

# PRESTON AREA SCHOOL

1493 Crosstown Highway

Lakewood PA 18439

(570) 798-2516

Fax (570) 798-2677

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



Student Handbook & Discipline Code

2021 - 2022

# WAYNE HIGHLANDS SCHOOL DISTRICT

## 2021-2022 SCHOOL CALENDAR

Wednesday & Thursday, August 18-19, 2021	New Teacher In-service
Tuesday, Wednesday, & Thursday, August 24, 25, 26, 2021	Teacher In-service
Monday, Aug. 30, 2021	School Opens
Friday, September 3 – Monday, September 6, 2021	Labor Day
Tuesday, May 31, 2021	Tentative Last Day of School
Sunday, May 29, 2022	Baccalaureate
Saturday, June 4, 2022	Graduation - (Tentative)

### DAYS SCHOOL WILL NOT BE IN SESSION

September 3 and September 6, 2022	Labor Day Weekend	(2)
November 11, 2021	Parent Conference	(1)
November 25, 26, 29, 2021	Thanksgiving Holiday	(3)
December 24 – January 2, 2022	Christmas Holiday	(6)
January 17, 2022	Martin Luther King, Jr, Day	(1)
February 21, 2022	Presidents' Day	(1)
April 15 – 18, 2022	Easter Holiday	(2)
May 30, 2022	Memorial Day	(1)

### SCHOOL DAYS PER CALENDAR MONTH

August	2
September	20
October	21
November	18
December	17
January	20
February	19
March	23
April	19
May	<u>21</u>
	<b>180</b>

### PSSA TESTS

3-8 English/Language Arts	April 25-29, 2022
3-8 Math, Science and Make-ups	May 2-13, 2022

### KEYSTONE TESTS

#### Winter:

Wave 1:	December 1-15, 2021
Wave 2:	January 3-14, 2022

#### Spring:

May 16-27, 2022

#### Summer:

July 25-29, 2022

### SNOW MAKE-UP SEQUENCE

1 <sup>st</sup> day	June 1
2 <sup>nd</sup> day	June 2
3 <sup>rd</sup> day	June 3
4 <sup>th</sup> day	June 6
5 <sup>th</sup> day	June 7
6 <sup>th</sup> day	June 8
7 <sup>th</sup> day	June 9
8 <sup>th</sup> day	June 10
9 <sup>th</sup> day	June 13

### ACT 80 DAYS

(Dismissal at 12:30 p.m.)  
 Thursday, Sept. 30, 2021  
 Wednesday, Oct. 20, 2021  
 Tuesday, Jan. 11, 2022  
 Tuesday, April 5, 2022

**See Reverse for Additional District Information**

**Wayne Highlands School District  
Parent/Guardian and Student Handbook**

2021-2022

Grades K-8

Preston Area School  
1493 Crosstown Highway  
Lakewood, PA 18439  
Office (570) 798-2516  
Fax (570) 798-2677

Dear Parents/Guardians and Students:

Welcome to the Preston Area School. We, the faculty and staff, wish you and your child a happy and productive school year.

This handbook has been prepared to inform you about the procedures and policies we will follow in our school. Health and safety rules are also included.

Please review these rules with your child. We will do the same in school.

We believe each student should be responsible for his/her own conduct. It is our hope that students display good manners and safety at all times.

If you have questions concerning any item in this handbook or any other issue, please call the Preston Area School at (570) 798-2516. We want to assist you in any way we can to make kindergarten through 8<sup>th</sup> grade a rewarding experience for your child.

Sincerely,

David A. Jagger  
Principal

**WAYNE HIGHLANDS SCHOOL DISTRICT**  
**BOARD OF SCHOOL DIRECTORS**

President: George Korb  
Vice-President: Brian Weist  
Board Members: Frederic Diehl, Thomas Fasshauer, Kathy Grandjean, Lothar Holbert,  
Gina Pritchard, James B. Rutherford, Heather Stephens

**DISTRICT ADMINISTRATION**

Superintendent: Gregory Frigoletto  
Assistant Superintendent: Timothy Morgan  
Business Manager: Jeff Firmstone  
Board Secretary: Diane Mott  
Treasurer: Wayne Bank (non-voting member)  
Solicitor: Attorney Lee C. Krause

**MISSION STATEMENT OF WAYNE HIGHLANDS SCHOOL DISTRICT**

The Wayne Highlands School District's Mission is to promote a school community alliance  
dedicated to:

- \* Dynamic and Flexible Education Processes
- \* Success for All Students
- \* Interdependent Lifelong Learning
- \* Respect for Oneself and Society

**PARENT TRAFFIC AND COMMUNICATION CONSIDERATIONS**

When picking up your child at school, please remember that the school has a one-way driveway.

It is against the law to pass buses on the right or left when students are exiting or boarding.

When visiting or conducting business at the school, please try to arrive after 8:50 A.M. and before 2:45 P.M. in order to avoid bus traffic.

All information regarding cancellations, early dismissals, bus passes, messages, etc. must be submitted to the office before 2:00 P.M.

When a student is absent, parents/guardians should call the school before 9:00 A.M. so the homework assignments can be made available for pick up after 2:00 P.M. the same day.

**A.M. PARENT DROP OFF INSTRUCTIONS**

Any students being dropped off at Preston Area School should be dropped off at the main entrance between 7:50 and 8:00 a.m. Parents are not to leave their vehicles. A staff member will be at the door to welcome your children.

**P.M. PARENT PICK UP INSTRUCTIONS**

All parent pick up will occur in the parking lot by the gymnasium. Parent vehicles will line up around the parking lot between 2:45 and 3:00 p.m. Students will be brought to parent vehicles via the gymnasium door. All parent vehicles will follow the buses after buses are released. There are NO exceptions to this procedure. If a student must be picked up before 2:45 p.m., the parent must call and pick their student up at the main office NO LATER than 2:30 p.m.. You may send a "standing note" that a student will be picked up daily or send a note on a particular day if your child is being picked up.

## **PARENTS'/GUARDIANS' RIGHT TO KNOW LETTER**

August 31, 2021

Dear Parent(s)/Legal Guardian(s):

Your child attends the Preston Area School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At the Preston Area School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

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

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. This commitment includes making sure that all of our teacher and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact David Jagger at the Preston Area School at 570-798-2516 or e-mail him at [djagger@whsdk12.com](mailto:djagger@whsdk12.com).

**WAYNE HIGHLANDS SCHOOL DISTRICT**  
**ANNUAL NOTICE TO PARENTS/GUARDIANS**

**I. NON-DISCRIMINATION POLICY**

To comply with Federal Laws (including Title IX of Education Amendments of 1972), and Section 504 of the Rehabilitation Act of 1973, and the Amendments of 1974, State Laws, the State Department of Education Regulations concerning Equal Rights and Opportunities, and to assure their implementation, the Wayne Highlands School District declares itself to be an Equal Opportunity Education Institution, and will not discriminate on the Basis of race, color, national origin, sex, handicap of limited English proficiency in its activities, programs or employment practices.

**TITLE IX POLICY STATEMENT**

**Authority**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

**Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

### **Disciplinary Procedures When Reports Allege Title IX Sexual Harassment**

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

### **Retaliation**

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

### **Definitions**

**Complainant** shall mean an individual who is alleged to be the victim.

**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

### **Discrimination**

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

### **Definitions Related to Title IX Sexual Harassment**

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by

complainant” refers to a document of electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

**Supportive measures** shall mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment.

Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions or deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

**Supportive measures** may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student’s behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual’s participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
    - i. Length of relationship.
    - ii. Type of relationship.
    - iii. Frequency of interaction between the persons involved in the relationship.
  - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
  - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
    - i. Fear for the safety or the safety of others.
    - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district’s education programs or activities, whether such programs or activities occur on-campus or off-campus.

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district’s Compliance Officer and Assistant Superintendent as the district’s Title IX Coordinator.

The Compliance Officer can be contacted at: Address: 474 Grove Street, Honesdale, PA 18431; E-mail [gfrigoletto@whsdk12.com](mailto:gfrigoletto@whsdk12.com); Phone Number: 570-253-4661, extension 1510

The Title IX Coordinator can be contacted at: Address: 474 Grove Street, Honesdale, PA 18431; E-mail [tmorgan@whsdk12.com](mailto:tmorgan@whsdk12.com); Phone Number: 570-253-4661, extension 1511

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district’s nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials – Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training – Provide training for students and staff to prevent, identify and alleviate problems of discrimination.

3. Resources – Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access – Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support – Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation – Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints – Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

**Guidelines**

**Title IX Sexual Harassment Training Requirements**

The Compliance Office and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district’s education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district’s website.

**Disciplinary Consequences**

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention
5. Suspension
6. Expulsion
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

**Reports of Discrimination**

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 of this policy.

**Reports of Title IX Sexual Harassment**

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

**II. NOTIFICATION OF RIGHTS UNDER FERPA**

*The Family Educational Rights and Privacy Act (FERPA)* affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of a student's academic education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they wanted changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administrates FERPA:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920**

### **NOTICE FOR DIRECTORY INFORMATION**

*The Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Wayne Highlands School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Wayne Highlands School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Wayne Highlands School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under *the Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Wayne Highlands School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing.

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the rights to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education.

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of -*

1. Any other protected information survey regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

The Wayne Highlands School District has developed and adopted Policy (#235) in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Wayne Highlands School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Wayne Highlands School District will also directly notify, such as through U. S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Wayne Highlands School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **Parents' Right to Know Regulations 200.61**

The Wayne Highlands School District receives Title I funding and is included under the regulations of the "No Child Left Behind Act" (NCLB) that was assigned into law by President Bush on January 8, 2002.

NCLB requires:

- Increased accountability for states and school districts.
- Greater choice for parents, especially those in low performing schools.
- Greater flexibility for state and local education agencies in the use of federal funding.

Under NCLB, parents have a right to request professional qualifications of their children's teacher(s) or paraprofessional(s). This letter is to inform you of your right to ask for the following information about your children's classroom teachers or paraprofessionals:

- Whether Pennsylvania has licensed the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advance degrees, and if so, the subject of the degrees.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school principal. Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

### **WAYNE HIGHLANDS SCHOOL DISTRICT ANNOUNCES TESTING PROGRAMS**

During each school year, the Wayne Highlands School District will administer a variety of tests in order to evaluate student achievement; educational programming; and career selection.

In the primary grades (K-2), the DIBELS Next (Dynamic Indicators of Basic Early Literacy Skills) assessment is given. In the elementary grades (3-5) and middle grades (6-8), the 4Sight Assessment in Math and Reading will be given. High school students and in some content areas at the middle level, will utilize the Classroom Diagnostic Tool (CDT). The PA State Assessment Test will be given in grades 3, 4, 5, 6, 7, and 8. Keystone Exams will be administered to 8<sup>th</sup> grade and high school students who take Algebra I, Biology and Literature.

Tenth, eleventh, and twelfth grade students will also be eligible to take the Preliminary Scholastic Aptitude Test which will be given on October 16<sup>th</sup>, and the Scholastic Aptitude Test which is scheduled for October 5<sup>th</sup>, November 2<sup>nd</sup>, March 14<sup>th</sup>, and June 6<sup>th</sup>. Finally, students in grades eleven and twelve will be able to volunteer to take the Armed Services Vocational Battery of tests on October 24<sup>th</sup>.

For more information on the District's testing program, contact any of the school principals, or the Assistant Superintendent, Mr. Timothy M. Morgan.

### **DIRECTORY INFORMATION POLICY OF WAYNE HIGHLANDS SCHOOL DISTRICT**

Parents of students or eligible students will be given the opportunity to notify the school in writing on a yearly basis of their wish to not be included in the release of directory information. This notification must be renewed in writing to the individual building principal wherein the student is enrolled on a yearly basis. Directory information includes information relating to the student as follows: the student's name, date and place of birth,

major field of student, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, homeroom lists released to local newspapers, e-mail address, photograph, and other similar information.

### **SPECIAL EDUCATION**

Wayne Highlands School District offers a continuum of services for children who are identified as having special needs. Eligibility for services is based upon a multidisciplinary team evaluation, in accordance with the Individuals with Disabilities Education Act (IDEA). If a student is determined to be eligible for special education services, services are planned and provided through an Individualized Education Program (IEP). Services are provided through the District or through the Wayne County Consortium of Special Education. For further information, please contact the guidance counselor at your child's school or the Special Education Director who may be reached at (570) 253-3402. A referral for multidisciplinary evaluation may be made by school personnel working with the student or by the student's parent/guardian. If a parent suspects his/her child may be gifted and wants to request a multidisciplinary evaluation, the parent may do so at any time.

Potential indicators that a child may have a disability that warrants an evaluation under IDEA include, but are not limited to, difficulty with the following:

- Academic performance in school (Reading, Math, Writing)
- Understanding and following directions
- Paying attention and remaining focused on a task or topic
- Controlling impulsive behaviors
- Communicating with others (speaking, carrying on conversations)
- Solving problems
- Understanding social rules and body language
- Remembering things
- Expressing needs and/or wants
- Maintaining positive relationships with peers and adults
- Physical movement
- Independent living and/or self-help skills

Source: Department of Health and Human Services  
Centers for Disease Control Prevention  
National Center on Birth Defects and Developmental Disabilities

### **EARLY INTERVENTION**

Early Intervention Classes, for children ages 3-5, are operated through the Wayne County Consortium. These classes run for 2 ½ hours per day, four days per week. The purpose of these classes is to assist students with developmental delays and/or other areas of need identified in state and federal regulations. Classes provide them with developmentally appropriate activities to strengthen students' skills. Eligibility for this program is based upon a multi-disciplinary evaluation. For further information on this program, please contact the Early Intervention Coordinator at (570) 969-6711.

### **DEVELOPMENTAL DELAYS**

Skills such as taking a first step, smiling for the first time, and waving "Bye Bye" are called developmental milestones. Children reach milestones in playing, learning, speaking, behaving, and moving (crawling, walking, etc.). A developmental delay is when a child does not reach these milestones at the same time as other children the same age.

