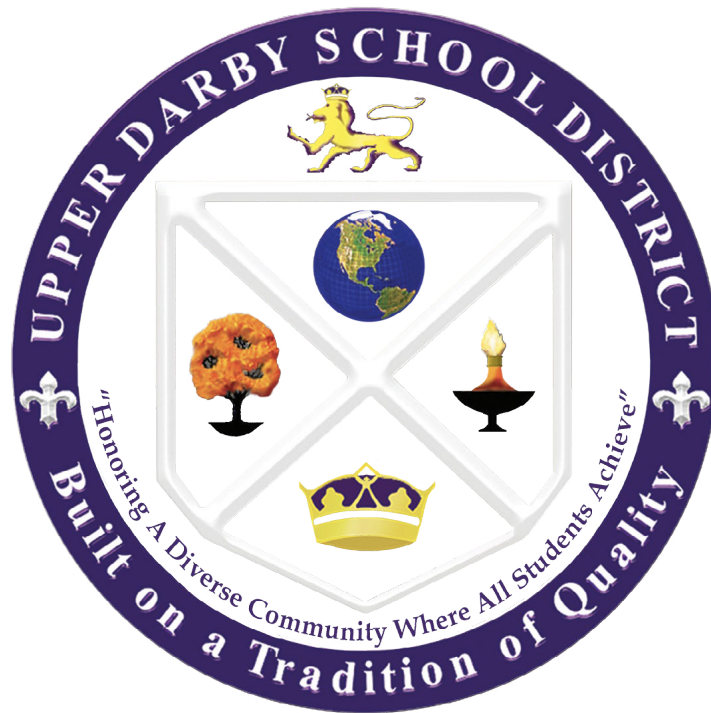


Stonehurst Hills Elementary School

Parent-Student Handbook

2019-2020



Dr. Daniel McGary
Superintendent

Dr. Sherri Wallace
Principal

Dr. John Council
Assistant Superintendent of Personnel and Equity

Elizabeth Terrell
Lead Teacher

Mr. Frank Salerno
Supervisor of Elementary Education

STONEHURST HILLS ELEMENTARY SCHOOL
7051 Ruskin Lane Upper Darby Pennsylvania 19082
610.626.9111 (office)
610.626.8580 (fax)
610.626.4573 (attendance line)

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Stonehurst Hills Elementary School
Sherri Wallace, Ed.D.
Principal

Voice: (610) 626-9111
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swallace@upperdarbysd.org

Dear Parents, Guardians and Students:

We are excited and honored to welcome you to the beginning of the 2019-2020 school year at Stonehurst Hills Elementary School! Our motto at Stonehurst is, “Opportunity, Unity, Excellence!” We will achieve success with your support. As the demands and complexities of teaching children increases, it becomes more evident that we all need to work together to ensure that our children reach their fullest potential. We, at Stonehurst, believe that all of us - Stonehurst school staff, parents, students, and community - must work together as an integrated and extended family to ensure success for all our students. We believe it is everyone’s responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically and emotionally successful students as well as responsible members of society.

Our success hinges on our dedication to providing the best learning environment for our students. Our ultimate goal to achieve success is to improve every child's academic levels across all content areas. That will be accomplished by implementing a new ELA curriculum, departmentalizing our 4th and 5th grade classrooms, making sure our students attend school each day, and eliminating disruptive behavior. We are looking forward to a productive and successful school year!

Kind regards,

Dr. Wallace
Principal

WELCOME TO STONEHURST HILLS!

Stonehurst's Vision: The vision of Stonehurst Hills Elementary School is to develop a culture of academic excellence, mutual respect and accountability through rigorous instruction which will produce college and career ready individuals.

Stonehurst's Mission: The Stonehurst Hills Elementary School will be an equitable learning environment that will incorporate sound educational philosophy and effective instructional practices that will set the tone for academic achievement. Students, Staff, Families, and Community will work collaboratively toward the shared goal of academic and social-emotional growth and success.

Stonehurst's Motto: "Opportunity. Unity. Excellence"

School Song: Oh Stonehurst Hills we sing your praises near and far
In education and in friendship, you're a shining star.
Three cheers for the spirited Stallions
Hats off to the blue and gold
We're proud to be part of Stonehurst Hills
Fond memories forever we'll hold
Three cheers for the spirited Stallions
Hats off to the blue and gold
We're proud to be part of Stonehurst Hills
Fond memories forever we'll hold

