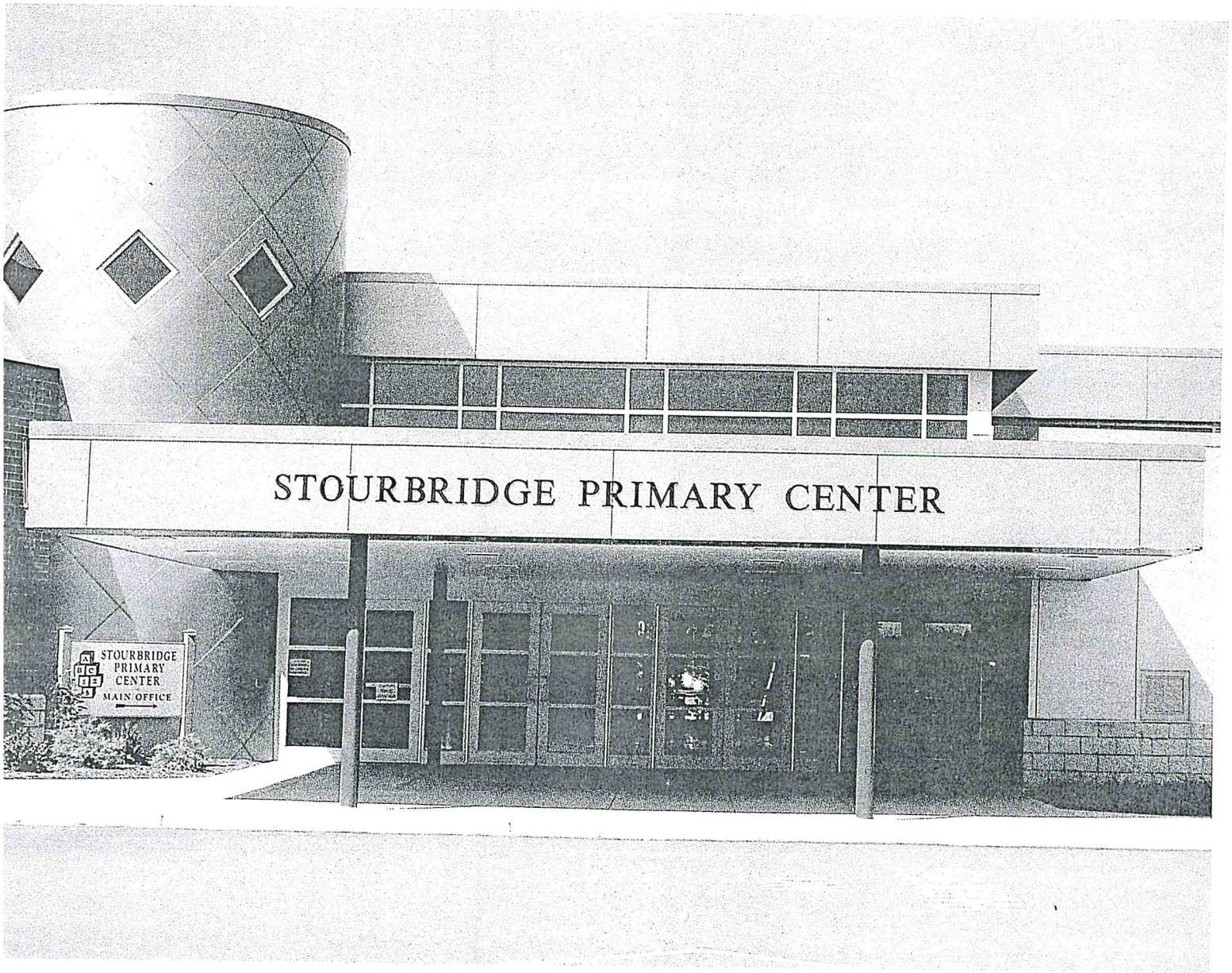
# WELCOME TO OUR SCHOOL

## 2021 - 2022

## HANDBOOK K-2




# STOURBRIDGE PRIMARY CENTER

123 ABC Drive, Honesdale, PA 18431

Phone (570) 253-3010

Fax (570) 253-3236

www.whsdk12.com

WAYNE HIGHLANDS SCHOOL DISTRICT
STOURBRIDGE PRIMARY CENTER
123 ABC DRIVE
HONESDALE, PA 18431-1499
(570)253-3010
FAX: (570)253-3236

Dear Parents and Students,

Welcome to the Stourbridge Primary Center. 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 children. 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 anything not included here, please call the Stourbridge Primary Center at (570) 253-3010. We want to assist you in any way we can to make Kindergarten, First Grade and Second Grade rewarding experiences for your child.