Source: Department of Health and Human Services  
Centers for Disease Control and Prevention  
National Center on Birth Defects and Developmental Disabilities

### **SECTION 504 POLICY STATEMENT**

The Wayne Highlands Board of Administration declares it to be the policy of Wayne Highlands School District to ensure that all district programs and practices are free from discrimination from students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The 504 process is a potential avenue by which students with disabilities may successfully access both academic and nonacademic services to the fullest degree. To explore this possibility, parents or guardians may contact the school guidance counselor or Section 504 Coordinator to further investigate feasibility. Full Board policy (Policy #103.1) with regard to Section 504 can be accessed at the school building or district office.

### **SPECIAL EDUCATION FOR GIFTED STUDENTS**

The Wayne Highlands School District provides services for students who are identified as being mentally gifted and in need of specially designed instruction. The District has developed procedures to identify such students and provide appropriate educational programs for them. A referral for a gifted multidisciplinary evaluation may be made by school personnel working with the student or by the student's parent/guardian. If a parent suspects his/her child may be mentally gifted and wants to request a gifted multidisciplinary evaluation, the parent may do so at any time. Such a request should be made to the guidance counselor at your school or the Special Education Director who may be reached at (570) 253-3402.

## **STUDENT RECORDS ACCESS POLICY**

The Wayne Highlands School District, upon request of a parent, shall permit the parent to inspect, review or copy education records relating to an exceptional child of that parent when the record is collected, maintained or used by the agency. The agency shall comply with the request without unnecessary delay, but not exceeding 30 days after the request is received. When the request is made to a school district or an intermediate unit, it **shall** be compiled prior to a conference regarding an IEP and prior to a hearing relating to identification, evaluation and placement of the child.

1. The right to inspect, review or copy education records includes:
  - i. The right of a parent to request of and receive from the educational agency a reasonable explanation of information contained in the education records of the child.
  - ii. The right of a parent to be provided, on request, with a copy of all or part of the education records of the child.
  - iii. The right of a parent to designate a representative, who will inspect, review or copy the records.
2. If a parent request copies of education records from the Wayne Highlands School District, the Wayne Highlands School District may charge the parent reasonable cost which may not exceed the actual expense of the duplication, reproduction or photocopying. Cost may not be charged to a parent for the search for or retrieval of records.
3. A parent has the right to request a list of the types and the location of the child's education records collected, maintained or utilized by the Wayne Highlands School District.
4. At the discretion of the Wayne Highlands School District and for the verification and records keeping purposes only, an agency may require the parents to put into writing the following:
  - i. Their oral requests to inspect, review, copy or receive copies of education records.
  - ii. Their oral designations of a representative
  - iii. Their oral request for a list.
5. If an education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child or to be informed of that specific information.
  - i. A parent has the right to copy from or receive a copy of an education record originally containing information on more than one child.
  - ii. Prior to the parent copying or receiving copy of a record on more than one child, the agency shall delete, remove or obscure from the record or its copy personally identifiable information concerning any child who is not the child of the parent.

**Student access rights.** Whenever a student has attained 18 years of age or is attending an institution or postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter be accorded to and required of only the student.

## **PROGRAMS FOR ELIGIBLE STUDENTS**

In compliance with state and federal law, notice is hereby given by the Wayne Highlands School District that ongoing identification activities are conducted as a part of school programs for the purpose of identifying students who may be in need of special education and related services (*eligible students*). If your child is identified by the Wayne Highlands School District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism
2. Visual impairment including blindness
3. Hearing impairment including deafness
4. Developmental delay
5. Gifted
6. Intellectual disability
7. Multiple disabilities
8. Traumatic brain injury
9. Other health impairments
10. Orthopedic impairment
11. Emotional disturbance
12. Specific learning disability
13. Speech language impairment
14. Deaf/blindness

If you believe that your school-age child may be in need of special education services and related programs, or your young child (*age 3 to school age*) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility is available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to Mrs. Amanda Kerna – Wayne Highlands School District – 474 Grove Street – Honesdale, PA 18431, or by calling 570-253-3402, or e-mailing at [akerna@whsdk12.com](mailto:akerna@whsdk12.com).

## **PROGRAMS FOR ELIGIBLE OR PROTECTED IMPAIRED (MENTALLY AND/OR PHYSICALLY) STUDENT**

In compliance with state and federal law, the school district will provide to each protected impaired student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected impaired student, the child must be school age with a physical or mental impairment, which substantially limit or prohibits participation in or access to an aspect of the school program. These services and protections for protected impaired students are distinct from those applicable to all eligible or exceptional students enrolled (*or seeking enrollment*) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (*including purpose, time and location*), and rights to due process procedures, you may contact, in writing, the person listed above or any building principal.

**Confidentiality:** All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, the person named above or any building principal.

## **Safe Schools Plan**

The Wayne Highlands School District has designed a district level Safe Schools Plan along with individual building plans. This plan was designed with the assistance and input from our community partners associated with school and community safety. The Safe Schools Committee is an advisory committee composed of representatives from our schools, local emergency management, law enforcement, and other community service agencies. This committee meets on the district level and works collaboratively for the safety of our school community. Further information is available through the assistant superintendent's office at the district level.

## **WAYNE HIGHLANDS SCHOOL DISTRICT PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U. S. C. section 1232h, requires Wayne Highlands School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privilege relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the students or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the school principal. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

## **BELL SCHEDULES**

### **Primary: Grades K-2**

7:45	Arrival of buses 2, 11, 12, and 22 Students report to the LGI or cafeteria for breakfast	
8:00	Students report to homeroom	
8:02	Arrival of bus 13 - students report to homeroom or cafeteria for breakfast	
8:25	Breakfast ends	
8:30	Morning announcements	
8:35 - 11:05	Instruction	*Primary grades follow the
11:05 - 11:35	Lunch	middle school bell schedules
11:35 - 11:40	Homeroom/instruction	for special area classes.
11:40 - 12:10	Recess	
12:10 - 3:00	Instruction	

### **Intermediate: Grades 3-5**

7:45	Arrival of buses 2, 11, 12, and 22 Students report to the LGI or cafeteria for breakfast	
8:00	Students report to homeroom	
8:02	Arrival of bus 13 - students report to homeroom or cafeteria for breakfast	
8:25	Breakfast ends	
8:30	Morning announcements	
8:35 - 9:15	1 <sup>st</sup> period	
9:17 - 9:57	2 <sup>nd</sup> period	*Intermediate grades follow the
9:59 - 10:39	3 <sup>rd</sup> period	middle school bell schedules
10:41 - 11:21	4 <sup>th</sup> period	for special area classes.
11:23 - 11:38	5 <sup>th</sup> period	
11:40 - 12:10	Lunch	
12:10 - 12:15	Homeroom/instruction	
12:15 - 12:45	Recess	
12:48 - 1:28	6 <sup>th</sup> period	
1:30 - 2:10	7 <sup>th</sup> period	
2:12 - 2:52	8 <sup>th</sup> period	
2:53 - 3:00	Homeroom/instruction	

### **Middle School: Grades 6 - 8**

7:45	Arrival of buses 2, 11, 12, and 22 Students report to the LGI or cafeteria for breakfast	
8:00	Students report to homeroom	
8:02	Arrival of bus 13 - students report to homeroom or cafeteria for breakfast	
8:25	Breakfast ends	
8:35 - 9:15	1 <sup>st</sup> period	
9:17 - 9:57	2 <sup>nd</sup> period	
9:59 - 10:39	3 <sup>rd</sup> period	
10:41 - 11:21	4 <sup>th</sup> period	
11:23 - 12:03	5 <sup>th</sup> period	
12:05 - 12:14	Homerooms	
12:15 - 12:45	Lunch	
12:45 - 12:47	Homerooms	
12:48 - 1:28	6 <sup>th</sup> period	
1:30 - 2:10	7 <sup>th</sup> period	
2:12 - 2:52	8 <sup>th</sup> period	
2:53 - 3:00	Homerooms (dismissal times - 2:58 - 6 <sup>th</sup> grade; 2:59 - 7 <sup>th</sup> grade; 3:00 - 8 <sup>th</sup> grade)	

## TWO HOUR DELAY BELL SCHEDULE

### PRIMARY: GRADES K-2

9:44 - 1<sup>st</sup> Run buses arrive  
10:02 - 2<sup>nd</sup> Run buses arrive  
11:05 - 11:35 Lunch  
11:35 – 11:40 Homeroom/instruction  
11:38 – 3:00 Instruction

\*Primary grades follow the middle school bell schedules for special area classes.

### INTERMEDIATE: GRADES 3-5

9:44 - 1<sup>st</sup> Run buses arrive  
10:02 - 2<sup>nd</sup> Run buses arrive  
10:02 - 10:08 Homeroom  
10:08 - Announcements  
10:11 – 11:38 Instruction  
11:40 – 12:10 Lunch  
12:15 – 3:00 Instruction

\*Intermediate grades follow the middle school bell schedules for special area classes.

### MIDDLE SCHOOL: GRADES 6-8

9:44 - 1<sup>st</sup> Run buses arrive  
10:02 - 2<sup>nd</sup> Run buses arrive  
10:02 - 10:08 Homeroom  
10:08 - Announcements  
10:11 – 10:39 1<sup>st</sup> period  
10:41 – 11:09 2<sup>nd</sup> period  
11:11 – 11:39 3<sup>rd</sup> period  
11:41 – 12:09 5<sup>th</sup> period  
12:10 – 12:14 Homeroom  
12:15 – 12:45 Lunch  
12:49 – 1:18 4<sup>th</sup> period  
1:20 – 1:49 6<sup>th</sup> period  
1:51 – 2:20 7<sup>th</sup> period  
2:22 – 2:51 8<sup>th</sup> period  
2:53 – 3:00 Homeroom

Breakfast is not served this day. Lunch periods for elementary classes takes priority over all other classes and schedules. If necessary, elementary teachers should move academic subjects into recess slots and follow Middle School schedule.

## EARLY DISMISSAL SCHEDULE

### PRIMARY GRADES: K-2

7:44	Follow regular schedule
8:02	Follow regular schedule
8:25	Follow regular schedule
8:30	Announcements
8:35 - 9:10	1 <sup>st</sup> period
9:12 - 9:47	2 <sup>nd</sup> period
9:49 - 10:24	3 <sup>rd</sup> period
10:26 - 10:56	Lunch
11:01 - 11:21	Recess
11:21 - 12:30	Instruction
12:30	Dismissal

\*Be sure your child and his/her teacher are aware of where they are to go after school in the event of an emergency school closing!

### INTERMEDIATE GRADES: 3-5

7:44	Follow regular schedule
8:02	Follow regular schedule
8:25	Follow regular schedule
8:30	Announcements
8:35 - 9:10	1 <sup>st</sup> period
9:12 - 9:47	2 <sup>nd</sup> period
9:49 - 10:24	3 <sup>rd</sup> period
10:26 - 11:04	4 <sup>th</sup> period
11:06 - 11:36	Lunch
11:41 - 12:01	Recess
12:01 - 12:30	Instruction
12:30	Dismissal

\*Emergency School closing can be found listening to WAAL, WDNH, WARM, WEJL, WKRZ, WYCY, WPEL, WJFF, WMGS, WSUL, WHWK, WDLA, WGGY, or YNN. You can view closings on WBRE, WYOU, Blue Ridge Comm. Channel 13 and WNEP TV stations.

### MIDDLE SCHOOL GRADES: 6-8

7:44	Follow regular schedule
8:02	Follow regular schedule
8:25	Follow regular schedule
8:30	Announcements
8:35 - 9:10	1 <sup>st</sup> period
9:12 - 9:47	2 <sup>nd</sup> period
9:49 - 10:24	3 <sup>rd</sup> period
10:26 - 11:04	4 <sup>th</sup> period
11:06 - 11:41	5 <sup>th</sup> period
11:43 - 11:47	Homeroom – Lunch Preparation
11:47 - 12:17	Lunch
12:19 - 12:30	Homeroom
12:30	Dismissal

## **WAYNE HIGHLANDS SCHOOL DISTRICT HEALTH COUNCIL'S MISSION STATEMENT**

The Wayne Highlands School District promotes wellness in its schools through district policy and guidance from the District Wellness Committee. This committee is comprised of representatives from the schools of the district along with community members from health organizations. The committee meets quarterly and supports the district's website information on wellness with announcements of community events and happenings and associated information for teachers and families. Further information is available through the District Wellness Coordinator at Honesdale High School. The mission statement of this council is:

To empower, promote and support students, families and communities toward a healthy lifestyle through:

- Lifelong physical activity and wellness
- Nutrition and health education to teach healthy choices
- Creation of health environments in home, school, and community
- Enhancing self-esteem to achieve personal best

The current Wayne Highlands School District Wellness Policy can be found online at <http://whsdwellness.wikispaces.com/>. In addition, parents/guardians and students can find information on nutrition, physical activity, safety, and our monthly wellness blasts, just to name a few. More information and ideas can also be found on our Wellness Pinterest too...follow WHSD Wellness!

### **FUNDRAISERS**

Any fundraisers that do not comply with the WHSD Wellness Policy, including all candy sales, are not allowed to be done during the school day.

### **CLASSROOM PARTIES/CELEBRATIONS**

Beverages: water, 100% fruit juice, cider, 1%-2% milk; no soda

Snacks: single serving size of 250 kcal or less (can include single servings of cookies, cupcakes, brownies), no trans fats, sugar is not the first ingredient; select a healthy mix of fruit, crackers, cheese, popcorn, pizza, etc.

Please refer to the WHSD website at [www.waynehighlands.org](http://www.waynehighlands.org) then click on WHSD Wellness for more information and ideas.