Mascot: Stallion

Colors: Blue & Gold

Staff Listing

Ashley Jackson	First Grade	106	*106	*
Katie Harkin	First Grade	107	*107	*
Chris Ellison	First Grade	108	*108	*
Megan Forsythe	First Grade	109	*109	*
Karen Wolfe	First Grade	110	*110	*
William Logsdon	First Grade	111	*111	*
Jen McVey	Second Grade	101	*101	*
Taylor Kowalewski	Second Grade	102	*102	*
Nicole Stevenson	Second Grade	103	*103	*
Betty Mizgala	Second Grade	104	*104	*
Patricia Callaghan	Second Grade	105	*105	*
Morgan Stewart	Second Grade	112	*112	*
Cheryl Lydon	Third Grade	206	*206	*
Danielle King	Third Grade	207	*207	*
Krystin O'Rourke	Third Grade	208	*208	*
Gina Davis	Third Grade	209	*209	*
Megan Hardy	Third Grade	210	*210	*
Jillian Super	Fourth Grade	202	*202	*
Amber Hill	Fourth Grade	204	*204	*
Lillian Young	Fourth Grade	211	*211	*
Seri Lee	Fourth Grade	212	*212	*
Brian Walsh	Fifth Grade	4	*304	*
Jackie Balla	Fifth Grade	5	*305	*
Marla Wormley	Fifth Grade	9	*309	*
MaryKate Kleinberg	Fifth Grade	10	*310	*
April Gravely	Fifth Grade	11	*311	*
Lisa Egan	Fifth Grade	12	*312	*
Melissa Dailey	Reading	115	N/A	
*				
Sharyn Minor	Reading	114	*114	*
Mary Ostrowski	Reading	114	*114	*
Cynthia Schwartz	Speech	114	*114	*
Kristen Joy	ELL	6	*306	*
Katarzyna Schlimm	ELL	6	*306	*
Margie Weil	Librarian	Library	*117	*3836
Kathryn Juliano	Music	Trailer D	*404	*

STONEHURST HILL ELEMENTARY STUDENT AND PARENT HANDBOOK

					6
Gretchen Napolitano	Art	7		*307	*
Andrew Sheenan	Phys. Ed	Gym		N/A	*
Gabrielle Wagner	Grade ½ Special Ed	113		*113	*
Sirazam Munira	Grade 3 Special Ed	205		*205	*
Megan Glackin	Grade 4 Special Ed	203		*203	*
Anne Pickett	Grade 5 Special Ed	1		*301	*
Kristen Nelson	Orchestra		Trailer B	*402	*
Mark Geist	Band		Trailer B	*402	*
Lorraine Barcliffe	Building Assistant				*
Gerard Breslin	Secretary				*6841
Virginia Buchanan	Secretary				*6833
Satpal Budwal	PCA				*
Brad Carrea	Custodian				*
Margarita Christoforidis	Social Worker				*6825
Marie Isherwood	Building Assistant				*
Kershanna Jones	Security				*
Zachary Kasabo	School Counselor		Trailer C	*402	*
Kristen Kolody	Nurse				*
*6824					
Lori Long	Attendance Clerk				*
Rubaiya Rashid	Building Assistant				*
Tammi Sampson	Teaching Assistant				*
Liz Terrell	Lead Teacher				*6826
Laureen Thomas Henry	PCA				*
Sherri Wallace	Principal				*Office
Linda Palisano	OT				*
Jennifer Randazzo	OT				*
Hannah Ebin Hammermesh	School Psychologist		114A		*6835
Jessica Breece	Gifted				*
Lisa Cafferky	MTSS				*
Jill Ellison	MTSS				*
Samantha Hotz	MTSS				*
Steven Moyse	MTSS				*
Kathy Sides	NTA				

STUDENT ARRIVAL AND DISMISSAL REMINDERS

Your compliance with these reminders will ensure the safety of our children.

STUDENTS TRAVELING TO AND FROM SCHOOL – Please speak with your child about coming straight to school in the mornings and going straight home after dismissal. This includes their stopping at local stores and other students' homes. Travel to and from school becomes a greater safety concern when students alter from their regular routes and schedules.

Please **DO NOT** drop off students to school prior to 8:40 a.m. No staff is available to supervise children before then.

- o A *limited* number of staff have been budgeted for extra duty and assigned to supervise student activity from 8:40 to 8:55 a.m. Please **DO NOT** expect any school employee to be available to supervise student activity prior to this time. We are asking that you **NOT** send your child to the schoolyard prior to 8:40 a.m.

- o This includes daycare students. Daycare providers have been informed that there is no Stonehurst Hills staff available to supervise daycare students who are dropped off by their facilities prior to 8:40 a.m. We have sent our welcome package to each daycare supervising Stonehurst Hills students detailing our arrival and dismissal guidelines.

After the 1st week of school, we are asking that parents drop students off at the front door (grades 1 and 2) and on the playground (grades 3, 4 and 5). This helps teachers begin to help students to enter the building in an orderly way and ensures that instruction begins on time. We thank you in advance for your cooperation.

Parents dropping students off after 9:00 a.m. will need to walk the child **INTO THE OFFICE**. Please do not just drop a students off to walk into by her/himself after 9:00 a.m. the school without a parent/guardian.

Please **DO NOT ENTER OR BLOCK** the back parking lot with vehicles at any time. Your compliance with this reminder will ensure the safety of our children. The Upper Darby Police Department will be contacted for any safety issues.

