall be responsible for informing both parents/guardians and students of school rules and regulations at the opening of the school year.
- The teacher has the authority to send a student from a class to an appropriate school official for cause.
- Teachers and school administrators shall administer discipline within local, state, and federal statutes, regulations and guidance, and other specific policies relating to student behavior and discipline as adopted by the Board.

The Wallingford-Swarthmore School District will also evaluate conduct of District students that is not specifically outlined in this Code, wherever it has occurred, and will balance the competing interests presented to determine if the pedagogical goals of the District require the Administration to take further disciplinary action. The Administration shall only take action as permitted by law and in doing so shall afford such students all due process and other rights guaranteed by District policy and state and federal law.

In order that infractions of the rules established for student conduct may be treated equitably and consistently, the Board has approved Administrative Disciplinary Action Schedule for the District's schools. The intent of this schedule is to provide students with a definition of the limits of acceptable behavior, and to equip teachers and school administrators for their disciplinary responsibilities. The schedule shall be interpreted by the principals and their designees in a manner in which they deem just, given the circumstances of the individual case. Additionally, students must understand that administrators shall have the authority to enforce reasonable disciplinary action which they find warranted by situations not referenced directly in the disciplinary guidelines below.

**ELEMENTARY CODE OF CONDUCT/DISCIPLINE CODE**

**GRADES K - 5**

<u><i>Student Conduct</i></u>	<u><i>School Rules</i></u>
<p>In order to provide an effective instructional program, it is the responsibility of this school to provide a safe and orderly school environment.</p> <p>Student conduct is closely related to learning. The elementary school staff is committed to providing students with the strategies they need to become self-directed, lifelong learners and responsible, involved citizens. Please refer to the complete discipline policy for strategies used to help students develop responsible and respectful behavior that promotes a positive learning environment for all.</p>	<p><b>WALLINGFORD-SWARTHMORE ELEMENTARY STUDENTS SHOW RESPECT.</b> We respect ourselves and others. We respect all living things. We respect our surroundings. We respect property.</p> <ol style="list-style-type: none"> <li>1. Be where you are supposed to be. Students are not permitted in classrooms without adult supervision.</li> <li>2. Listen and follow directions.</li> <li>3. Be respectful, cooperative, and kind to everyone.</li> <li>4. Use respectful language and appropriate voices.</li> <li>5. Walk quietly.</li> <li>6. Keep hands, feet, and objects to yourself.</li> <li>7. Do not bring weapons of any kind to school.</li> <li>8. Follow the bus rules.</li> <li>9. Follow the common areas rules.</li> <li>10. Tell an adult when there is a problem you cannot solve.</li> </ol>

<u><i>TRANSPORTATION</i></u>	<u><i>BUS RULES</i></u>
<p><b><u>For the safety of students, the following procedures have been established:</u></b></p> <p>The driver is in charge and has authority and responsibility to enforce all rules and regulations over all students while traveling to and from school. Students who fail to abide by rules may be suspended from riding. Students are to ride only on their assigned bus. Exceptions will be made only in dire emergencies and after contacting the school for permission.</p>	<ol style="list-style-type: none"> <li>1. Wait at bus stop in orderly manner and line up before entry.</li> <li>2. Be seated upon entering bus and remain seated until time to exit.</li> <li>3. Open windows only with permission.</li> <li>4. Keep objects within the bus and hands to yourself.</li> <li>5. Keep voices in quiet conversational tones.</li> <li>6. Avoid behavior and conversation distracting to the driver.</li> </ol>

## Student Misbehaviors and Consequences

Student misbehavior prevents a student from fully contributing to the education process, and also affects the ability of other students to learn. All school staff members are responsible for helping students develop responsibility for their behavior and for supporting an optimal learning environment for all students. As misbehavior increases in frequency or severity, more serious consequences are reflected below. These lists serve as guidelines.

<u><i>Level I Misbehaviors</i></u>	<u><i>Possible Consequences</i></u> (Managed by classroom teachers and assistants)
Cheating Disruption of classroom activities Inappropriate language Minor disobedience Pranks Social exclusion, rumors Teasing (verbal, non-verbal)	Verbal reminder Proximity correction Removal of student from activity Take a break; Regroup Time out Teacher calls parent Student completes Problem Solving Form (student writes about incident; how to correct/prevent in the future) Student writes about school rules Student writes letter of apology Separation from peers at unstructured times (including lunch)  NOTE: Report to classroom teacher (if misbehavior occurs outside of classroom)

<u><i>Level II Misbehaviors</i></u>	<u><i>Possible Consequences</i></u> (Classroom or Office referral)
<b>Continuation of unmodified Level I misbehavior that does not change after disciplinary action</b> Blatant disrespect Comments of a racial/religious/sexual nature Failure to respond to classroom consequences Inappropriate touching (i.e., private areas) Stealing	Teacher calls parent Separation from peers at unstructured times (including lunch) Student completes Problem Solving Form (student writes about incident; how to correct/prevent in the future) Student writes letter of apology Loss of special privilege Conference (student, parent, teacher, principal) Classroom behavior agreement Behavior plan Behavior/Instructional Support Team referral After-school detention