### **NUTRITION EXPECTATIONS**

Students who bring their meals to school are expected to follow these nutritional guidelines at the Preston Area School:

- No soda, regular or diet. Seltzer water or flavored water drinks are permissible in unopened containers. Iced tea, sports drinks (such as Gatorade or Powerade), and sweetened drinks are permissible, but parents should be mindful that nutrition labels display the sugar content of these drinks, and many have higher sugar levels than soda.
- Please ensure students have balanced meals with a variety of foods from different food group categories or single dishes that contain a variety of healthy ingredients.

### **INVITATIONS**

Invitations to personal parties for students will only be distributed at school by a teacher at his/her discretion. Students may not distribute any invitations on their own at school or on the buses.

### **LOST AND FOUND**

Please come in and check, at any time, if your child does not come home with everything. Ask at the office regarding lost and found items. It will be helpful to label the clothing and lunch boxes. Lost and found items will be displayed for the children quarterly at lunch times so they may reclaim lost items.

### **USE OF THE TELEPHONE**

Students may use the office telephone during lunch, recess, or study halls with the permission of their teachers or supervisors. Use of the phone will be limited to one student at a time. Students will not be permitted to call a parent or guardian to request early dismissal. All requests for release from school must go through the principal or his designee. The school phone may only be used for official school business.

## **IMMUNIZATION REQUIREMENTS**

The following immunizations are required for all students attending schools in the Commonwealth of Pennsylvania:

- Diphtheria & Tetanus 4 or more properly spaced doses, with one dose administered on or after the 4<sup>th</sup> birthday
- Polio 4 doses
- Measles 2 doses with the first dose administered at 12 months of age or older
- Mumps 2 doses after 1 year of age
- Rubella 1 dose after 1 year of age
- Hepatitis B 3 doses
- Varicella 2 doses with first dose administered at 12 months of age or older, or chickenpox immunity proved by laboratory testing, or signed statement from physician

For attendance on the first day of 7<sup>th</sup> grade:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

## **KINDERGARTEN**

Please call the school and notify the secretary that you wish to register your child for kindergarten. Children who will be five years of age before September 1<sup>st</sup> are eligible to enroll.

When you register your child, it is very important that you bring the following information:

1. Proof of residency
2. Birth certificate
3. Verification of physical and dental exams – these will be done at the school during the school year if they are not done by your private physician and dentist
4. Dates of immunizations that are required before admission to school in Pennsylvania.

## **THE PURPOSE OF KINDERGARTEN**

The main objective of our kindergarten is to provide learning situations that are developmentally appropriate for your child. They will include:

1. Opportunities to grow in ability to:
  - a. Take responsibility
  - b. Follow directions
  - c. Listen
  - d. Think and plan independently
  - e. Share and cooperate with others
  - f. Deal with emotions
  - g. Express oneself creatively in various activities
  - h. Understand self-respect and respect for others
  - i. Use and care for materials
  - j. Learn readiness strategies
2. Opportunities to work and play with others
3. Opportunities to experiment and explore
4. Opportunities to develop physically and mentally

## **HOW PARENTS/GUARDIANS CAN HELP**

1. Provide a labeled smock or apron for artwork – an adult shirt with sleeves shortened makes a good paint smock
2. Encourage your child to:
  - b. Dress himself/herself – button, zip, and tie
  - c. Understand and use safety rules
  - d. Take care of his/her own toilet needs
  - e. Memorize his/her full name, address, and telephone number
3. Label your child's belongings and clothing (boots, hats, mittens, coats, etc.)
4. Confer with the teacher, the counselor, or the school nurse concerning your child's needs and issues
5. Refrain from teaching your child to print his/her name in capital letters – this confuses children when they learn to use lower case letters in kindergarten
6. Please be sure to send a note to the teacher if your child requires a change in transportation. If a child is to ride a different bus or get off at a different stop, he/she must bring a note signed by a parent/guardian; the regular bus driver will initial the note, and the student will give the note to his/her teacher.

**\*\*NOTE:** It would be very helpful to the teacher if your child would wear a tag containing his/her bus number for the return home, especially during the first two weeks of school.

## **THE KINDERGARTEN PROGRAM**

Our kindergarten program highlights a comprehensive and integrated approach to instruction. Students receive developmentally appropriate instruction in a whole group setting as well as in small groups. In addition, opportunities for independent learning and discovery are developed through the utilization of work areas. Activities in our kindergarten program include:

**CIRCLE TIME:** students develop phonemic awareness, language, and print awareness

**KIDWRITING:** students apply print knowledge, letter sound development, and phonemic awareness

**GUIDED READING:** students receive reading instruction and develop reading skills in small group settings

**WORK AREAS:** students work independently on activities in word making, reading for meaning, math, writing, art, and computers

**INTERACTIVE READ ALOUD:** students develop skills in oral language, vocabulary, and oral comprehension

**MATH:** students apply math skills such as numbers, computation, measurement, time, graphs, and geometry

**SCIENCE AND SOCIAL STUDIES:** students receive integrated instruction in these areas through our reading program

**SPECIALS:** students receive instruction in art, music, technology, guidance, library, and physical education

**OUTDOOR/INDOOR PLAY:** students experience social interaction and oral language skills

## **ATTENDANCE**

We all want success for your child! We want that success in many facets of your child's life. One of the most important things you can do for your child's future is encourage strong school attendance. The research is clear. Regular attendance at school will help your child learn more successfully (better grades), cultivate healthy lifestyle habits, develop a strong sense of connection with regard to community/relationships and avoid unhealthy behaviors. Studies have shown that as early as kindergarten, even if a student misses just two school days per month, the impact is negative. Good school attendance is **IMPORTANT**.

**The Wayne Highlands School District has always and will continue to promote regular school attendance because we know it plays a large part in your child's success now and in the future.** With this in mind, in an effort to promote good school attendance, the Wayne Highlands School District has established that in order to receive full academic credit and to be in good standing, no student shall miss more than **15 days** of school per academic year.

Irregularity in attendance is the most frequent cause of school failure. One day's absence costs two days of schoolwork – the day of the absence and lack of preparation for the day of return. Under the Pennsylvania Compulsory Attendance and Truancy Elimination Plan (24 P.S. 12-1327), a maximum of ten (10) days of cumulative lawful absences verified by written parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days require a written excuse from a physician, court, or social service agency. Situations involving the death of a family member or a family emergency will be reviewed on a case-by-case basis by the principal, guidance counselor, and/or the school district's social worker.

Excused Absences: An absence may be considered excused for one of the following reasons:

1. Illness/Quarantine
2. Death in the immediate family
3. Religious observances
4. Exceptionally urgent reasons that directly affect the child
5. Administratively approved absences

Unexcused Absences: An absence may be considered unexcused for one of the following reasons:

1. Absence through parental neglect
2. Illegal employment
3. Truancy

When absence, early dismissal from school, or late arrival to school is necessary, the following procedures must be followed:

1. After an absence every student must present an excuse to his/her homeroom teacher within three days of his/her return to school. The excuse must include the date(s) of absence, reason for absence, and parent/guardian signature or doctor/dentist signature.
2. Upon returning to school after an absence, the student must accept responsibility for making arrangements with the teachers to make up all work and tests that were missed. The student will be given the number of days equal to the number of days absent to complete all missed assignments.
3. A student who leaves for a doctor's or dentist's appointment will not be marked absent if the student returns to school that day. If a student does not return, he/she will be marked absent for the missed session.  
AM session – 8:20-11:35 A.M. PM session – 11:35-3:00 P.M.
4. On the day of an appointment, the student must bring in a note from home specifying the type of appointment and dismissal time from school. Upon returning to school the same day or the next day, the student should provide the written excuse from the doctor or dentist. The school requests that all appointments be scheduled before 8:00 A.M. or after 3:00 P.M. if possible.
5. A student who arrives late from a doctor or dentist's appointment must report to the main office with his/her parent/guardian to be signed in. The parent/guardian or student should provide a written excuse from the doctor or dentist. Depending upon arrival time, a student may be marked tardy or absent for the AM session.
6. A student reporting to the health office, who is later sent home by the nurse due to illness, will be marked present for the session that he/she is physically in the school building.

7. Parents taking trips must secure the proper approval form from the school office three days in advance of the planned trip. The form is to be completed by the parent/guardian and must include all required teachers' signatures. The form is to be returned to the office one day in advance of the planned trip.

We would appreciate notification of the reason for any extended absence (beyond 3 days) since this aids in the teachers' planning for your child.

### **TARDINESS**

Tardiness will not be tolerated. Promptness to class is very important. Students are to be in the building no later than 8:25 A.M. Habitual tardiness may be viewed as a disciplinary or truancy problem. There is generally no reason a student should be late for class and/or school. Unexcused tardiness may result in disciplinary action. Parents will be notified if the problem persists. Any student arriving at the school after 8:25 A.M. should report to the school office. If a student is tardy to school or class 4 (four) times, he/she will be assigned a detention. Subsequent tardiness will continue to result in detention or suspension time. Tardiness will accumulate by semester.

### **EARLY EXCUSE**

A student must bring a note signed by a parent/guardian, dentist, or physician with the dismissal time properly indicated. All requests for early dismissals must be in the school office for approval before 8:40 A.M.

### **DISMISSALS**

No child is permitted to leave the school while school is in session unless a written request from a parent/guardian stating the reason and time the child is to be dismissed is presented and approved at the office.

**NO** child is to leave the school premises unless accompanied by a parent, guardian, or other authorized person. **NO** child is permitted to leave with anyone unless approved by the parent or guardian. All parents/guardians are to come to the office to sign out and pick up their children. Requests for children to be excused from school to accompany parents on trips shall be referred to the principal for proper forms.

### **FAMILY VACATIONS**

Although school districts are not required to excuse pupils for educational trips planned by parents, the Preston Area School will honor a request for a student to be excused for an educational trip if the principal approves it in advance. The student, parent, or guardian should obtain a vacation form from the office prior to departure. The form needs to be completed by the parent/guardian. The student is responsible for having his/her teachers sign the form and provide homework assignments for the time he/she will be away. The form is then returned to the office to notify the nurse and attendance secretary. The form also needs the signature of the principal. The first three days of a non-school trip will be recorded as unexcused absences. The balance will be excused absences. Students must submit completed assignments, which were obtained prior to the trip.

### **CHANGE OF ADDRESS/TELEPHONE NUMBER**

Please notify the office (by telephone, note, or email) of any change in address or telephone number. This will ensure that parents will be notified promptly should an emergency arise.

### **STUDENT ARRIVAL AND DEPARTURE**

Preston students arrive by 7:45 a.m. and 8 a.m. in two bus runs. The first bus run arrives at 7:45 A.M. Students in grades K-2 must report directly to the LGI. Students in grades 3-8 must report directly to the gymnasium. Students in grades K-8 who eat breakfast will be dismissed by a staff member from the gym or LGI to the cafeteria. Students will be allowed to go to their lockers/classrooms at 8:00 A.M.

The second bus run arrives at 8:00 A.M. Students in grades 3-8 who eat breakfast will report directly to the cafeteria. All students in grades K-2 who eat breakfast must report directly to their homerooms and will be dismissed by their teachers from their homerooms to the cafeteria at 8:05 A.M.

Students will not be permitted to walk to the Northern Wayne Library or any other location unless they are personally escorted by a parent/guardian after all the school buses have left the school property.

### **EMERGENCY SCHOOL CLOSING**

Should weather conditions make the unexpected closing of the school necessary, radio stations WARM, WAAL, WDLA, WDNH, WEJL, WKRZ, WCDD, WYCY, WPEL, WJFF, WSUL, WHWK, WGGY, WMGS, and YNN will be notified, as well as television stations Blue Ridge Comm. Channel 13, WBRE (28), WNEP (16), and WYOU (22). Rapid communication will be maintained. The bulletin will be broadcast at once. Parents/guardians are asked to tune their radios or televisions to one of the named stations. Please do not call the school or the homes of the faculty or administration. If school is closed for the morning session, it will also be closed for the afternoon. In case of an early school closing, your child will be sent home as per his/her regular transportation arrangement. All after school activities will be cancelled.

Notification of school closings is available on the school district website and can be sent directly to you via email or cell phone through the school district website and several local TV stations' weather notification systems. Please visit the school district website or the TV stations' websites for more information about these services.

### **PARENT TRANSPORTATION**

In the event you are driving your student to or from school, the following procedures should be followed:

YOU MUST park your car in the designated parking area near the main office and accompany your student into the building. Please report to the main office. If you arrive with your child after 8:25 A.M., YOU MUST escort your child to the office and sign him/her in with the attendance secretary.

## **BREAKFAST/LUNCH PROGRAM**

Breakfast and lunch are available daily for students. Breakfast will be available upon arrival to school to any child who wishes to participate. All students may purchase cafeteria lunch or bring their own lunch. If a student brings his/her own lunch, milk may be purchased at lunchtime. Student accounts are established through the WHSD Food Service Point of Sale System. Parents/guardians may either send payments to school (preferably by check payable to WHSD Food Service) or access the student's food service account and pay online at [www.schoolcafe.com](http://www.schoolcafe.com). Parents/guardians may also check the status of the account and add funds via credit card. Although charging meals will occasionally be permitted in emergencies, students and parents/guardians are strongly encouraged to maintain a positive fund balance in their food service accounts.

Prices for **BREAKFAST** for the 2021-22 school year are as follows:

Regular Breakfast	K-8 \$2.00*	*PRICES FOR 2021-2022 SUBJECT TO CHANGE*
Reduced Breakfast	K-8 \$ .30	SEE 1 <sup>ST</sup> MENU-AUGUST 2021

Prices for **LUNCH** for the 2021-22 school year are as follows:

Regular Lunch	K-5 \$2.60*
Regular Lunch	6-8 \$2.85*
Reduced Lunch	K-8 \$ .40
Milk	K-8 \$ .50

## **FREE OR REDUCED BREAKFAST AND LUNCH PROGRAM**

The application for free and reduced breakfast and lunch programs may be completed online at [www.paschoolmeals.com](http://www.paschoolmeals.com). Paper copies will be distributed only upon request.