Please **DO NOT DOUBLE PARK** and block the street during student drop-offs and pick-ups. **Please be considerate of our neighbors and your fellow parents.** Your compliance with this reminder will ensure the safety of our children. The Upper Darby Police Department will be contacted for any safety issues.

Please **PICK UP YOUR CHILD ON TIME** at 3:15 p.m. No staff is available to supervise students after 3:25 p.m.

Students are very stressed when parents/caregivers arrive late. So, please make every effort to get here on time or to make alternative arrangements for your child. Consider enrolling your child in a Daycare Program if you cannot pick up your child by 3:25 p.m. You can pick up a list of daycares that service our students from the main office.

Please **AVOID EARLY PICK-UPS** when possible. **EARLY PICK-UPS WILL NOT BE ALLOWED PAST 2:45 P.M.** If you cannot avoid picking up your child prior to 2:45 p.m., please follow the following guidelines:

- o Please send a letter to your child's teacher alerting her/him of the upcoming early pick-up at the main office. Please note the reason for the early pick-up.
- o District policy requires that you present a valid photo I.D. **IT'S REQUIRED FOR YOUR CHILD'S SAFETY!**
- o Our policy requires that any person picking a child up be on the emergency contact list submitted by the child's parent/guardian. Students will only be released to persons on the child's emergency contact list. Parents, please keep this list up-to-date. **IT'S REQUIRED FOR YOUR CHILD'S SAFETY!**
- o **CHANGES IN DISMISSAL PLANS** – We will not be able to communicate any changes to parents' dismissal plans to students after 2:45 p.m. It is difficult to communicate last-minute changes to teachers and students during the final minutes of the school day. We cannot guarantee that the teacher and child will get the message.

Dress Code

-Acceptable dress must be appropriately sized and must conform to the following requirements:

-We strongly encourage students to exhibit their school pride by wearing school colors and apparel.

-Students are not permitted to wear apparel that belittles another, suggests sexual activity, or refers to violence, weapons, alcohol, drugs, tobacco, discrimination, gangs, or any illegal activity. Objectionable language or graphics are also not permitted on apparel or belongings.

-All shirts and dresses must have sleeves and cover the entire torso, and shoulders. Tank tops, midriffs, tube tops, low cut shirts, strapless, spaghetti straps, see through shirts, halters, or bare back shirts are not permitted.

-Dresses, skirts, and shorts must reach mid-thigh. We use the “fingertip” rule, which means when standing straight, fingertips are in line with the hem. Pants must be worn above the hip bone. No undergarments are to be seen at any time. Tights worn as pants are not permitted.

-See through clothing, undergarments worn as outer garments, and sleep- wear are not permitted.

-Clothing that are torn or ripped are not permitted.

-Students are not permitted to wear any spiked collars, spiked bracelets, or wallet chains.

-Shoes must cover the entire foot and have soles. Steel toe boots are not permitted.

Hats, hoods, bandannas, and sunglasses are not to be worn in the building.

-Administration will make final decisions about the appropriateness and acceptability of specific items of clothing.

-Violations of the dress code will result in disciplinary consequences.

Who to Contact if...

Issue/Concern	1st Contact	2nd Contact	3rd Contact	Notes
Attendance/Lateness	Teacher	School Attendance Designee		
Homework	Teacher	Lead Teacher		
Physical Health	Teacher			All medication forms must be given to the nurse
Mental/Behavioral Health	Teacher	School Counselor	Social Worker	
Bullying/Harassment/ Student Safety Concerns	Teacher	School Counselor		
Special Education	Teacher			
Uniforms	Teacher	School Counselor		
Early Dismissals	Teacher	Main Office		

Please note that you are always welcome to come to the main office to fill out a Parent Concern Form. The form will be given to the appropriate person. With the exception of emergency situations, meetings with the Principal must be scheduled in advance. You may schedule a meeting with the Principal by contacting the secretary or emailing the Principal.

Attendance Policy

Please refer to the school district's policy # 204 for more information. Review an excerpt from the policy below:

The Board considers the following conditions to constitute reasonable cause for absence from school or an excused absence:

1. *Illness.*
2. *Quarantine.*
3. *Family emergency.*
4. *Recovery from accident.*
5. *Death in family.*
6. *Family educational travel, upon written request from parents/guardians with prior written approval from the building principal. No educational travel will be approved for students required to take PSSA, Keystone or other state mandated testing, during mandatory testing periods.*
7. *Educational tours and trips, upon written request from parents/guardians with prior written approval from the building principal. No educational tours/trips will be approved for students required to take PSSA, Keystone or other state mandated testing, during mandatory testing periods.*

Excused Absences Remember to send a letter with your child to school the NEXT DAY following AN absence. The letter should include:

- o your child's full name
- o the homeroom number or teacher's name
- o the date(s) your child was absent
- o the reason(s) your child was absent

Attendance Support Attendance Workshops are held every Friday at 9:30 a.m. to provide information to families on attendance improvement practices. If you would like support with attendance issues, please reach out to Mrs. Christoforidis, our school social worker.