<u><i>Level III Misbehaviors</i></u>	<u><i>Possible Consequences</i></u> (Classroom or Office referral)
<p><b>Continuation of Level I and II misbehavior that does not change after disciplinary action</b></p> <p>Chronic/blatant use of bad language  Chronic defiance/argumentative  Extortion  Fighting  Harassment/bullying  Making/possessing/using weapons  Threats (overt verbal and non-verbal)  Vandalism  Verbal/physical assault towards staff</p>	<p>Principal notifies parent  Separation from peers at unstructured times (including lunch)  Student completes Problem Solving Form (student writes about incident; how to correct/prevent in the future)  Student writes letter of apology  Loss of special privilege  Cleaning/repairing vandalized area  Community/school service  Suspension from bus; parents responsible for transportation  Behavior/Instructional Support Team referral  After-school detention  In-school suspension  Out-of-school suspension  Restitution  Police intervention  Sanctions required by local law and District policies</p>

## **School Safety**

There are countless factors that combine to make our children's school experience successful. Transcending them all is safety: the assurance that your children arrive here safely, are safe throughout the school day, and return home safely. We absolutely cannot make that happen without your help. Therefore, we are requesting that you read this school safety document carefully **and share it with your children's caregivers**. The most carefully crafted plans are useless if they are not communicated to those who have to implement them! So, please keep spouses, grandparents, nannies, etc., informed about our safety procedures.

## **SRS Home & School Association**

SRS Home and School Association is a non-profit parent/guardian organization of Swarthmore-Rutledge School. All parents, faculty and administrators are members of the Home and School Association. Our goal is to enrich the educational experience of our children at SRS through special events and activities. The Home & School Association (H&S) supports school programs by raising funds and providing volunteers.

The primary vehicles for H&S communications are the e-blast newsletters and the H&S website ([www.srshomeandschool.org](http://www.srshomeandschool.org)) and events are also shared on the SRS Families Facebook page (<https://www.facebook.com/groups/822117627945567>).

Parents/guardians are encouraged to become involved with our H&S – we provide many opportunities at different levels of time and effort commitment, so that all parents and guardians can find a volunteer role that works for them. To volunteer or get more involved, please email [srshvolunteers@gmail.com](mailto:srshvolunteers@gmail.com).

Home & School runs events and activities to support curricular and classroom lessons at every grade level. H&S also hosts family events to build community and raise money to support these programs – fundraisers and FUNraisers! ***All the activities of H&S are fully funded by family donations, with no funding from the WSSD.*** Home & School is a tax-exempt organization. All donations made to the Home & School Association are tax deductible. Donations are accepted on the H&S website at [www.srshomeandschool.org/donate](http://www.srshomeandschool.org/donate).

H&S holds regular meetings to report on events and activities, to hear from our Principal, discuss budgeting matters, review teacher initiative requests, and address general comments and concerns. All families are invited and encouraged to attend these meetings. This year they are being held every other month on Wednesday evening via Zoom. The calendar of meetings is available on the H&S website (<https://www.srshomeandschool.org/events>) and reminders are shared in the weekly e-blast.

## Special Annual Activities by Grade

2021—2022

(Field trips will be scheduled in accordance with CDC guidelines.)

*Each grade at SRS takes a variety of annual outings and engages in several annual events. Though not exhaustive, this list serves to help parents understand the various special events, activities and opportunities available for each grade. Specific activities are subject to change and dates are announced annually.*

### **Kindergarten**

Zoo Trip

Gingerbread House Activity

Thanksgiving Day Celebration

Science Day

100<sup>th</sup> Day Celebration

### **1st Grade**

Tyler Arboretum

Asian studies in the spring

Class trip to Lankenau Hospital for health and wellness

### **2nd Grade**

Thanksgiving “pageant” put on by 2nd graders for the school

Asian studies in the spring

Spring thematic unit is “Oceans”

Class trip to Adventure Aquarium in February

“Theater experience” class trip

### **3rd Grade**

*Music:* Instrumental music is available starting in 3rd grade.

String instruments recommended for this grade.

United Nations (UN) Day in the fall (includes a food festival)

African Dance event at school

Class trip to Crystal Cave in the fall

Class trip to the Brandywine River Museum in the spring

Class trip to the Philadelphia Zoo in the spring

### **4th Grade**

*Music:* Instrumental music is available. Brass instruments now offered.

Lenape Indian presentation

Class trip to Landis Valley in Lancaster in the fall

Class trip to Harrisburg in the spring

Class walking trip to Philadelphia in the spring

### **5th Grade**

*Music:* All 5th graders participate in choir; practice takes place during school hours. Choir performs at the winter and spring concerts.

*Music:* Instrumental music continues to be available

*Art:* Special art project (permanent installation of art by each graduating class)

Yearbook

Ropes/Team-Building outing

Invention Convention in the spring

World of Work (walking trip through Swarthmore) in the spring

Class trip to The Wetlands Institute in Stone Harbor, NJ in the spring