## **TRANSPORTATION AND BUSING**

If a student requires a change in transportation, the student must present a note signed by parent/guardian to his/her regular bus driver. The note will be initialed by the regular bus driver and returned to the student. The student will submit the note to his/her homeroom teacher. Bus passes approved by the principal will be delivered to students at the end of the day. Students will present these passes to the bus drivers of the buses they are boarding. A child will go home on his/her regular bus if this procedure is not followed. Parents/guardians of kindergarten students are requested to be present at the bus stop for pick-up and drop-off each day. Except in the case of an emergency, parents/guardians are expected to call the bus driver before sending a note. This is required to prevent overcrowding on the school buses. Your cooperation is greatly appreciated. School Bus Regulations are listed in the Wayne Highlands Disciplinary Code

## **BUSING: MONITORING STUDENT BEHAVIOR**

Wayne Highlands School District buses may be equipped with audio/video digital recording equipment, which will record the actions of its passengers. Such recording may occur while boarding, exiting, or riding in school buses used by the school district. The passengers riding in Wayne Highlands School District buses have no reasonable expectation of privacy in having their actions recorded through means of audio/video digital recording machinery. School officials and personnel may use such recordings and/or tapings to implement and/or enforce school policy/discipline and take other legal action. Use of school transportation services constitutes consent on the part of students, and parents/guardians to be recorded while using the Wayne Highlands School District transportation system.

## **SCHOOL HEALTH SERVICES**

If a student becomes ill in school, he/she should get permission from his/her teacher to report to the nurse. Students must not leave the building because of illness without authorization. If the nurse or nurse's aide is not immediately available, students are to report to the office.

First aid will be given in case of an accident or sudden illness. Parents will be notified when necessary. The school nurse is available in case of an emergency.

Please report to the school the presence of any contagious disease as soon as possible.

You received an Emergency Information Card on the first day of school to be filled out for each student. This card includes space for emergency telephone numbers and names of people to be contacted if you cannot be reached. It is extremely important for your child's welfare that an individual is able to assume responsibility for your child if he/she needs to go home or be treated. In the event of an emergency, an attempt is always made to notify the family. If the school personnel are unable to contact you, they will proceed with the necessary emergency care, including contacting a doctor if deemed necessary. Please complete and return this card for your child as soon as possible. If any pertinent information changes on this card during the school year, please notify the school, in writing, as soon as possible.

Please return the health history form for your child's health records. Please notify the nurse of any immunizations, medications, hospitalizations, or changes in his/her physical, mental, or emotional well-being.

Chapter 23 of the Pennsylvania Public School Code mandates the provision of specific health screenings based on grade level, to all students attending school in the Commonwealth of Pennsylvania to include the following:

- Physical examinations – grades K or 1, 6 and 11, and all new admissions
- Dental examinations – grades K or 1, 3, 7, 11, and all new admissions
- Speech screening – (Kindergarten) by a Speech and Language Therapist
- Vision screening – all grades

- Hearing screening – grades K, 1, 2, 3, 7, 11, all new admissions and special upgraded classes
- Growth screening – (yearly all grades) height, weight, and BMI percentiles
- Scoliosis screening – grades 6 and 7

All parents/guardians will be notified of their child's BMI results. For student in grades Kindergarten through fifth grade, the results will be sent home with the students in a sealed envelope, addressed to the parents. Students in grades six through twelve will have their results mailed home, addressed to the parents/guardian of the child. The letter is intended to be informative and helpful. It emphasizes that the BMI should be considered as one screening tool and should not be considered as a definitive measure, as the indicator does have limitations.

If physicals, and/or dental exams are done privately, reports must be returned to the school by October 1<sup>st</sup>, otherwise these mandated examinations will be scheduled with the school provider during school hours. If done in school, a notice will be sent with the date of the scheduled examination; parents/guardians are invited to be present and will be informed of any abnormal results of the examinations and screenings.

If you do not wish these screenings to be completed by the school, please provide a written letter to the Health Office at the beginning of each school year. Unless a written letter is received by the Health Office requesting that the screenings not be completed, the student will receive medical and dental examinations and screenings as required by Pennsylvania School Code. Permission is also granted for release of pertinent medical information to designated school personnel.

### **MEDICATION POLICY**

For the safety of each child, a Medication Policy is in effect in the Wayne Highlands School District.

Any medications (including, but not limited to, cough syrup, aspirin, Tylenol, cough drops, etc.) that are brought to school must be brought to the health office by the parent/guardian for the school nurse or other school personnel to dispense to the student. Students are not permitted to keep medications in their possession during the school day, unless predetermined by school policy.

All prescription and over-the-counter medications brought to school must be in the original labeled container. A prescription medication must have the label on it indicating the name of the student, the name of the medication, the purpose of the medication, the time it is to be dispensed, the physician's name, and any other special instructions.

WRITTEN PARENTAL PERMISSION IS REQUIRED to dispense the medication and is to accompany the medication.

A doctor's written order must accompany ALL medications to be administered in school. Parents/guardians may request the necessary forms from the school health office, have them completed by their family physician, sign them, and return them to the school. (Prescription as well as non-prescription medication)

Exposure notices are sent home for communicable diseases.

Dietary counseling is available.

Children benefit physically and socially from exercise, play, and fresh air at recess. Children required to stay indoors during recess for health reasons must submit a note from a parent/guardian for one day, or a doctor's note for an extended period (more than one day), documenting the reason. Please contact the school nurse if you have a child with a chronic condition or if you have a question related to this policy.

In accordance with the Pennsylvania Public School Code provisions on "School Access to Emergency Epinephrine" and Board Policy 210.1, any parent/guardian who **DOES NOT WANT THEIR CHILD TO RECEIVE emergency administration of a stock epinephrine auto injector(s) in the event of a potential, life threatening anaphylactic reaction,** needs to contact the health office and complete and submit (in writing) a "Refusal to Administer Epinephrine" form which is ONLY valid for this school calendar year and is subject to renewal each calendar year.

### **SCHOOL INSURANCE**

At the beginning of each school year, applications for school accident insurance are sent home to every student. Please be aware that the school does not have coverage for individual students. If you do not have private health insurance coverage, it is recommended that you apply for the school insurance program. In general, this policy is a good addition, even if you do have private health insurance. This insurance is voluntary, not mandatory. The school does not provide any accident insurance for students involved in any school activity.

We ask that you return the insurance forms to the school even if you choose not to accept the insurance.

### **REPORTING STUDENT PROGRESS**

#### **KINDERGARTEN**

At the end of the first and third quarters, parent-teacher conferences are held for every kindergarten child. The teacher will notify you in advance. No paper report cards are issued at this time. At the end of the second and fourth quarters, report cards will be issued to all kindergarten children.

#### **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, the counselor, or the principal by telephoning the school office. Parent-teacher conferences will be held this year in November.

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued at the end of each quarter, or nine-week session, for students in grades 1- 8, and at the end of the second and fourth quarters for kindergarten students. In addition, Progress Report Forms for students in grades 6-8 will be sent to parents/guardians on the 26<sup>th</sup> day of school, 71<sup>st</sup> day of school, 116<sup>th</sup> day of school, and the 156<sup>th</sup> day of school. The levels of achievement for skills development and progress for subjects taught in the regular classroom are:

### **MARKING KEY FOR GRADES K-2**

For subject areas evaluated using checklists:

- S: Secure – Skill is present without prompting on most occasions
- D: Developing – Skill is demonstrated without prompting on some occasions
- B: Beginning – Skill is beginning to develop and may need some prompting
- NP: Not Present – Skill is not present at this time
- X: Skill not assessed at this time

For special area subjects:

- S: Satisfactory
- N: Not Satisfactory

### **MARKING KEY FOR GRADES 3-5**

For subject areas evaluated using checklists:

- S: Secure – Skill is present without prompting on most occasions
- D: Developing – Skill is demonstrated without prompting on some occasions
- B: Beginning – Skill is beginning to develop and may need some prompting

For all other major subject areas:

- E: Excellent
- G: Good
- S: Satisfactory
- I: Improvement Shown
- N: Improvement Needed
- X: Not assessed this quarter

For special area subjects:

- S: Satisfactory
- N: Not Satisfactory

### **MARKING KEY FOR GRADES 6-8**

For subject areas evaluated using checklists:

- S: Secure – Skill is present without prompting on most occasions
- D: Developing – Skill is demonstrated without prompting on some occasions
- B: Beginning – Skill is beginning to develop and may need some prompting

For all other subject areas:

A+	98-100	C+	80-82	P	Passing
A	95-97	C	77-79	F	Failure – below 65
A-	92-94	C-	74-76	O	Outstanding
B+	89-91	D+	71-73	S	Satisfactory
B	86-88	D	68-70	U	Unsatisfactory
B-	83-85	D-	65-67		

### **PROMOTION/RETENTION FOR GRADES K-2**

Reading, language, and mathematics development in grades K-2 are the foundation of a student's academic growth, development, and achievement. They are keys to a student's overall advancement through school. Therefore, these three subject areas are given a great deal of weight when considering retention or promotion. In addition to academic achievement and performance, social, emotional, and physical factors are also given consideration as part of the total evaluation process for retention or promotion.

### **GRADING/PROMOTION FOR GRADES 3-5**

The grading system is listed and explained on the report card for each given gradelevel.

Any student whose academic achievement is unsatisfactory in two or more major subjects may be retained following an evaluation of the student's total academic progress by the administration and faculty. Two or more minor subjects are equivalent to one major subject. Major academic areas are Communications (Reading and Language Arts), Mathematics, Social Studies, and Science. Minor subject areas are those subjects that meet less than those that are listed above. In addition to academic achievement and performance, social, emotional, and physical factors are also given consideration as part of the total evaluation process for retention or promotion.

Our goal is for all the children in our classrooms to make satisfactory progress. If, after a total evaluation of a student's progress, including academic, social, emotional factors, we feel he/she may be at a disadvantage if he/she moves on to the next grade level, we may recommend retaining him/her at his/her present grade level. In addition, the importance of Reading to success in school requires that this particular subject receive greater emphasis. With that in mind, a serious deficiency in the Reading area during the course of the school year may also suggest the need for retention.

### **GRADING/PROMOTION GRADES 6-8**

The grading system is listed on the report card.

Any student whose academic achievement is unsatisfactory (grade of F) in two or more major subjects may be retained following an evaluation of the student's total academic progress by the administration and faculty. Two or more minor subjects are equivalent to one major subject. Major academic areas are Reading, Language Arts, Social Studies, Mathematics, and Science. Minor subject areas are those subject areas that meet less than those that are listed above. In addition to academic achievement and performance, social, emotional, and physical factors are also given consideration as part of the total evaluation process for retention or promotion.

Parents may call the office at any time to schedule an appointment. Monday through Thursday, 3:00-3:30 P.M., is always available. A fourth quarter conference will be held if the teacher or parent/guardian feels there is a need. Recommendation for promotion will be based on a thorough evaluation of your child's social, emotional, and academic growth. Reading and Mathematics will be of primary concern in this regard.

### **HONOR ROLL**

Preston will maintain an Honor Roll for grades 6-8, which will be published at the end of each nine week marking period. The honors group will have two classifications: high honors and honors.

In order to qualify for the high honor roll students must:

- Be in grades 6-8
- Obtain an A in each of the academic subject areas – Reading, Language Arts, Social Studies, Mathematics, and Science
- Earn no less than a C or S in each special area

In order to qualify for the honor roll students must:

- Be in grades 6-8
- Obtain at least three A's and no less than a B in each of the academic subject areas – Reading, Language Arts, Social Studies, Mathematics, and Science
- Earn no less than a C or S in each special area

For honor roll purposes an A includes A+, A, and A-; B includes B+, B, B-; and C includes C+, C, and C-.

### **PRESIDENTIAL ACADEMIC FITNESS**

Preston participates in the Presidential Academic Fitness Program. As a result, a certain number of award certificates are given to students each year who qualify under the guidelines. For more information, please contact the school's guidance counselor.

### **HOMEWORK POLICY**

#### **PHILOSOPHY**

Homework is an important part of the total education process. Time spent on homework is directly related to student achievement. Through homework, classroom instruction is reinforced, high expectations are supported, students are motivated toward self-direction and responsibility, and the relationship between home and school in the learning process is strengthened.

#### **OBJECTIVES**

1. Strengthen basic skills
2. Reinforce study habits
3. Extend classroom learning
4. Develop initiative, responsibility, and self-direction
5. Stimulate independent thinking
6. Increase the range and scope of interests
7. Foster worthwhile leisure time

#### **RECOMMENDED TIME**

Homework is very seldom given in kindergarten, except when parents are asked to work with their child on a particular skill. In grades 1 and 2, a student should spend an average of 10 to 20 minutes each evening completing homework assignments outside of the regular school day. In grades 3-5, a student should spend an average of 30-50 minutes each evening completing homework assignments. Students in grades 6-8 should spend an average of 60 minutes each evening completing homework. This time should be in addition to the time allotted for homework at the end of class periods and during study halls.

Homework assignments should not be completed in class if the intent is to be part of a planned homework assignment. The actual amount of time spent on homework will depend upon many factors, such as the availability of a quiet place to study and the amount of support provided by parents. If no homework is assigned, it is always helpful and rewarding to read together with your child.

#### **TYPES OF HOMEWORK – GRADES K-5**

1. Practice or reinforcement – assignments that are given so students will practice a skill that has been taught or will review material that has been presented; most homework assignments in grades K-2 will be of this type
2. Preparation – students are asked to complete an assignment to prepare for the next day's lesson
3. Extension or creative – assignments which require students to apply several skills or concepts to accomplish a particular task

#### **TYPES OF HOMEWORK – GRADES 6-8**

1. Practice – factual assignments that reinforce what has been taught and practiced in class
2. Preparation – assignments that introduce students to the next lesson
3. Extension – students are encouraged to add to their knowledge about a particular topic through research and projects
4. Creative – students apply previous learning to a new assignment, such as converting a story into a play or producing creative writing

#### **TEACHER EXPECTATIONS**

All teachers will expect homework to be completed satisfactorily and on time. Homework may be collected and checked on a regular basis. Students should be provided with feedback from the teacher concerning the quality of their assignments.