Lateness Policy

1. Students arriving after 9:00 AM are considered late. If a student arrives after 9am, the student is late and will be marked late by the homeroom teacher. If a student arrives after the student must report to the Main Office by way of the Main Entrance for a late slip before entering the classroom.

Late Pick-ups

1. Following dismissal, all students who have not been picked up or walked home are brought back into the building. Adults must report to the Main Office to pick up late students. Students that remain in the office must be signed out. Late pick-ups are carefully tracked.
2. The following will take place after repeated late pick-ups:
 1. After 3 late pick-ups- Mandatory meeting with the Assistant Principal
 2. After 5 late pick-ups - Mandatory meeting with the Principal and Counselor to create a late pick-up elimination plan.
 3. After 7 late pick-ups - Contact to Child Guidance to report neglect.

Delayed School Opening/Emergency School Closing

1. Due to inclement weather or other emergencies, it may be necessary to cancel school for the day or have a “**delayed opening.**” If this should occur, parents and caregivers are asked to tune in to the local news, visit The Upper Darby School District website at www.upperdarbysd.org

Communication - How can we support your child and you.

1. Stonehurst Hills is committed to support the education of every student, providing up to date information and student/parent/guardian support. We urge students and parents to stay informed and to report concerns to the school. The SHES/ provides extensive up-to-date information regarding the programs and policies of
2. In order to make certain that all student/parent/guardian concerns are acknowledged, we request that all students/parents/guardians utilize the following lines of communication:
 1. Student concerns should be directed to the person (teacher or aide) who is on duty or responsible for the group or activity.
 2. If the teacher or aide is not available, please seek support from the school counselor. The School Counselor, can be contacted directly at or via email at.
 3. The School Nurse, Ms. is available daily at 610-626-9111.

4. In the event that further administrative support is necessary, please call the main office at 610-626-9111. You may also come to the main office to fill out a Parent Contact Form.
 5. Please note that immediate communication may not be possible, however, a phone call or meeting will be scheduled as soon as possible.
3. School Messenger will also be used. A weekly phone blast will be sent out on Sunday. Please make sure your phone number is updated with the main office to ensure that you receive the weekly update from

Acceptable Use Policy

1. **ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES**
Purpose: The provides students, staff, parents, guardians and other authorized individuals with access to computing equipment, electronic communication systems and network resources, which includes Internet access, whether wired or wireless, or by any other means. This access has a limited education purpose for students and is to facilitate employees' work productivity. For instructional purposes, the use of Internet, computers and network resources shall be consistent with the curriculum adopted by the district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Visitors, Volunteers and Chaperones

1. All visitors must sign-in at the Main Office and wear a visitor badge while in the building.
 2. Volunteers and Chaperones
 1. All school volunteers must have up-to-date clearances (this includes field trip chaperones). Up-to-date means that your clearance is dated within one year of the volunteering/chaperoning date.
 2. **All chaperones and school volunteers ARE REQUIRED to have clearances. THERE ARE NO EXCEPTIONS**
 3. Clearances will be checked and kept on file by the Main Office.
 4. All Pennsylvania residents who have lived in the state of Pennsylvania for more than 10 years must have the Criminal Record and Child Abuse Clearances (these are free).
 5. All Pennsylvania residents who have in the state of Pennsylvania for less than 10 years must have the Criminal Record and Child Abuse Clearances (these are free) AND the FBI Fingerprinting (this costs \$27.50).
- Criminal Record <https://epatch.state.pa.us/Home.jsp>
 - Child Abuse <https://www.compass.state.pa.us/cwis/public/home>

- FBI Fingerprinting https://www.pa.cogentid.com/index_dpw.htm
- 1. Parent Visitation
 1. Parents are encouraged to visit at anytime. In order to expedite and enhance your visit, please follow these guidelines before visiting:
 2. Report directly to the Main Office to receive a visitor's pass. No parent/guardian or guest is permitted to go directly to the classroom.
 3. Parents must call the before picking up a child.
 4. Any parent/visitor visiting a classroom must have clearances on file. During classroom visits, parents are prohibited from using electronic devices.

Electronic Device Policy

1. At we understand the importance of students having cell phones to safely walk to and from school however, we ask that you please remind your student(s) of the importance of focusing on school while they are in class. Cell phones present a distraction to students and for that reason, we ask that you do your part by not calling or texting your student during the school day.
2. If you choose to send your child to school with an electronic device, all students will be required to follow their teachers policy by either storing it in their backpacks or turning into their teacher.
3. Stonehurst Hills is not responsible for any stolen/misplaced cell phones.

Breakfast

The students collect breakfast as they walk into the building into their

Lunches

1. Noontime aides supervise our lunch program. There are only four lunch periods, 45 minutes each.
2. **Lunch Times**
 1. Grade 1: 10:50-11:35
 2. Grade 2: 12:00-12:45
 3. Grade 3: 12:50-1:35
 4. Grade 4: 11:15-12:00
 5. Grade 5: 12:25-1:10
3. If a student forgets his or her lunch, they are always provided with a school lunch.
4. Parents/Guardians may bring a lunch to school to be given to their child PRIOR to their child's lunchtime.
5. If the child's lunchtime has passed, the child will not be pulled from class to eat lunch.

