

SOUTHWARK ELEMENTARY SCHOOL



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Andrew Lukov, Principal

Southwark School Basic Information

Parent/Guardian Responsibilities and Information

- Review Southwark's rules and regulations with your child.
- Notify Southwark of any change of address or telephone number.
- **Important: Provide Southwark with up to date emergency contact information.**
- Ensure your child attends school everyday, in uniform, and on time.
- If your child is picked up daily, ensure he/she is picked-up on time.
- In case of absence, provide an absence note when your child returns to school.
- Ensure your child is in proper school uniform daily.
- Ensure your child brings schoolbooks and supplies to and from school daily.
- Attend report card conferences and special events.
- Ensure that homework is completed and check daily for teacher's notes or comments.
- No parent is permitted to approach another person's child for any reason.
- If you have a concern about another person's child, tell a Southwark staff member.
- Southwark welcomes and encourages family members to volunteer.
- Volunteers need to obtain the required clearances.

School Trips

- Parent must sign a consent form - No child can attend a school trip without a signed permission slip.
- Chaperones cannot transport children in their own vehicle.
- Non-Southwark students are not permitted to participate in field trips unless approved by the principal.

Cell Phone Policy

- In order to maintain a proper and focused learning environment, Southwark collects cell phones from all 5th through 8th grade students.
- Cell phones are collected daily during the students' homeroom classes, are locked and secured, and returned to students at the end of the school day. Lost phones (by the school) have a maximum reimbursement value of \$100.00.
- Students (ALL grades) who are caught using their cell phones will have their phones confiscated.
- Students who refuse to hand their phone over to a staff member will face a disciplinary consequence.

Open Use Policy

- Pictures, videos, and school-work of Southwark students are occasionally taken throughout the year and used on our Website, social media pages, and shared with community partners and media, who may also use these pictures, videos, and schoolwork on their own Websites and social media pages.
- Parents who do not want their child's participation with this policy must notify the principal in writing.

Emergency Information

- Southwark conducts monthly fire drills to ensure that we are prepared in case of a fire

- In case of an emergency that requires a school-wide evacuation, staff will escort all students to Furness High School.

Southwark School Services

Health and Medical Services

- There is a full-time nurse five days a week.
- Every student receives a hearing and vision screening.
- Short-term medication is administered with a note from the parent and the medication is in a prescription labeled bottle.
- Long-term medication is only administered with proper written authorization from a physician.
- Students cannot possess any medications in school.
- In case of medical emergencies, 911 will be called. Southwark will always err on the side of safety when dealing with medical issues.

Counseling Services

- The counselor counsels students individually or in groups focusing on personal, social or school issues.
- Cases of bullying/harassment are to be reported the school counselor.
- The school counselor investigates the bullying/harassment and provides counseling to both the victim and perpetrator of the incident.
- The school counselor mediates problems between children and collaborates with teachers, parents and community partners.
- The counselor also tracks attendance and can be reached for any attendance concerns.
- Bilingual Counseling Assistants are available on various days to support families.
- If at anytime you have any concerns about your child, please contact the counselor.

Interpretive Services

- It is Southwark's policy to provide our families with appropriate interpretive services in their language of choice.
- Every staff member has access to telephonic interpretation through Pacific Interpreters.
- Over 200 languages are available for immediate interpretation
- This service may be used in a face-to-face meeting, via a speakerphone, or, through a three-way telephone call to you.
- Bilingual Counseling Assistants are also available to provide interpretive services.

Breakfast/Lunch

- A free, nutritious breakfast and lunch are available for every student.
- Breakfast is served in the lunchroom at 8:00 AM.
- In order to make lunch a pleasant experience for all, students will:
 - Be seated at their assigned table.
 - Remain seated until called for lunch.
 - Leave all tables in satisfactory condition and place all waste in trashcans.
 - Remain in the lunchroom during the entire lunch period.
 - Wait to be dismissed by individual tables
 - Radios, headphones, cell phones, electronic games and/or toys are not permitted in the lunchroom or anywhere in the building.