Mr. Christopher Pietraszewski
Christopher A. Pietraszewski
Principal

# 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 | 21 |
| | 180 |

### 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

| | |
|---|---|
| 1st day | June 1 |
| 2nd day | June 2 |
| 3rd day | June 3 |
| 4th day | June 6 |
| 5th day | June 7 |
| 6th day | June 8 |
| 7th day | June 9 |
| 8th day | June 10 |
| 9th 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

WAYNE HIGHLANDS SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS

**Mr. George Korb, President; Mr. Brian Weist, Vice President;**
Mr. Thomas Fasshauer, Ms. Gina Pritchard, Mrs. Heather Stephens,
Mrs. Kathleen Grandjean, Mr. James Rutherford, Mr. Lothar Holbert,
Mrs. Tanya Gibbs-Hinkley

DISTRICT ADMINISTRATION

| | |
|---|---|
| Superintendent | Gregory Frigoletto |
| Asst. Superintendent | Timothy Morgan |
| Business Manager | Jeffrey Firmstone |
| 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

## 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.

STOURBRIDGE PRIMARY CENTER
FACULTY AND STAFF
2021-2022 SCHOOL YEAR

| | |
|---|---|
| Principal | Mr. Chris Pietraszewski |
| Guidance | Mrs. Renee Platt |
| Nurse | Mrs. Patty Howell |
| Nurse Assistant | Mrs. Sally Watson |
| Head Teacher | Mr. James Ludwig |
| IST Leader | Mrs. Patty McGinnis |
| Psychologist | Dr. Kristy DePhillips |

Kindergarten
Classroom Teachers

Mrs. Michelle Bunnell
Mrs. Sara Gallik
Mrs. Sara Hoey
Mrs. Tracy Ludwig
Mrs. Abby Pittenger
Ms. Carrie Politz
Mrs. Kris Williams

Grade 1
Classroom Teachers

Mrs. Brenna Hemmler
Mrs. Marci Jones
Mrs. Christina Landry
Mrs. Brooke Lyle
Mrs. Denise Panza
Mr. David Semon

Grade 2
Classroom Teachers

Mrs. Lori Ahern
Mrs. Kelly Millon
Ms. Jennifer Murray
Mrs. Tammy Olver
Mrs. Amanda O'Rourke
Mrs. Shannon Schupper

Special Area Teachers

Ms. Brittany Cardona (Art)
Ms. Lorene Flederbach (Technology)
Mrs. Heather Frigoletto (Library)
Mrs. Alicia Moyer (Music)
Mr. Dan Patrisso (Gym)

| | |
|---|---|
| Educational Support Teachers | Mrs. Christina Albright (Emotional Support)<br>Mrs. Nicole Bell (Speech)<br>Ms. Lynda Finan (Professional Counseling)<br>Mrs. Maureen Hunter (Occupational Therapy)<br>Mrs. Katie Kingston (Autistic Support)<br>Mr. Jim Ludwig (Learning Support)<br>Mrs. Alyssa Toolan (Life Skills)<br>Mrs. Ellen Tuman (Speech) |
| Early Intervention Teachers | Ms Ashley Flederbach<br>Mr. Ryan Gearhart<br>Mrs. Meladye Reese |
| Title I Teachers | Ms. Colleen Judge<br>Mrs. Heather Kretschmer<br>Mrs. Kara Wiseman |
| Administrative Assistants | Mrs. Kandy Clark<br>Mrs. Beth Daub<br>Mrs. Kira Ross |
| Teacher Assistants | Mrs. Heather Amato<br>Ms. Polly Eisele<br>Mrs. Tisha Huber<br>Mrs. Denise Kinsman<br>Mrs. Cathy Lienert<br>Mrs. Daria McGinnis<br>Mrs. Gabrielle Modugno<br>Mrs. Jean Nolan<br>Mrs. Michelle Skidmore<br>Mrs. Julie Stanton<br>Mrs. Laura Tamburelli |
| Head Cook | Mrs. Althea Poltanis |
| Kitchen Assistants | Mrs. Susan Cantasano<br>Mrs. Michelle Montambault |
| Head Maintenance | Mr. John Burkavage |
| Custodians | Mr. Brian Eck<br>Mr. Bob Simon<br>Mr. Larry Patrisso |

# 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

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.

Beverages: No Soda. Suggestions: Water, 100% Fruit Juice, Cider, 2%-1% Milk

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.

The current Wayne Highlands School District Wellness Policy can be found online at sites.google.com/waynehighlands.org/whsdwellness/home. 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!