6. **Parents/Guardians may not bring fast food to school to give to their child.**
7. Students are expected to follow rules and demonstrate respect for each other and for the adults in charge. This is encouraged while eating lunch and during socialized recess in the yard.
 1. Students are to enter the cafeteria quietly and be seated. Students will use indoor voices only.
 2. Students are to follow directions the first time given.
 3. Students are to sit properly with both legs under the table.
 4. Students are to remain seated until their table is called to receive or obtain their lunches.
 5. Students must respect teacher aides and their fellow students.
 6. Students are to speak respectfully to all cafeteria staff.
 7. Students are responsible for depositing their trash in the receptacles and for cleaning up their own area.
 8. If a student does not follow these regulations/expectations, discipline steps will be taken.
 9. Failure to follow expectations during lunch and recess may result in progressive disciplinary action.

Hall Passes

1. All students are expected to carry a hall pass while moving throughout the building without their class.
2. All students will travel in same sex pairs.

Bathroom Use

1. Students are expected to use the bathroom during non-instructional times. Students may use the bathrooms before school, after school, and during lunch.
2. Students will always be permitted to use the bathroom but may be asked to wait just a few minutes until their teacher finishes important directions.
3. Excessive bathroom use will result in a parent conference.

Homework Policy

The purpose of homework assignments should be to:

1. Provide practice and reinforcement of skills presented by the teacher.
2. Provide opportunities for parents/guardians to know what their child is studying.

3. Encourage parent/guardian and child interaction.

Guidelines

Each student shall be responsible for completing homework assignments as directed. [\[1\]](#)

Homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time.

The demand of homework upon the students' time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school.

Homework shall not be assigned as a form of punishment.

School Trips

1. The teacher arranges class trips.
2. Prior to going on any trip, the parent/guardian must sign a consent form allowing his/her child to participate.
3. **Telephone calls to the teacher are NOT acceptable consent. No child will be permitted to attend a class trip without a signed permission slip.**
4. Please send all money for the trip in a sealed envelope with your child's name, room number, and teacher's name on it. Parents are encouraged to participate as chaperones but must have clearances on file.
5. Teachers will send home an information form prior to each trip, outlining the behavioral and attendance expectations in order to participate in the trip. Parents will be notified in advance if a child is in jeopardy of not participating in a trip.
6. Students are never excluded from trips due to inability to pay for the trip.

School Events

1. For a student to participate in during/after-school hours event, the following criteria is considered:
 1. Student Attendance Record (especially attending school on the day of the event)
 2. Homework Completion
 3. Classwork Completion
 4. Behavior (compliance with the school district code of conduct)
1. Students may be excluded from school events due to violation of The Student Code of Conduct. Teachers will send home an information form prior to each event outlining the behavioral and attendance expectations in order to participate in the event. Parents will be notified in advance if a child is in jeopardy of not participating in an event.

Home & School Association

1. We value and appreciate the time committed to the academic progress of your child. Parents can show support through our Home & School Association. Our association contributes to various student functions throughout the school year, as well as helping needy families. All parents and guardians are asked to be members
2. Our Home and School Association has been extremely successful in supporting our school. The Association has been active in creating many fundraising activities.
 1. All parents are encouraged to join the Home and School Association. We need your help!
 2. How to Contact the Home and School.
 - i. Call the Home and School office at and we will relay the message.
 - ii. The Home and School Association has a mailbox in the Main Office for questions you have or information you may need.

Bullying

1. Bullying is a serious matter affecting all schools. In order to help our students feel safe, bullying incidents and/or behavior must be addressed. Bullying happens when someone hurts or scares another person on purpose. The bullied child has a hard time defending himself or herself.
2. What is bullying?
 1. Repeated hitting, kicking, shoving, and other physical kinds of bullying
 2. Repeated taunting, teasing, name-calling
 3. Spreading rumors about others
 4. Excluding or ignoring others in a mean way
 5. Taking money or other belongings
 6. Sending mean emails, text-messages (cyber-bullying), or notes
3. What do we do about bullying?
 1. Once a student and/or parent/guardian informs a staff member of potential bullying, a school staff member will conduct an investigation and make a determination.
 - i. An investigation may consist of but is not limited to: interviewing all students involved or student named during other interviews, reviewing any written communication, observations, etc.