#### **TEACHER MONITORING AND EVALUATION**

Teachers will establish their own procedures concerning the grading of homework and the acceptance of late and/or partially completed homework. The teacher will check both written and non-written homework assignments on the date they are due. Homework will be part of the student's grade. Teachers will also establish their own procedure concerning the manner in which homework is checked and evaluated and the amount of weight homework will carry in relation to quarterly grades. Students must be made aware of each teacher's procedures so they know what is expected of them.

#### **RESPONSIBILITIES OF PARENTS**

While students assume the major responsibility for completing the homework assignments, parents/guardians should be encouraged to take an active part in homework by:

1. Asking about homework each day
2. Providing a definite time and suitable place for study or home activities
3. Making resource materials available
4. Checking work for neatness
5. Providing limited assistance
6. Contacting the school if homework seldom or never seems to be brought home
7. Foster worthwhile leisure time

#### **GUIDANCE AND SUPPORT SERVICES**

##### **GUIDANCE**

The counseling program is concerned with the social, educational, and emotional well-being of all students. The developmental approach to counseling is maintained at the elementary level. This means that every child is serviced, not just the child with a problem. Developmental counseling is a form of preventive medicine. All students in grades K-5 are provided with guidance classroom instruction.

A testing program is a necessary component of any educational system for curriculum planning and placement. In the spring all second graders will be given a Group Aptitude Test. The elementary counselor administers tests to individuals when additional data is necessary for educational planning.

A unit on Body Rights teaches children rules and behavior that enables them to protect themselves from abuse or exploitation.

The elementary counselor is available for informal discussion time with either small groups or individuals. When necessary, the counselor establishes regular sessions to work with a student individually. If, at any time, you have a question concerning your child, please contact the guidance counselor at the Preston Area School to set up a conference. Our final goal is a happy, well-adjusted child.

##### **INSTRUCTIONAL SUPPORT TEAM (IST)**

An instructional support teacher and team are also available to assist our students in school. The Instructional Support Team (IST) is a collection of teachers and other staff members who discuss and agree upon possible solutions (called "interventions") to be used with students experiencing academic and/or behavioral difficulties. Any elementary student who experiences academic and/or behavioral difficulty is eligible for IST assistance. The student, with the support of trained teachers and staff members, receives the necessary academic and/or behavioral assistance for success in school. The IST notifies the parents/guardians of the request for assistance for the child. A parent/guardian may also initiate such a request. The parent/guardian is invited and encouraged to cooperate with the team. As always, parental support is a vital ingredient in the success of this program.

### **STUDENT ASSISTANCE PROGRAM (SAP) – GRADES K-8**

Everyone wants to succeed even though each of us defines success differently. Many pressures can delay or prevent us from reaching our goals. Sometimes when we try to deal with these pressures we can become confused, depressed, angry, or disappointed with ourselves. If your problems are getting too much for you to handle yourself, the Student Assistance Program is here to help you.

Who is the student at risk? Whenever students are having more problems than they can handle, we call them "students at risk." "At risk" means that a student may begin to look for unsafe or unhealthy ways to deal with these problems.

The Student Assistance Program provides ways for educators and other school personnel to identify and help those students who have serious problems that interfere with achieving success in school. This support system is not a treatment program. Rather, the system is designed to recognize students in crisis, provide support and direction for them, refer them to appropriate support groups and community agencies, and help create a school environment where all students can learn, while minimizing the disruptions in school caused by a student's serious personal crisis.

What kinds of problems can the program help me with?

The members of the Student Assistance Program team have been specially trained to help or to refer students to others who can help with problems such as the following:

- Self-esteem
- Stress
- Family Problems
- Problem Solving
- Depression

Who is on the team?

Mr. Jagger – Principal

Miss Leventhal – Elementary and Middle School Teacher

Mr. Curtis – Head Teacher

Mrs. Holbert – School Nurse

Mr. Diefenbach – School Guidance Counselor

Mr. Smith – Elementary and Middle School Teacher

\*\*\*NOTE: Any student can always go to any faculty or staff member if he/she has a problem.

### **GIFTED PROGRAM**

A student becomes eligible for inclusion in the Gifted Program through a team process, which may include psychological testing. The testing helps to determine if the student meets the requirements to be included in the Gifted Program. Students in the Gifted Program meet on a regular basis and are provided with experiences and support services needed to enhance intellectual growth and development.

### **SPECIAL EDUCATION**

Wayne Highlands School District offers a continuum of services for children who are identified as having special needs. Eligibility for services is based upon a multi-disciplinary team evaluation in accordance with the Individuals with Disabilities Education Act (IDEA). If a student is determined to be eligible for special education services, services are planned and provided through an Individualized Education Program (IEP). Services are provided through the school district or through the Wayne County Consortium of Special Education. For further information, please contact the guidance counselor at your child's school or the Special Education Supervisor, who may be reached at (570) 253-3402.

Potential indicators that a child may have a disability that warrants an evaluation under IDEA include, but are not limited to, difficulty with the following:

- Academic performance in school (Reading, Math, Writing)
- Understanding and following directions
- Paying attention and remaining focused on a task or topic
- Controlling impulsive behaviors
- Communicating with others (speaking, carrying on conversations)
- Solving problems
- Understanding social rules and body language
- Remembering things
- Expressing needs and/or wants
- Maintaining positive relationships with peers and adults
- Physical movement

Source: Department of Health & Human Services  
Centers for Disease Control and Prevention  
National Center on Birth Defects and Developmental Disabilities

### **TITLE I**

Title I Reading is a federally funded program for students in Grades Kindergarten through 5 who have not reached grade level proficiency. The Title I Reading Program is supplemental to the classroom reading program and is based on current best practices that research has shown to be successful with struggling readers.

### **BICYCLES, ROLLER SKATES, SKATEBOARDS, SNEAKER SKATES AND SCOOTERS**

Because of the related safety hazards, students are not allowed to bring bicycles, roller skates, sneaker-skates, skateboards, scooters, heeleys, etc. to school.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who vandalize school property, the school building, equipment, grounds, or buses, will be required to repair or make restitution for damaged property. In addition, students may be suspended from classes or school and may also be reported to the local police for prosecution.

## **DRESS CODE**

We take pride in the appearance of our students. Their dress reflects the quality of the school, their conduct, and their work. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. A student is responsible to dress in such a way that his/her appearance or dress does not endanger the health or safety of others or disrupt the educational process. We would hope all students would dress in a manner appropriate to the school and community. In grades K-5, shorts are permitted during warmer season. Shorts must be neatly tailored, loose fitting, and near knee length. It is expected that each student will make a sincere effort to be neat and clean in his/her appearance. Students must wear sneakers during all physical education classes and any sports activities held in the gym. All tops and bottoms must meet; no bare midriffs. Examples of unacceptable dress are as follows:

1. Metal on clothing that will mar furniture
2. Objectionable patches, decals, buttons, etc.
3. Flip-flops; sneakers are best for recess on the playground
4. Tee shirts designed for wear as an undershirt; muscle, tank, mesh, or spaghetti, or strapless tops; unreasonably low-cut tops
5. Bare midriff blouses
6. Earrings worn by boys
7. Excessively baggy clothing; pants, skirts, and shorts should be worn at their natural waistline
8. Backpacks carried around during the school day; please note that backpacks are allowed to carry articles to and from school
9. Any unusually colored or multi-colored hair; only natural hair colors are permitted; any unusually styled hair, including, but not limited to mohawks, etc.
10. Excessively tight or torn clothing
11. Headbands, bandanas, and hats
12. Body piercing and tattoos
13. Unreasonably short dresses, skirts, shorts, and pants (skirts and shorts must reach the student's fingertips as the student stands)
14. Sweatpants
15. Outer clothing (coats, hats, jackets, etc.) are to be removed when indoors and kept in appropriate storage areas

### **If in doubt – ASK FIRST**

**NOTE:** The above dress code may at any time be amended at the discretion of the building administration. Any student's appearance deemed to be educationally disruptive will not be tolerated within our school setting.

## **DISCIPLINE**

To promote proper behavior, we ask that all students:

1. Stop and think before they act. Think ahead before making a choice.
2. Learn that good choices make good things happen and bad choices make bad things happen.
3. Learn from bad choices and mistakes.
4. Think about what they would do differently the next time.
5. Follow the clearly posted rules that apply to their particular classroom or assigned study area.

It is expected that students come to school to learn.

As students in a public school, they are expected to behave properly. If students violate school and/or classroom rules, their teachers may send them to the office. If this happens, students will be subject to the Wayne Highlands School District Discipline Code as adopted by the Board of Education. The entire code may be found in the appendix of this book.

Gum chewing is not permitted. After an initial documented warning, this infraction may become a punishable offense.

## **ELECTRONIC DEVICES**

Students **MAY NOT** use cell phones, pagers, MP3 players, iPods, personal listening devices, electronic games, digital cameras, and other electronic devices in school. They tend to disturb the school atmosphere and invite vandalism and theft. All electronic and communication devices must be turned off and placed in lockers from 8:00 A.M.-3:00 P.M. Any electronic or communication device that is visible or audible or is used by a student during the school day will be confiscated. Violation of this rule may result in a meeting between the principal and the parent/guardian to reclaim the confiscated device.

## **EMERGENCY AND SAFETY DRILLS**

Safety and emergency drills are required at regular intervals by law and are an important safety precaution. When the first signal is given, everyone is to obey orders promptly and clear the building by the prescribed route. This evacuation should be accomplished as quickly as possible. The teacher in each classroom will give the students instructions.

## **BACKPACKS AND BOOKBAGS**

In the interest of safety, backpacks and book bags will not be allowed to be carried during the school day. They must be placed in the school lockers (grades 5-8) or in a designated area in the classroom (grades K-4).

## **LOCKERS – GRADES 5-8**

Students must be in homerooms by 8:25 A.M.

Upon entering school property, students should not have any reasonable expectation of privacy in their lockers or their book bags. In the interest of safety for all students, these items may be searched if the school authorities feel there is reasonable suspicion to do so.

All students will exit the building via the gym after going to their lockers at dismissal time.

Students in Physical Education classes in grades 6-8 may pick up gym uniforms the day of gym from their hall locker on the way to the gym and return them to that locker after class.

It is expected that students would take their gym uniforms from their gym lockers to their regular lockers to be taken home the last day they have gym for that week. Sufficient time will be allowed.

## **SPECIAL CLASSES**

Each week the elementary students will have one class of guidance or technology, physical education, art, music, and library. Sneakers should be worn on gym day. The middle school students will have technology, physical education, health, art, music, industrial arts, and family and consumer sciences.

## **INTERNET AND NETWORK ACCEPTABLE USE POLICY**

The Wayne Highlands School District Board of Directors supports use of the internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. The policy will follow the School Code 24 P.S. Sec. 1303.1 A; Child Internet Protection Act 24 P.S. Sec. 4601 et seq.; U.S. Copyright Law; 17 U.S.C. Sec. 101 et. Seq.; Sexual Exploitation and Other Abuse of Children 18 U.S.C. Sec. 2256; Enhancing Education Through Technology Act 20 U.S.C. Sec. 6777; Internet Safety Children's Internet Protection Act 47 U.S.C. Sec. 254; and Children's Internet Protection Act Regulations 47 CFR Sec. 54.520. For more information and to review the up-to-date School Board Policy No. 815, please refer to our school district's website at <http://www.whsdk12.com>. If you are unable to view the website, please contact our Office of Information Technology for a copy of the printed policy.

## **MOBILE DEVICE AGREEMENT NOTICE**

All Wayne Highlands School District students have access to their very own iPad, and are welcomed to take their iPad off campus to explore their curriculum in our one-to-one mobile device environment. In order to take the device home and leave the school building, parents and students agree to our Mobile Device Agreement as outlined on our website at <http://www.whsdk12.com>. The student acknowledges that they understand that they are responsible for backing up their own files and that important files should always be stored in at least two locations (such as on the Mobile Electronic Device, iCloud or fileserver). The student will not leave their Mobile Electronic Device unattended unless it is locked in a secure place. The student's parent or guardian is fully responsible for the cost of replacement should the Mobile Electronic Device become lost or stolen due to "gross negligence" as determined by administration. The student understands that they are responsible for damages that occur to the Mobile Electronic Device. The parent, guardian, or student must report any problems with their Mobile Electronic Device in a timely manner and keep the device in their district supply protective case. For more information and to review the up-to-date Mobile Electronic Device Agreement, please refer to our school district's website at <http://www.whsdk12.com>. If for any reason you wish that your child not be included in receiving a mobile device, you are asked to submit your request in writing to the school during the first week of each school year with the other forms referenced in this handbook.

## **VOLUNTARY 1:1 IPAD ACCIDENTAL DAMAGE INSURANCE**

The Wayne Highlands School District is offering voluntary Accidental Damage Insurance for student iPads at Wayne Highlands School District enrolled in our one-to-one iPad program. Insurance coverage will cover most instances of accidental damage to include: accidental damage, cracked screen, damaged digitizer, liquid spills, vandalism, drops, and damage caused by power surges. The policy is also transferable to a replacement iPad, if there ever was a hardware issue with your existing assigned iPad device. Intentional damage and damage caused by neglect are not covered by this voluntary insurance program. Your iPad must be in your possession or locked in your locker at all times. Insurance coverage offers peace of mind. You will no longer have to worry about unanticipated charges if your iPad is damaged due to an accident. For more information and to purchase iPad insurance, please refer to our school district's website at <http://www.whsdk12.com>. If you are unable to view the website, please contact our Office of Information Technology for a copy of the printed form.