**Please refer to the WHSD website at www.whsdk12.com, then click on WHSD Wellness for more information and ideas.

## ANNUAL NOTICE TO PARENTS

## NON-DISCRIMINATION POLICY

The Wayne Highlands School District does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement is issued pursuant to: Titles IV, VI, and VII of the Civil Rights Act of 1964, (race, color, national origin); The Age Discrimination in Employment Act of 1973 (Section 504) and 22 PA Code § The Americans with Disabilities Act of 1990 (ADA) (disability), the Americans with Disabilities Act Amendment Act (ADAAA), and The Pennsylvania Human Relations Act.

The District will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 or the ADA and will furnish auxiliary aids and services to students, employees, parents, and members of the public who have disabilities to the extent necessary for communications with other persons.

The District will provide reasonable accommodation to each employee and qualified employment applicant covered by Section 504 or the ADA unless it would impose an undue hardship on the operation of the program.

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 non-academic 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 non-academic 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.

## TITLE IX POLICY STATEMENT

The Wayne Highlands School District has created policies which prohibit discrimination on the basis of sex in both education and employment. Board Policy and Administrative Practices and Procedures prohibits sex bias in such educational areas as treatment of students, instruction, counseling practices, financial assistance, awards, physical education, interscholastic and intramural athletics, and disciplinary procedures. Board Policy and Administrative Practices and Procedures prohibits sex bias in such employment areas as applications, recruitment, hiring, upgrading and promotion, rates of pay, fringe benefits, job assignment and classification, leaves of absence, training and all other terms, conditions or privileges of employment.

For information regarding civil rights or grievance procedures, contact Timothy Morgan, Title IX Coordinator, 474 Grove Street, Honesdale, PA 18431. Telephone: (570) 253-4661. It is the coordinator's responsibility to make certain that all education programs and activities and all employment procedures are free from discrimination on the basis of these conditions in the policy.

PARENTS' RIGHT TO KNOW REGULATIONS 200.61

August 30, 2021

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

Your child attends the Stourbridge Primary Center, 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 Stourbridge Primary Center, 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.

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 additional 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 teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Chris Pietraszewski at the Stourbridge Primary Center, 570-253-3010 or email me at cpietraszewski@whsdk12.com.

## 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 Supervisor who may be reached at (570) 253-3402.

## EARLY INTERVENTION

Early Intervention Classes, for children ages 3-5, are operated through the Wayne County Consortium. These classes run for 2 *1/2* hours per day, four days per week. The purpose of the class is to assist students with a developmental delay. It provides them with developmentally appropriate activities to strengthen their skills. Eligibility for this program is based upon a multidisciplinary evaluation. For further information on this program, please contact the Early Intervention Coordinator at (570) 937-3192.

## 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 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 and Human Services
Centers for Disease Control and Prevention
National Center on Birth Defects and Developmental Disabilities

# Wayne Highlands School District

## 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 policy, 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 welcome 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 their Mobile Electronic Device in a timely manner and keep the device in their district supplied 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.

## WAYNE HIGHLANDS SCHOOL DISTRICT
## 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 cause 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

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, TV 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 submit your request in writing to the school during the first week of each school year with the other forms referenced in this handbook.

2021-2022
Parent and Student Handbook
Wayne Highlands School District
Stourbridge Primary Center
123 ABC Drive
Honesdale, PA 18431-1499
Office (570) 253-3010
Fax (570) 253-3236

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 email 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.

# KINDERGARTEN

## KINDERGARTEN ENTRANCE REQUIREMENTS

Please call the school and tell the administrative assistant that you wish to register your child for kindergarten. Children who will be five years of age before September 1 are eligible to enroll.

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

1. Birth or baptismal certificate.
2. Verification of a physical and dental exam. (These examswill be done at the school during the school year if they are not done by your private physician.)
3. Date of immunizations that are required before admission to school in Pennsylvania:

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

4. Proof of residency

## 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 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 CAN HELP

1. Provide a labeled smock or apron for artwork (a large shirt with shortened sleeves works well).

2. Encourage your child to:
   a. Dress him/herself - button, zip and tie.
   b. Understand and use safety rules.
   c. Take care of his/her own toilet needs.
   d. Memorize his/her full name, address and telephone number.

3. Label your child's belongings (boots, hats, mittens, etc.)

4. Confer with the teacher, the counselor, or the school nurse concerning your child's problems, needs, etc.

5. Refrain from teaching your child to print his/her name in all capital letters. We find that this may confuse 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 is to return home a different way than usual. If a child wishes to ride a bus other than his/her regular one, or get off at a different stop, he/she must present a note to the bus driver. A parent or guardian and the principal should sign the note.

**NOTE: Please have your child wear the bus tag issued by your teacher containing his/her bus number (return home), especially during the first two months 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: where the emphasis is to develop phonemic awareness, language and print awareness.