1. After the investigation, the school team will make a determination of action. Action may consist of but is not limited to peer mediation, disciplinary action, parent meetings, room changes, social skills training, and/or outside agency referrals.
2. Bullying Considerations
 1. Bullying is a specific problem and not all situations are bullying. Please trust the school team in their investigation.
3. Please see the Upper Darby School District Policy on Bullying/Cyber Bullying by visiting: <https://go.boarddocs.com/pa/udar/Board.nsf/Public?open&id=policies#>

Health Services/ Medications

1. **PLEASE DO NOT SEND MEDICATIONS TO SCHOOL WITH YOUR CHILD.**
Drugs such as nose sprays, antihistamines, cold tablets, cough syrups, and aspirin should remain at home or on your medical shelf. We cannot monitor the misuse of over-the-counter drugs. If, however, your child needs medication prescribed by your doctor for a prolonged period of time and it must be taken at school, you may come into the school office or make an appointment with the school nurse to receive clearance for your child to be given the medication by our school nurse or principal. The doctor must fill out forms for any medications, including over the counter medications that must be administered in school. All students who take medication in school will need a new form from the doctor completed each September. At the end of the school year, if your child has medication in school, it must be picked up by a parent. As per school district policy, any medication left in school will be destroyed. No medication will remain in school over the summer.
2. A child who is too ill to remain in class will report to the school nurse or office. If it is necessary that the child be sent home, parents/guardians or the emergency contact will be notified. Children who are ill before school should not attend to protect others from infection.
3. Care given in school is limited to first aid in cases of accident and illness until the parent or emergency contact is reached and the child is released.
4. A note is always given to students who visit the nurse. A phone call to parents/guardians is not always necessary. Parents/guardians will always receive a phone in emergency situations.

Student Rights and Responsibilities

1. Each student attending Stonehurst has the right to learn, to seek happiness in academic, social and emotional experiences and to complete assigned tasks without interruption or jeopardy to their safety. Each teacher at the Stonehurst has the right to teach, to seek

professional satisfaction in the growth of his/her students and to complete all duties and responsibilities without interruption. Parents and Guardians of students at the Stonehurst expect their children to grow academically, socially and emotionally because of the mutual efforts of Stonehurst staff, other students and parents/guardians in Stonehurst. Any person who violates the rights of students or teachers or willingly hinders the academic, social and emotional growth of any Stonehurst student shall be held accountable. School rules, policies of the Upper Darby School District, and Pennsylvania state law have been established so that student and teacher rights as well as parent/guardians expectations can be fulfilled.

Student Behavior Expectations

1. The primary purpose of school is to educate its students. Education cannot occur when one or more students disrupt the classroom or create a situation where students, staff, or guests feel unsafe. In order to maintain the order necessary to run a school program, disciplinary policies must be in place for the common good of the school community. The definition of discipline is to hold students accountable through active engagement.
2. Students must reflect on their behavior and learn ways of improving or preventing inappropriate behaviors. Parents are an important part of the Stonehurst Hills Family, and they can assist by ensuring the learning of proper behavior, respect and responsibility. It is a continuing learning process. What a child learns at home can and will be carried into school. The following School Wide Expectations are to be used and referred to frequently.
3. School Wide Expectations
 1. BE SAFE...BE RESPECTFUL...BE RESPONSIBLE
 - i. Keep hands, feet, and objects to yourself.
 - ii. Follow directions the first time they are given.
 - iii. Always walk. Do not run.
 - iv. Use school appropriate language.
 - v. Speak respectfully to others at all times.
 - vi. Bullying has no place in our school.
 1. All students are expected to behave in an acceptable and responsible manner while at school, on field trips, riding school buses, on the playground, and in other school related situations. Good behavior, courtesy and cooperation are essential for learning.
 2. The following is offered as a guide to acceptable student behavior:
 1. All students shall be responsible for their learning experiences, including responsiveness to lessons and completion of assignments.
 2. Respect for adults, fellow students, school regulations and property, and personal belongings shall be observed.

3. All students are expected to be cooperative, polite, and demonstrate fair play while in school and attending school-related activities.
4. Self-control and good citizenship are expected for all students.
5. Proper and appropriate language shall be used at all times.
6. Appropriate grooming and personal appearance are the responsibility of the student. Outdoor clothing is not to be worn in school.
7. All students are expected to be prepared for class and arrive on time according to the schedule set by the school.
8. Good table manners and appropriate cafeteria behavior are expected of all students.
9. All students are requested to walk (not run) while in the school building and on their way to and from the schoolyard.
10. Absolute obedience for fire drills and other drills/emergencies is required of all students.
11. All students are expected to keep the school building and grounds clean and neat. Dispose of waste paper and trash in the proper receptacles.
12. All students are to observe acceptable audience behavior while participating in large group activities.
13. All students are to follow routine lines of communication. Student concerns should be directed to the person (teacher or aide) on duty or responsible for the group or activity. If the teacher or aide is not available, report concerns to the school counselor or the Main Office.
14. Possession of Weapons- Pennsylvania Act 26 State that no weapons are permitted in school. Students who bring weapons to school can be expelled.
15. Make sure your children are not running through the parking lot at arrival or dismissal.