## **BUS RECORDING EQUIPMENT NOTICE**

The Wayne Highlands School District buses are equipped with audio/video digital recording equipment which will record the actions of its passengers, both interior and exterior of the vehicle. Such recording may occur while boarding, exiting, or riding in school buses used by the school district. The passengers riding in Wayne Highlands School District buses have no reasonable expectations of privacy in having their actions recorded through means of audio/video digital recording machinery. School officials and personnel may use such recordings and/or tapings to implement and/or enforce school policy/discipline and take other legal action if appropriate. Use of school transportation service constitutes consent on the part of the student and parent(s) to be recorded while using the Wayne Highlands School District transportation system.

## **VIDEO AND AUDIO RECORDING NOTICE**

Video and Audio recording devices may be used in classrooms to accommodate the learning needs of certain students. This notice serves to eliminate any possible expectation of privacy in classroom conversations.

## **MEDIA**

Throughout the year the local newspapers, television stations, and the Wayne Highlands School District will publish stories and photographs of events held throughout the Wayne Highlands School District. If for any reason you wish that your child not be included in any of the media **coverage, you are** asked to indicate this on the back portion of your child's emergency card which is distributed the first week of each school year with other forms referenced in this handbook.

## **PHYSICAL EDUCATION**

The state of Pennsylvania requires that each student participate in physical education classes. A shower after each class is available. If there is any reason for a student to be excused from participation on a particular day, the student must report to the nurse before 8:25 A.M. with a written excuse.

Students in grades K-5 will have one Physical Education class per week. A student may be excused from participation in Physical Education under the conditions listed below.

Every student in grades 6-8 will be assigned two co-educational Physical Education classes per week. Each student will be assigned a locker.

Sneakers and socks must be worn for every class. Students should dress appropriately for weather conditions.

Every student in grades 6-8 must wear the regulation Preston Physical Education uniform. Uniforms may be purchased from the Physical Education instructor. Students should have weather-appropriate clothing for outside classes.

A student may be excused from participating in Physical Education under the following conditions:

1. Instructions from a doctor will be honored as they are written. The instructions should state the length of time a student is to be excused.
2. An excuse from a parent or guardian will enable a student to have "limited" Physical Education for one day for each excuse. The student will be required to change and participate to the extent possible.

## **PARENT-TEACHER ORGANIZATION – PTO**

All parents are encouraged to enjoy membership in our active Parent-Teacher Organization. The group sponsors activities each year to benefit the children of the Preston Area School. Please consider getting involved. Your involvement is important to your child and us.

## **SCHOOL FIELD TRIPS**

During the school year, our classes take field trips as part of our academic curriculum. Many field trips are taken to other schools within the school district or to places within our community or in nearby communities. For these trips parents will be notified in advance of each event, and permission for all local trips will be obtained at the beginning of each school year. In addition, each class usually takes at least one educational field trip outside of the immediate area. For trips of this nature, separate permission slips will be required. Parents/guardians will be notified in advance concerning the details of these trips, and permission slips to be signed by parents/guardians will be required for the students to attend.

## **WITHDRAWAL FROM SCHOOL**

When a student moves from the district or leaves our school for any reason, the parent/guardian shall notify the school office. It will be necessary for the student to resolve all school obligations, such as books, supplies, materials, fines, desks, lockers, etc. It is also necessary to complete office records and prepare transfers that will accompany the student. Transcripts will be forwarded to the new school district upon request by the school.

## **RECESS – GRADES K-5**

The elementary recess is an integral part of the school day. If, for health reasons, your child should be inside for a day, a note must be sent to your child's teacher. Any need for a child to remain indoors frequently or for an extended period of time will require a doctor's excuse. Proper clothing is essential for participation at recess. The students must have coats, snow pants, hats or hoods, mittens, and boots to go outdoors at recess during the winter. The homeroom teacher will make an announcement when the outdoor winter recess period begins.

## **PLAYGROUND RULES**

1. Students will respect the rules no matter who is supervising.
2. Students will give full attention to the teacher on duty when expected.
3. Students will refrain from pushing and shoving.
4. Students will stay in their assigned areas.
5. Student will refrain from throwing stones, wood chips, snowballs, dirt, and all other inappropriate objects.
6. Students will wear appropriate clothing – boots, hats, mittens, snow pants, coats, etc. during the winter months.
7. Students will not re-enter the building without permission from an adult who is on duty during recess.
8. Students will proceed down the slide one student at a time; students will always slide feet first.
9. Students will take turns.
10. Students will refrain from wearing sandals and flip-flops since they do not provide adequate protection when playing and running; sneakers are best for playing on the playground.
11. Students will line up immediately when the buzzer or whistle sounds; time will be taken from recess if this rule is not followed.
12. Students will provide written notes when it is necessary to remain indoors during recess; a note from a parent/guardian will excuse a student from recess for one day; a note from a doctor will excuse a student from recess for an extended period of time.

## **CAFETERIA RULES**

1. Students will walk into the cafeteria and obey the supervisor.
2. Students may talk quietly at their own tables.
3. Students will refrain from throwing food and other items; students will refrain from playing with food and utensils.
4. Students will be responsible for cleaning their places in the cafeteria; students will be excused from their tables when they are clean.
5. Students will face forward and be careful not to spill items when returning trays after eating.
6. Students will be quiet before leaving the cafeteria and will remain quiet while exiting the cafeteria.
7. Students will only use straws for drinking; students will properly dispose of all straws at the conclusion of their lunches.

8. Students will raise their hands if they require assistance.
9. Students will only bring sealed, unopened beverage containers into the cafeteria.
10. Students will refrain from taking any food or beverages out of the cafeteria.
11. Students will maintain good conduct in the cafeteria. The cafeteria is not just a place to eat. It is also a place where students can learn to eat together by practicing good table manners and by being courteous.

### STUDY HALL RULES

1. Students will remain quiet.
2. Students will remain seated in their assigned seats.
3. Lavatory use will be limited to one boy and one girl at a time and only as necessary.
4. Students must have some type of schoolwork to do or read. Students must come prepared. Students will refrain from going to other classrooms for materials. Students will refrain from playing games.
5. Students will obtain written passes in advance from teachers to show their study hall supervisors in order to go to other rooms to receive additional academic assistance from those teachers during study hall.
6. Students must show work listed in their daily planner.
7. Students will work individually unless a teacher has given written permission to work with other students. A supervisor has the right to revoke this privilege if the students are not working or are being disruptive.
8. Students are allowed to use the telephone in the main office. Students may only use the phone for legitimate reasons with the approval of the study hall supervisor. Only one student will be allowed to use the phone at a time. In addition, the supervisor must give the student a pass to use the phone, and the office will countersign the pass when the student is finished using the phone.
9. Students will be on time for all study halls. A student who is late for a study hall must have a pass from a teacher. Tardiness to study halls will result in disciplinary action.
10. Students will refrain from going to their lockers during study halls.
11. Students will refrain from chewing gum during study halls.

### WAYNE HIGHLANDS SCHOOL DISTRICT ATHLETIC CODE

1. No student shall be eligible to represent his/her high school in any athletic contest unless he/she has been carefully examined by the school physician and his/her condition pronounced satisfactory. A certificate to that effect, together with his/her parents or guardians' consent and signed athletic policy shall be filed with the athletic director. A forms package is provided to each student athlete by the athletic director. It must be completed and returned prior to a student's participation. The only exception to the rule is for cheerleading for which a physical is not required.
2. A co-payment school insurance policy is provided to all student athletes and cheerleaders during their season. All claims must be filed through the school nurse. If your child requires medical attention, please have them obtain the Medical Claim Form from the school nurse, or contact the nurse at the school your child attends.
3. Practice and game attendance rules will be decided by the coach, however, students must be in school by 11:30 a.m. to participate in practice or athletic events.
4. If a player wishes to leave a team he/she should consult with the coach. A player who merely quits without notifying the coach and discussing the situation may make himself/herself ineligible for athletic awards in any sport.
5. All athletic equipment issued to you is your responsibility and must be given the best care. All equipment issued must be returned in a timely fashion. Lost or damaged equipment must be paid for or report cards and athletic awards will be held until payment is made. You will also not be allowed to begin practice in another sport until this obligation has been fulfilled.
6. All athletes must travel to and from all athletic contests with the team unless permission is granted by a coach and principal to do otherwise. The coach may grant permission for an exception to this rule after consulting with the athlete's parents.
7. You are guests at away contests, please be respectful during that time. Any misconduct on your part is a reflection on the good reputation of your school, your team, and your coach.
8. It is expected that athletes will dress in a manner representative of their school and community.
9. Officials are selected because of their training and experience. Respect their judgment and decisions.
10. Only seniors with early dismissal who do not return to school prior to practice may drive to the sports complex. They may not transport other students to practice. Baseball, Field Hockey, Track & Field and Tennis athletes must park in the lot adjacent to the bridge leading from the football field. Soccer and Softball players may park in the lot located at the Stourbridge School, however they must continue on Lakeside Drive to the road adjacent to the Lakeside School, and follow that road to the back parking lot. Violations will be handled under the section dealing with citizenship issues.
11. A student must realize that participation on a sports team may not be used as an excuse to neglect schoolwork, or cause poor attendance.
12. All students must be passing four subjects that meet five days a week to be eligible to participate in athletics. If a student is not passing four classes and at the end of a marking period, they are ineligible for fifteen days from the day report cards are distributed. At that time they must deliver progress reports from their teachers to the Athletic Director to regain eligibility. (Students may practice with the team but, may not travel to away contests with the team.)
13. Citizenship referrals will be handled by the athletic director. Violations will carry penalties ranging from a warning, contest suspensions, or dismissal from the team. Citizenship issues include behavior in class, in the halls, and at all school events. Profanity and obscene language have no place in athletics. Athletes should realize that improper language accomplishes nothing.
14. Any athlete guilty of stealing or involved in malicious conduct will be suspended from the team for the sports' season and could be ineligible for a letter and/or post-season awards, while also facing disciplinary sanctions. Conduct which is embarrassing to the athlete, team, or school could result in suspension from the team, ineligibility for a letter and/or post-season awards.
15. Possession, use and/or distribution of tobacco products, alcohol and/or other drugs by any student involved in interscholastic athletics is strictly prohibited. This includes any drug for which a prescription is required, unless the student is taking it under doctor's orders.  
If it is determined that a student has violated this policy during the time he/she is a member of an interscholastic athletic program, the following disciplinary actions will be administered:
  - A. Violations occurs during the school day, on school property or during a school sponsored activity:
    1. Tobacco Possession/Use:
      - a. First offense-student is suspended from the next contest.
      - b. Second offense-student is suspended from all team activities for one calendar week and is ineligible for a letter.
      - c. Third offense-student is dismissed from the team.
    2. Possession, use, or distribution of alcohol or other drugs:
      - a. Any offense-student is suspended from all interscholastic athletic activities during the school suspension, and is ineligible for a letter in the affected sport(s).

Note: The above enumerated disciplinary actions are in addition to regular school disciplinary responses.

- B. Violation occurs at a time or place other than during the school day, on school property or during a school sponsored activity:
    - 1. Tobacco possession/use-same penalties as in #1 above
    - 2. Possession, use, or distribution of alcohol:
      - a. First offense-student is suspended from all interscholastic athletic sport(s) for the duration of the season and is ineligible for a letter in the affected sport(s).
      - b. Second offense-student is suspended from all interscholastic athletic activities for 52 calendar weeks and is **ineligible for a letter** in the affected sport(s).
    - 3. Possession/use or distribution of drugs (controlled substances):
      - a. Any offense-student is suspended from all interscholastic athletic activities for 52 calendar weeks and is ineligible for a letter in the affected sport(s).
  - C. Any penalties that have not been completed as of the last day of school in a given school year will be continued in the next school year, beginning with the first legal day of practice for fall sports and continuing through the school suspension. (Students may not practice with the team until the suspension has been completed).
16. Athletic awards criteria is under constant review and subject to change during the school year. Your coach is the best source of current information on this subject.
  17. This Athletic Code is composed of minimum standards on conduct. Coaches may have more stringent requirements and may impose additional penalties for violations. If so, coaches must publish their rules, have them approved by the administration, and have them signed by the athletes and their parent/guardian and provide copies to the administration and the Athletic Director.
  18. This document will remain in effect for one year from the signed date.

### **PARTICIPATION IN CO-CURRICULAR PROGRAMS – BAND AND CHORUS**

Once the registration period ends (defined as the first two weeks of school), students are expected to remain enrolled until the end of the current semester and complete the assigned work. An appropriate grade will be assigned each marking period for their work. Unexcused absence from these scheduled classes will result in the appropriate disciplinary consequences.

### **Integrated Pest Management**

Dear Parent(s) or Guardian(s):

The Wayne Highlands School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff, and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. (Applications will be made only after normal school hours.) Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the District in writing. Please include your e-mail address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem (ex. stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-contained baits placed in areas not accessible to students; and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the District will prepare a new notification registry.

If you have any questions, please contact Kevin Lowe, IPM Coordinator at 570-253-3460.

## **WAYNE HIGHLANDS DISCIPLINARY CODE**

- I. Introduction and Philosophy**
- II. Students' Rights and Responsibilities**
- III. Disciplinary Responses**
  - a. Loss of Privileges**
  - b. Detention**
  - c. Exclusion from classes**
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- IV. Hearings**
  - a. Formal Hearing**
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- V. Controlled Substances/Paraphernalia**
- VI. Bus Regulations**
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- VIII. Attendance Policy**
- IX. Vandalism of School Property**
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- XII. Weapons**
- XIII. Visitors**
- XIV. Classroom Visitation**
- XV. Unlawful Harassment**
- XVI. Bullying/Cyberbullying**

## I. INTRODUCTION AND PHILOSOPHY

The ultimate objective of the Wayne Highlands School District Disciplinary Code is to bring about responsible student behavior by carefully defining unacceptable acts and by prescribing their consequences. In establishing and administering this code of conduct, the Wayne Highlands School District believes that the students will learn self-control. There will be an orderly instructional climate, and the safety and welfare of the students and employees will be better guaranteed. In addition, the School District believes that students will ultimately become responsible, law abiding citizens.