Student – Discipline/ Code of Student Conduct

1. Fighting is not allowed in the school, on its grounds, or in the neighborhood. Fighting can result in immediate school suspension. Please note disciplinary action will be taken if fighting occurs in the neighborhood.
2. Students who have difficulties in getting along with others are to bring those problems to a teacher, aide, classroom assistant, or counselor.
3. Students who do not follow rules may be given a detention during recess.
4. Students who misbehave and require more serious attention may be given a 30-minute after school detention the next day after parents have been notified. Parents may expect their child to be late or arrange for later picking up after the detention.

5. The Upper Darby School District has a strict Code of Student Conduct, which we follow. This code is described in a booklet, which is available through the District. If your child is experiencing difficulty which results in behavior problems, there are many steps which the school can and will take to try to resolve these problems. These include: notifying the parent/guardian, referral to the counselor, referral to the principal and the RTII process. However, when the situation is serious (fighting, damage to property, insubordination, use of profanity, possession of a dangerous weapon or drug), suspension from school for an appropriate period of time will be enforced. Please note any discipline list provided by Stonehurst Hills is never exhaustive, discipline is determined on a case by case basis following The Upper Darby School District Code of Conduct.
6. The Upper Darby School District Elementary Code of Student Conduct can be found by visiting <https://www.upperdarbysd.org/domain/1422>

Title One Funded Programs

Title I Parent Involvement Policy and Parent-School Compact are reviewed and revised as needed on a yearly basis. A copy of the Title I Parent Involvement Policy and Parent-School Compact are located at the end of this Handbook.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

At Stonehurst Hills, our *award-winning* work around Positive Behavior Interventions and Supports (PBIS) involves reinforcing the 3 Bs every day and in everything we do: ***Be Safe, Responsible and Be Respectful***. We work tirelessly to keep our school a safe and orderly place for all students. We are very proud of the success we are experiencing in implementing Positive Behavior Support (PBIS) in our school.

Our goal is to provide support to students in every setting in the school building, on school grounds and while traveling to and from school. To that end, we strive to implement this comprehensive approach to building positive school culture with the goal of teaching students skills that will support their efforts to be safe, responsible and respectful throughout the school day.

Having a coherent, school-wide plan is essential and has several benefits:

1. It fosters a positive school climate. 2. It focuses staff & student attention on appropriate behaviors and success and on students who are trying their best to meet our expectations rather than on any undesired behaviors. In this way, the school staff establishes what is important in our school as opposed to allowing students who are struggling implementing our expectations to do so.

3. It increases the chance that desired behaviors are repeated. 4. It reduces the time spent correcting misbehaviors and redirecting students. Any teacher can tell you about the academic cost of disciplining students, as significant loss of instructional time impacts student achievement tremendously.

How are students encouraged to exhibit the 3Bs?

Students who demonstrate the 3Bs are praised verbally and may also receive Standout Stallions from their teacher or any staff member. Students are invited to “purchase” items from our **PBIS store** during their monthly class visit. They can also “purchase” vouchers, like extra recess, a homework pass, lunch with a staff member, etc.

Principal’s 200 Club Golden Ticket

Students that demonstrate the 3Bs by doing something extraordinary, like showing citizenship, kindness, school spirit or any other amazing quality in a special way, receive the Principal’s 200 Club golden ticket. A school administrator calls the home of the student with the good news about the students 3Bs behavior. These students are also given the chance to participate in a special surprise activity at the end of the school year. The more golden tickets they earn, the higher are their chances of participating in the surprise.

End-of-the-Month Incentive/Fun Friday

Each grade level has a weekly incentive program to promote students’ demonstrating the 3 Bs. Students are required to meet their grade level’s criteria for points earned by the end of the week. Students who meet the criteria participate in a Fun Friday activity. Students who do not meet the participation requirement for the Fun Friday activity participate in a PBIS lesson facilitated by one of their grade level teachers targeted to assist them in demonstrating the 3Bs more effectively.

Additionally, each Specials teacher requires PBIS to be followed in their classes as well. All students are expected to follow the **Specials Classes 5 Rules** in Music, Art, P.E. and Library.

The rules are:

1. Walk in quietly and sit down.
2. Raise your hand when you have something to say.
3. Hands and feet to yourself without permission. (Not just people, supplies and instruments as well.)
4. Follow directions the first time. (Art class - This includes cleaning up materials at the first prompt.)
5. Be an active listener.

Each class has an opportunity to earn one sticker after every Specials class for demonstrating the 5 Rules. Three of the 5 rules must have been followed by the entire class in order to earn the sticker for that Special. All classes that earn at least 3 stickers for the month can participate in an incentive activity for that Specials class. Example: *If room 10 earns 3 or more stickers in Art class for the month of January they earn a "free choice" art class. This would be a regular scheduled art class where the students have an opportunity to work on an art activity of their choosing (free paint, airdry clay, pipecleaners, etc.)*

Student of the Month Assembly

Each month our entire school family gathers for our Student of the Month assembly to celebrate students' efforts in demonstrating the 3 Bs: ***Be Safe. Be Respectful. Be Responsible.***

• ***Pillars of Character Certificates*** Each month, a Pillar of Character is selected for all students to focus on demonstrating throughout the month schoolwide. Students participate in lessons targeting the selected Pillar of Character. The pillars are **TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING and CITIZENSHIP.**

- o Two (2) students are selected **per homeroom class** for demonstrating the selected monthly Pillar of Character.
- o Two (2) students are selected per Specials class for demonstrating the selected monthly Pillar

of Character and outstanding effort.

§ *Library Class Achievement*

§ *Music Class Achievement*

§ *Art Class Achievement*

§ *Physical Education Class Achievement*

• ***Silver Awards***

o **Silver Spoon** – *Cafeteria 3 Bs/ Most Well-Behaved Class During Lunch:*

The class in each grade level with the best behavior exhibited during lunch is selected by the Building Assistants to receive the Silver Spoon award to be placed on their classroom door.

o **Silver Basketball** – *Recess 3 Bs/ Most Well-Behaved Class During*

Recess: The class in each grade level with the best behavior exhibited during recess is selected by the Noontime Assistants to receive the Silver Basketball award to be placed on their classroom door.

o **Silver Sneaker** – *Hallway 3 Bs/ Most Well-Behaved During*

Transitions: The class in each grade level with the best behavior exhibited during recess is selected by the Noontime Assistants to receive the **SILVER SNEAKERS AWARD** to be placed on their classroom door.

o **Silver Specials Coat of Arms** – The class in each grade level with the best behavior exhibited during Specials classes is selected by the Specialists Teacher Team to receive the **SILVER SPECIALS COAT OF ARMS**. The total points earned on the 5 Specials Classes Rules chart are tallied up per class. The class in each grade level with the highest amount of points per grade is selected to receive this honor for the month. *One goal associated with this recognition is for students to realize that their behavior in each Specials class impacts their overall score.*

Parent and Visitor Code of Conduct**Parent's & Visitor's Guidelines**

In order to maintain an orderly, respectful and secure educational environment for the students and staff of the F.S. Edmonds Community School it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth in this handbook.

Parents are expected to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that during arrival and dismissal appropriate behavior, language, and dress are demonstrated.
- Understand that arrival and dismissal are not times to meet with/conference with teachers, students must be dropped off or picked up quickly, without disruption.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends. Help their children deal effectively with peer pressure.
 - Inform school officials of changes in the home situation that may affect student conduct or performance.
 - Insist their children be dressed and groomed in a manner consistent with the student dress code.
 - Provide a place for study, and ensure homework assignments are completed.
 - Review the Code of Student Conduct and this handbook with their child and sign it.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor

- All visitors to the school must report to the main office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the main office and sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s) and principal, so that class disruption is kept to a minimum.
- Teachers will not take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.

- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Persons in violation of the Code of Conduct

The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

Depending on the severity of the situation, the visitor may receive a ban-warning letter, which is a strict warning that the actions demonstrated are in violation of our Code of Conduct and any further action will result in being banned for the building for up to one year

The School District reserves its right to pursue a civil or criminal legal action against any person violating the code.

Sign and return to school

Student's Name (Print) _____

HOMEROOM _____

I reviewed the Stonehurst Hills Student and Parent Handbook. Parent's Initials _____

PARENT/GUARDIAN AGREEMENT

- It is important that my child achieves. Therefore, I shall strive to do the following:
- See that my child is punctual, attends school regularly, and follows dress code in district policy
- Support the school in its efforts to maintain proper discipline
- Establish a time for homework and review it regularly
- Encourage my child's efforts and be available for questions
- Stay aware of what my child is learning
- Provide a library card for my child
- Read with my child and let my child see me read
- Attend Parent-Teacher Conferences

Signature _____

STUDENT AGREEMENT

- It is important that I work to the best of my ability. Therefore, I shall strive to do the following:
- Follow all school rules
- Attend school regularly, on time, and follow dress code as specified in district policy
- Come to school each day with pens, pencils, paper and other necessary tools for learning
- Complete and return homework assignments
- Observe regular study hours
- Complete all class assignments

Signature _____

TEACHER AGREEMENT

- It is important that students achieve. Therefore, I shall strive to do the following:
- Provide homework assignments for students
- Provide necessary assistance to parents so that they can help with the assignments
- Encourage students and parents by providing information about student progress

Use special activities in the classroom to make learning enjoyable
Provide academic intervention strategies for students experiencing difficulty
Provide high-quality instruction and curriculum with frequent progress reports

Signature _____

PRINCIPAL AGREEMENT

I support this form of parent involvement. Therefore, I shall strive to do the following:
Provide a safe environment that allows for positive communication between the teacher, parent and student.
Encourage teachers to regularly provide academic intervention strategies and homework assignments that will reinforce classroom instruction.
Provide resources to support the academic program.
Provide opportunities for parents to volunteer, participate, and observe classes
Hold parent/teacher conferences at the school quarterly to discuss the school/parent/student compact as it relates to their child's achievement.

Signature _____