In dealing with disciplinary matters, the School District believes it must be consistent in administration of punishments. However, it is impossible to administer any code that prescribes a rigid system of mandatory disciplinary responses for each specific offense. Such a system would ignore the specific circumstances surrounding some instances of misconduct. On the other hand, it is equally impossible to administer a discipline system on a case-by-case basis. This method would produce inequitable decisions and confuse students. In order to deal with this dilemma, the School District has fixed responses to more serious or repeated types of misconduct and uses several alternative punishments for lesser offenses.

## II. STUDENTS' RIGHTS AND RESPONSIBILITIES

### 1. Rights to Education

**RIGHTS** - All students between the ages of 6 and 21 have a right to a free public education. This includes the right to education for migratory children, pregnant or married students, and mentally retarded children. Students may not be excluded from extracurricular activities because of being married or pregnant. No student shall be denied a free public education on account of race, religion, sex, or national origin.

**RESPONSIBILITIES** - Students have the responsibility to attend school regularly and to make a conscientious effort in classroom work, to conform to present school rules and to share with school adults the responsibility to develop a climate within the school that is conducive to wholesome learning and living. Students are expected to be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property, to attend school daily, except when excused, and to be on time to all classes and other school functions; to make necessary arrangements for making up work when absent from school, to pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.

### 2. School Rules

**RIGHTS** - Students have the right to work through proper channels to help change those rules they feel are unreasonable or outdated.

**RESPONSIBILITIES** - Students have the responsibility to assume that all rules are in effect until they are rescinded or waived. Students should obey all rules while working through channels to change them. Students have the obligation to realize that the Wayne Highlands School Board has the authority to make reasonable and necessary rules governing the conduct of students in school.

### 3. Corporal Punishment

**RIGHTS** - Use of corporal punishment (defined as physically punishing a student for an infraction of the discipline policy) is prohibited. Teachers and school authorities may use reasonable force to quell a disturbance, obtain possession of a weapon or other dangerous objects, for self-defense, or for the protection of persons or property.

**RESPONSIBILITIES** - It is the responsibility of each student to respect the rights of teachers, students, administration, and all others who are involved in the educational process.

### 4. Discrimination

**RIGHTS** - Students have the right to be treated by other students, faculty, and administrators with dignity and respect.

**RESPONSIBILITIES** - Students have the responsibility to treat other students, faculty, and administrators with dignity and respect and without discrimination.

### 5. Exclusions from Class and/or School

**RIGHTS** - The Board of School Directors of the Wayne Highlands School District reserves the right, under law, to exclude students from school for offenses such as, but not limited to, poor school citizenship, disrespect for school personnel or property, poor or unexcused school attendance, unacceptable health or safety standards, poor ethical or moral values, and drug or alcohol involvement.

**RESPONSIBILITY** - It shall be the responsibility of the student and his parents or guardian, if necessary, to be present at the proper time and place of a scheduled hearing.

**RIGHTS** - Students excluded from classes or school for (1) to (3) days must be informed of the reason for the exclusion and given the opportunity to respond before the exclusion becomes effective. For all exclusions from classes of more than ten (10) consecutive days and all exclusions from school of more than three (3) days, an Informal Hearing shall be offered to the student and his/her parent or guardians.

**RESPONSIBILITY** - It is the responsibility of the student to make up exams and work missed while being disciplined by exclusion. Students shall be permitted to complete assignments within guidelines established by the respective school.

### 6. Freedom of Expression

**RIGHTS** - The rights and limits of students with regard to freedom of speech, press, religion, and assembly, shall be in accord with the constitution and laws of the State of Pennsylvania and the United States of America.

**RESPONSIBILITIES** - Each student has the responsibility to accept and respect the rights of others and to conduct himself/herself within legal limits that do not violate the laws of obscenity and libel.

### 7. Flag Salute

**RIGHTS** - Students, if they wish, may choose not to salute the flag or recite the Pledge of Allegiance on the basis of personal belief or religious conviction.

**RESPONSIBILITIES** - Every good school citizen should show proper respect for his country or flag. The rights of those students electing to salute the flag should be respected by those who wish to refrain.

**8. Hair and Dress and Grooming**

**RIGHTS** - A student shall be free to determine his own dress and grooming according to policies and traditions consistent with the normal good grooming displayed by students of the Wayne Highlands School District.

**RESPONSIBILITIES** - A student is responsible to dress in such a way that his appearance or dress does not endanger the health or the safety of others, damage property, or disrupt others in the educational process. Students are required to wear a prescribed type of clothing while participating in physical education classes.

**9. Confidential Communications**

A student's record shall be available to the student and/or parents or guardian according to policies adopted by the Wayne Highlands Board of Education, in November, 1974, and at the convenience of authorized school personnel. The record will not be released without prior written approval of the student and/or his/her parents or guardian to outside agencies except those listed in the adopted policy.

**10. Searches**

**RIGHTS** - A student's personal property is subject to the applicable provision of the United States and Pennsylvania Constitutions. Books and Lockers are to be considered property of the School District, as such; students shall have no expectation of privacy in their lockers.

**RESPONSIBILITIES** - A student is responsible not to harbor or possess any material, the possession of which is in violation of the law or which may be harmful to person or property.

### III. DISCIPLINARY RESPONSES

At the discretion of the administration and based upon the information provided by the faculty and staff loss of privileges, detentions or exclusion from class and/or school may be given. Students may receive disciplinary responses for the following offenses:

1. Poor school citizenship
2. Disrespect for school personnel
3. Disrespect for school property
4. Unexcused school absence
5. Tardiness to homeroom or class
6. Unacceptable manners or dress
7. Inconsideration for school appearance and cleanliness
8. Unacceptable health or safety standards
9. Loitering in lavatories

Following are a list of penalties that may be imposed for various types of student misconduct.

**a. Loss of Privileges**

This penalty shall consist of a student losing a specific privilege for a specific period of time. Examples of such privileges may be as follows: recess, library passes, corridor passes, early dismissal, eating lunch with peers, bus privileges, and activities period. This penalty may either be administered for misuse of the privilege or as a general penalty for misconduct.

**b. Detention**

Students may be assigned detention for violating school rules. Any disciplinary offenses while in detention shall be considered a major disciplinary infraction and shall make a student liable for an exclusion from classes and/or school. Detention supersedes all other school activities. Any detention missed due to absence from school will be made up during the next scheduled detention.

**c. Exclusion from Classes (In-School Suspension)**

Students excluded from classes shall report to the principal or assistant principal during the days he/she is assigned this punishment. Students shall report with assignments and are expected to do assigned academic work the entire school day.

1. No student may be excluded from classes unless he/she has been informed of the reason (s) for the exclusion and has been given an opportunity to respond before the exclusion becomes effective.
2. Communication to the parents or guardian shall follow the action taken by the school.
3. When the exclusion exceeds ten (10) consecutive school days, an informal hearing with the principal shall be offered to the student and his/her parents or guardian prior to the eleventh school day in accordance with the procedures outlined in Informal Hearing.

Students may be excluded from classes for the following offenses:

1. Inappropriate behavior
2. Disrespect for school personnel
3. Disrespect for school property
4. Fighting
5. Truancy
6. Leaving school without permission
7. Repeated infractions
8. Using forged notes or excuses
9. Skipping class
10. Theft
11. Threatening others

**d. Exclusion from School (Out-of-School Suspension or Expulsion)**

The following provisions pertain to the administration of exclusion from school in the Wayne Highlands School District:

1. Exclusion from school may be given by the principal, assistant principal, or a person in charge of the public school.
2. No student shall be excluded from school until the student has been informed of the reasons for the exclusion and given an

- opportunity to respond. Prior notice of the intended exclusion need not be given when it is clear that the health, safety or welfare of the school community is threatened.
3. The parents or guardian and the superintendent of the district shall be notified immediately, in writing, when the student is excluded.
  4. When the exclusion exceeds three (3) school days, the student and his/her parents or guardian shall be given the opportunity for an informal hearing, consistent with the requirements set forth in Informal Hearing.
  5. Students shall have the responsibility to make up exams and work missed while being disciplined by exclusion from school and shall be permitted to complete these assignments, within guidelines established by the respective school.
  6. When an exclusion from school exceeds ten (10) school days, the student and his/her parents or guardian shall be given the opportunity for a formal hearing in accordance with the procedure on Hearings.
  7. During an exclusion from school a student will not be permitted to attend school district-sponsored programs or events, and will not be permitted to be present on any school district property or buses. These restrictions may be waived with the approval of the appropriate administrator(s).

**All expulsions require a prior formal hearing in accordance with the procedures on Hearings.**

1. During the period of the hearing and decision of the Board of School Directors, the student shall be placed in his normal class, except as set forth below.
2. If it is determined, after an informal hearing, that a student's presence in his normal class would constitute a threat to the health, safety, morals, or welfare of others, and it is not possible to hold a formal hearing within ten (10) days, the student may be excluded from school for more than ten (10) consecutive school days, provided the formal hearing is not unreasonably delayed. Any student so excluded, shall be provided with alternative education, which may include some home study.
3. Students who are less than 17 years of age are still subject to the Compulsory School Attendance Law, even though excluded from school, and must be provided an education.
4. The initial responsibility for providing the required education rests with the student's parents or guardian, either through placement in another school, tutorial or correspondence study, or other educational program approved by the district's superintendent.
5. If upon written evidence, but in no event longer than thirty (30) instructional days, the parents or guardian are unable to secure an approved education program, the student's School District has the responsibility to make some provision for the child's education.
6. If the approved educational program is not complied with, the School District may take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

The following is a list of offenses that may be punishable by exclusion from school:

1. Under the influence/possession/use/furnishing/selling controlled substances (drugs, alcohol) in school, on school property, on a school bus or at or on a school-sponsored trip or activity.
2. Fighting
3. Smoking
4. Vandalism
5. Assault
6. Extortion
7. Terrorist threats/acts
8. Possession/use/transfer of dangerous weapons
9. Possession/theft/sale of stolen property
10. Arson
11. Repeated disciplinary offenses

**IV. HEARINGS**

The Wayne Highlands School District recognizes that education is a fundamental right and that students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving an exclusion from school in excess of ten (10) days, the student is entitled to a formal hearing, which is a fundamental element of due process. In cases involving exclusion from classes, or exclusion from school for ten (10) days or less, students are entitled to an Informal Hearing.

**a. Formal Hearing**

A formal hearing is required in all cases of exclusion from school exceeding ten (10) days. This hearing may be held before the Board of School Directors or a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board. A majority vote of the entire School Board is required to expel a student.

1. The following due process requirements are to be observed with regard to the formal hearing:
  - a. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
  - b. Sufficient notice of the time and place of the hearing must be given.
  - c. The hearing shall be held in private unless the student or his/her parent(s) or guardian(s) request a public hearing.
  - d. The right of the student to be represented by counsel.
  - e. The right of the student to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
  - f. The right of the student to request that any such witnesses appear in person and answer questions or be cross-examined.
  - g. The right of the student to testify and present witnesses on his own behalf.
  - h. A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
  - i. The proceeding must be held with all reasonable speed.
2. The district has developed guidelines in order to ensure proper hearing procedures are used. These guidelines are in the form of a comprehensive transcript of procedures to be followed and statements to be made.
3. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal court.

## **b. Informal Hearing**

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being excluded from school, or to show why the student should not be excluded from school.

1. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
2. The following due process requirements are to be observed in regard to the informal hearing:
  - a. Notification of the reasons for the exclusion shall be given, in writing, to the parents or guardian and to the student.
  - b. Sufficient notice of the time and place of the informal hearing must be given.
  - c. The right of the student to question any witnesses present at the hearing.
  - d. The right of the student to speak and produce witnesses on his own behalf.
  - e. The district shall offer to hold the informal hearing within the first five (5) days of the exclusion.

## **V. CONTROLLED SUBSTANCES/PARAPHERNALIA**

### **Preface**

This policy, including the rules, regulations and guidelines, is a concerted effort by the Wayne Highlands School District to openly and effectively respond to the current uses and abuses of drugs, alcohol, and mood-altering substances by the members of our student population.

### **Statement of Policy**

Students are prohibited from using, possessing, distributing, or being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

### **Definition of Terms**

**Controlled substances** include all: controlled substances prohibited by federal and state law, look alike drugs, any substance purported to be a controlled substance (misrepresentation), alcoholic beverages, anabolic steroids, human growth hormone, drug paraphernalia, any volatile solvent or inhalants (such as, but limited to glue and aerosol products), prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

**Prescription drugs** must be registered with the school nurse, annotated within the student's health record and given in accordance with the district's policy for the administration of medication to students in school.

**Distribution** - deliver, sell, pass, share, or give any controlled substance from one person to another or to aid therein.

**Possession** - possess or hold, without any attempt to distribute any controlled substance.

**Under the influence** – any consumption or ingestion of controlled substances by a student.

**Cooperative Behavior** – the willingness of a student to work with school personnel in a reasonable and helpful manner.

**Uncooperative Behavior** - resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol professional.

**Drug Paraphernalia** - includes any utensil or item, which, in the school's judgment, can be associated with the use of a controlled substance. Examples included, but are not limited to: roach clips, pipes and bowls.

**Look-alike substance** – a non-controlled substance whose physical appearance is substantially identical to any controlled substance, taking into account size, shape, color, markings, or lack thereof.

### **School Guidelines**

An integral part of the Wayne Highlands School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood-altering substance, and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent, minimum disciplinary means to respond to controlled substance related events. The Wayne Highlands School District will provide a safe and healthy environment for students, with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse, even if the same is not provided for specifically in any rule or regulation enumerated herein.

### **Penalty - Alcohol and Other Drugs Policy**

If it is verified by the principal that a student has violated this policy in regard to using, possessing, distributing, or being under the influence of a controlled substance, the following steps shall be taken:

1. The parents or guardian shall be notified immediately.
2. The local or State Police will be notified.
3. The school's Student Assistance Team and the Wayne Highlands School District Crisis Intervention Counselor will be notified.
4. The student shall be excluded from classes for the remainder of the school day or until such time as s/he can be taken home by a parent/guardian. The student shall be excluded from school for ten (10) days. The student and parent/guardian shall be

offered an informal hearing within the first five (5) days of the exclusion. The principal shall recommend an additional thirty-five (35) day exclusion from school for a violation involving alcohol (forty-five (45) day total exclusion), and an additional 170 day exclusion from school for a violation involving any other controlled substance (180 day total exclusion).

5. The student and parent/guardian will be offered a formal hearing.
6. In the event that the student is uncooperative, the principal may recommend to the Board that the student be excluded from school for additional days.

For a second or subsequent offense, or exhibition of uncooperative behavior, the principal may recommend to the Board that the student be permanently expelled from the district.

## **VI. BUS REGULATIONS**

**In order to insure the safety of all students riding on district buses, the following rules have been initiated:**

1. The student shall at all times sit in the seat assigned by the school bus driver and shall not leave that seat while the bus is in motion.
2. The student shall not at any time use foul or offensive language or interfere with the rights of other students.
3. The student shall promptly observe reasonable and logical instructions given by the school bus driver.
4. The student shall wait for the school bus to come to a full stop before boarding the bus and shall then immediately proceed to his/her assigned seat.
5. **AT DISMISSAL TIME, THE STUDENTS SHALL WAIT ON THE WALKWAYS BEHIND THE CURB FOR THEIR ASSIGNED BUSES. THE BUS DRIVER WILL NOT OPEN THE DOORS TO PERMIT STUDENTS TO BOARD THE BUSES UNLESS THEY ARE IN SINGLE FILE.**
6. The student shall not project any part of his body out of the school bus window nor throw any objects from a school bus. Throwing of any object within the school bus is prohibited. Spitting is also prohibited on or from the bus.
7. The student shall not at any time place books, bookcases, musical instruments or other obstructions in the school bus aisle.
8. The student shall not interfere with, or tamper with any mechanical equipment of the school bus.
9. The student shall at all times observe accepted standards of health and cleanliness, and shall assist the school bus driver in keeping the bus neat and orderly.
10. Use or possession of Tobacco Products or Alcoholic Beverages or Controlled Substances will NOT BE PERMITTED.
11. Students shall board and exit buses at assigned stops only.
12. Student visitor requests must be pre-approved verbally by the bus driver or Contractor 24-48 hours in advance. If the driver says he or she has room, a parental permission slip must be presented directly to the driver on the day requested by any student in grades 5-12. Students in grades K-4 should follow the same procedures except that they must have permission slips signed by the School Office prior to presenting it to the bus driver. It should be noted that the bus driver has the final say regarding available **room on the bus.**
13. Only students who have a properly completed late bus pass will be allowed to ride the late bus.

When one or more of the above regulations have been violated, the following procedure shall be followed:

1. A misconduct report will be filed with the building principal of the school the student attends, by the bus driver. The building principal will, on the first reported offense, mail a copy of the bus conduct report to the student's parents or guardian. The exception to this rule is the possession or use of controlled substances, smoking, or alcohol beverages on the bus, which shall result in immediate suspension from the bus.
2. If a second misconduct report is filed by the bus driver, the building principal will take appropriate corrective action, which may result in taking away the student's privilege of riding the school bus for up to three (3) school days. The building principal will notify the parent or guardian of his/her decision by phone followed by a letter to the student's parent or guardian, with a copy of the bus conduct report attached. A copy of this letter is to be sent to the supervisor of transportation.
3. If a student is suspended from riding a bus a second time, the student and his/her parent or guardian will be required to meet with the principal and bus driver before his/her privilege of riding the bus will be restored.
4. If a third suspension is invoked, the student may lose bus privileges for the remainder of the school year.
5. During any suspension from bus riding privileges, it will be the parent's responsibility to transport the student to and from school.
6. The cost to repair vandalism shall be paid to the bus owner by the responsible student or the student's parents or guardian. Failure to reimburse the owner or make suitable arrangements with the owner within thirty (30) days may result in the loss of riding privileges until settlement is made.

## **VII. FIGHTING**

Fighting on school property is not permitted at any time. This includes the time when students leave home in the morning until the time it normally takes them to return home after school each day. In addition, fighting is prohibited during any school-sponsored activity. Disciplinary action shall be at the discretion of the appropriate administrator.

## **VIII. ATTENDANCE POLICY**

### **Absence**

After an absence, a student must present an excuse to his homeroom teacher signed by a parent or guardian within three (3) school days following his return. Absences will then be marked as "excused" or "unexcused". Students who are truant shall be disciplined according to guidelines established in each school. A student, who is illegally absent more than three (3) days in a particular school year, shall receive a warning issued by the School District. This warning shall inform the parents or guardian that, on the next and subsequent absences, the School District may file a petition with the District Magistrate in order to ensure that the student complies with attendance regulations.

### **Excessive Absence**

Regular school attendance is of the utmost importance regarding satisfactory promotion and course completion or award of credit. Successful completion of tests does not totally indicate that a student has mastered a particular grade or course. Excessive absenteeism extremely inhibits

students from gaining information covered in class lectures and discussions and, consequently, may prevent students from being promoted or from receiving credit for particular courses. Respective schools within the Wayne Highlands School District shall develop appropriate procedures for dealing with students who are excessively absent. At a minimum, these procedures shall result in school/parent conferences.

## **IX. VANDALISM OF SCHOOL PROPERTY**

Students who vandalize school property, school buildings, equipment, grounds, or busses, shall be required to repair or make restitution to damaged property. In addition, students may be excluded from classes or school and may also be reported to the local police for prosecution.

## **X. TOBACCO/NICOTINE USE POLICY**

**PURPOSE** - The Wayne Highlands School District recognizes that tobacco, nicotine, and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and non-users and the safety and environment of the schools.

**DEFINITION** – For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.

For purposes of this policy, **nicotine** shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a **nicotine delivery product** shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

**AUTHORITY** – The Board prohibits possession, use or sale of tobacco, nicotine, and nicotine delivery products by students at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

The Board also prohibits possession, use or sale of tobacco, nicotine, and nicotine delivery products by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

### **GUIDELINES**

**REPORTING** – The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine, or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian, whether or not the local police department that has jurisdiction over the school property has been, or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

The Superintendent shall annually, by July 31 report all incidents of possession, use or sale of tobacco, nicotine, and nicotine delivery products by students to the Office for Safe Schools on the required form.

**ADDITIONAL PROVISIONS – TOBACCO ONLY** – The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO), or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law and Board policies.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, or admitted by the court to alternative adjudication in lieu of imposition of a fine.

## **XI. LOCKER SEARCHES**

School searches by administrators are allowed by law (People vs. Jackson – New York). A New Jersey Court said, "Privacy rights of public school students must give way to the overriding governmental interest in investigating reasonable suspicions".

Administrators of the Wayne Highlands School District may, in the course of their normal duties, conduct a search of student lockers if there is reasonable suspicion for the search. It is recommended that a witness be present during the search as well as the student whose locker is being searched, however, it is recognized that this is not always possible.

Students will not be allowed to use backpacks or book bags during school. These items may be used to transport materials to and from school, but may not be used during the day.

When students enter upon school property, they should not have any reasonable expectation to privacy for their lockers, their book bags, or other personal belongings. In the interest of safety of all students, these items may be searched if there is reasonable suspicion.

## **XII. WEAPONS**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff is prohibited by law. The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity.

**DEFINITION – Weapon** – the team shall include but not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica or a weapon, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury.

A student is in possession of a weapon when the weapon is found on the person of a student, in the student's locker, under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

**PENALTY** – The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law.

### **XIII. VISITORS**

The Board welcomes and encourages visits to school by parents or guardians or by other taxpayers of the community or interested educators. To insure order in the schools, it is necessary for the Board to establish guidelines governing such school visitations.

The School Code provides that the sole responsibility to make regular visits to the various schools of the district and to report to the Board concerning such visits is vested by the district superintendent. Therefore, the district superintendent has the authority and responsibility to implement these guidelines.

The district superintendent or building principal shall have the authority to prohibit entry of any person to a school of this district unless or until the following procedures have been complied with:

1. If the visitation is for a parent or teacher-initiated parent conference, it must be scheduled in advance with or by the teacher. Upon arrival at school, a person visiting school for this purpose shall register at the office of the principal prior to proceeding to the conference site.
2. If the visitation is for any other purpose, arrangements must be made in advance through the office of the building principal.
3. All visitors must register at the office of the building principal upon arrival.
4. No visitor may confer with a student in school, other than a student of whom he/she is the parent or guardian, without prior permission of the building principal.
5. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the building principal and the district superintendent.

### **XIV. CLASSROOM VISITATION**

Visitation of classrooms by persons other than school employees while a class is in progress invariably leads to disruption of the learning process. Accordingly, such visitations are not encouraged. Such visitations may be specifically approved subject to the preceding and to the following additional guidelines:

1. When the classroom teacher of student requests that a parent or guardian be allowed to observe a class for a specified period and approval is obtained from the building principal or:
2. When a specified period of observation by the parent or a recognized professional on behalf of the parent or guardian is approved by the director of special education and district superintendent as a necessary part of the evaluation of reevaluation of an exceptional or thought to be exceptional student.

### **XV. UNLAWFUL HARASSMENT**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individual and vendors, and volunteers in the schools.

The Board encourages students who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment be investigated promptly and corrective action be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

Harassment of a student consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, disability, sexual orientation, or religion when such conduct:

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

Sexual harassment of a student shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services, or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile, or offensive education environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to sexual flirtations, advances, touching or propositions, verbal abuse of sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading works to describe an

individual, jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, reference to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonable interfering with a student's ability to work or learn or creates an intimidating, hostile, or offensive learning or working environment.

The district shall annually inform students, staff, parents/guardians, independent contractors, and volunteers that unlawful harassment of students will not be tolerated.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

**COMPLAINT PROCEDURE** – In all instances, the student is expected and encouraged to make an effort to inform the harasser that the behavior is unwelcome. He/she may do so either personally or through a third party such as a teacher, school nurse, guidance counselor, or building principal. Upon complaint the proper administrator shall distribute the W.H.S.D. Complaint Form Procedure. Failure to do so, however, does not suggest that the behavior is welcome. Should the unwelcome behavior persist, the appropriate course of action shall be taken. Should the complaint involve a district employee, course of action shall follow district policy.

**CONFIDENTIALITY** – The substance of the complaint and the names of the complainant and the harasser will be disclosed only to the extent necessary to conduct an adequate investigation.

**REPRISAL** – The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES** – These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Pennsylvania Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **XVI. BULLYING/CYBERBULLYING**

**Purpose:** The Wayne Highlands School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

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

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

Bullying, as defined in this policy, includes cyberbullying and shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Examples of bullying include:

1. Physically harming a student.
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**Authority:** The Board prohibits all forms of bullying by district students. The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, during the time students necessarily spend traveling to and from school or school sponsored activities, or at a designated bus stop.

**Delegation of Responsibility:** Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from Bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with the other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the safe school report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention, or education programs.

### **Intervention**

Teachers who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten a teacher's personal safety. The nature of the intervention will vary depending upon the age of the student (both the victim and aggressor), the severity of the bullying and the student's involvement in prior acts of bullying. The purpose of intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

### **Guidelines: Development of Educational Programs**

The district may develop and implement bullying prevention and intervention programs. Such programs shall increase the awareness of the problems of bullying, provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### **Student, Parent/Guardian and Employee Reporting**

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents/guardians may contact the building principal to report acts of bullying.

If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal. Other school employees who observe acts of bullying shall report that conduct to the building principal.

### **Investigation Procedures**

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians or school employees. Any investigation of a report may include meetings with students, parents/guardians or employees; a review of student records and other reasonable efforts to better understand the facts surrounding a reported incident.

### **Consequences/Discipline**

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities.

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/guardian.

### **Dissemination and Training**

This policy shall be:

1. Included in the Disciplinary Code and student handbook, which shall be disseminated annually to students.
2. Accessible in every classroom.
3. Conspicuously posted on the district's website in a prominent location within each school building where notices are usually posted.
4. Discussed as part of the orientation of each new teacher and periodically in staff development workshops.

### **Confidentiality**

The Wayne Highlands School District recognizes that both the complaining student and the alleged bully/extorter have strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Educational Privacy Rights Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or designee may inform the complaining student/parents/guardians of the outcome of the investigation.

### **Reprisal**

Any student who retaliates against another student for reporting bullying or extortion, or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

### **Interplay with Other School District Policies**

Nothing in this policy shall prevent school employees from enforcing, imposing discipline or fulfilling their professional responsibilities under other school district policies or student disciplinary rules.

This policy shall not be interpreted as preventing a student or parent/guardians from filing a complaint under the school district's anti-harassment policy.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A  
State Board of Education Regulations – 22 PA Code Sec. 12.3  
Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g  
Family Educational Rights and Privacy, Title 34, Code of Federal Regulations  
- 34 CFR Part 99

Board Policy – 216, 218, 233, 236, 248

Discipline policies and procedures regarding students eligible for special education under the Individuals with Disabilities Education Act (IDEA) will fully comply with the regulations detailed in the Procedural Safeguards Notice issued by the Pennsylvania Bureau of Education. If a parent and/or student require a copy of the publication, it may be obtained by contacting the District's Special Education Office at (570) 253-4661 or on the website of the Pennsylvania Training and Technical Assistance Network (PaTTAN) at [www.pattan.net](http://www.pattan.net).

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