WRITING: where the emphasis is on the application of print knowledge, letter sound development and phonemic awareness.

GUIDED READING: where the emphasis is on reading instruction and the development of reading skills in a small group setting.

WORK AREAS: where students work independently on activities in word making, reading for meaning, math, writing, art, or computers.

INTERACTIVE READ ALOUD: where oral language, vocabulary skills and oral comprehension skills are developed.

MATH: where the focus is the application of 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: once a week students receive instruction in art, music, technology, guidance, library and physical education.

OUTDOOR/INDOOR PLAY: where social interaction and oral language skills are emphasized.

HOW PARENTS CAN HELP WITH READING

1. Talk to your child about everything. The more words your child knows, the easier it will be for him/her to read.

2. Read good books aloud to your child. This is the most important thing you can do to build your child's reading success.

3. Encourage drawing/writing activities. Keep crayons, magic markers, pencils and paper handy and display samples of your child's work.

4. Limit the amount of time spent watching television and playing video games.

5. Monitor your child's school progress and take part in school activities.

6. To celebrate your child's birthday, donate a book with his/her name inside instead of a sweet treat that can only be shared once.

## 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 successfully and achieve good 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. With this in mind, the fifteenth (15) day of absence for any student will be considered excessive. It will also be considered unexcused and illegal unless accompanied by a doctor's excuse. In such cases, the parent or guardian may be subject to all penalties specified in Section 1333 of the Pennsylvania School Code.

Excused Absence: An excused absence may include the following:

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 Absence: An unexcused absence may include the following:

1. Absence through parental neglect
2. Illegally employed
3. Truancy

When absence or early excusal from school is necessary, the following procedure must be followed:

1. After an absence, every student must present a written excuse to his/her homeroom teacher, signed by a parent or guardian on the day he/she returns to school, or the day following the return to school. The excuse must include the dates of absence, reason for absence and parent signature.
2. Upon returning to school after an absence, the student must accept responsibility for making arrangements with the teacher to make up any work that was missed. This also applies to tests that are missed. A student will be given a number of days equal to the number of days absent to complete all missed assignments.
3. Students who leave for a doctor's or dentist's appointment shall not be marked absent if the student is returning to school that day. If a student does not return, he/she shall be marked absent for the missed session.

   AM Session – 8:30-11:30 PM Session – 11:30-3:00

   On the day of an appointment, the student must bring in a note from home specifying the type of appointment and excusal time from school. The school requests that all appointments be scheduled after 2:45 PM or before 8:30 AM in the morning if possible.
4. A student reporting to the health suite, 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.
5. Parents taking trips must secure the proper approval form from the school office three (3) days in advance of the planned trip. The form is to be completed by the parent and must include all required teachers' signatures. The form is to be returned to the office one (1) day in advance of the planned trip.

We would appreciate notification of the reason for any extended absence (beyond 3 days) to assist the teachers in planning for your child.

Tardiness is not beneficial to your child. Promptness to class is very important. Students are to be in the building no later than 8:20 A.M. Parents will be notified if the problem persists. Any student arriving at the school after 8:20 A.M. are to report to the school office with the parent.

EARLY EXCUSALS

A student must bring a signed note from a parent, dentist or physician with the excusal time properly indicated. The school requests parents to avoid all appointments between 8:20 A.M. and 2:45 P.M. All early excusals must be approved by the school office prior to 8:40 A.M. Students attending community-sponsored activities should bring a note before every meeting with specific dismissal information.

DISMISSALS

No child is permitted to leave the school while school is in session unless a written request from a parent or guardian, stating the reason and time the child is to be excused, 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 and 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.

Trips - Not School Sponsored

Although school districts are not required to excuse pupils for educational trips planned by parents, the Stourbridge Primary Center will honor a request to be excused for an educational trip, if it is approved in advance by the principal.

A student, parent, or guardian should obtain a vacation form from the office prior to departure. It needs to be completed by his/her parent or guardian. The student is responsible for having his/her teacher sign the form, and the teacher is responsible for providing homework assignments for the time the student will be absent from school. The form is then returned to the office to notify the nurse and attendance administrative assistant. It also requires 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 or note) of any change in address or telephone number. This will assure that parents will be notified promptly should an emergency arise. In addition, busing for the student will be updated, and a new bus tag will be issued reflecting any change. It is the parent's responsibility to contact the bus driver/contractor when a child is assigned to a new bus.

## BEGINNING OF THE SCHOOL DAY

Kindergarten students arriving before 8:10 A.M. will report to the cafeteria. Students in grades 1 and 2 who are having breakfast are also to report to the cafeteria. Students in grades 1 and 2 who are not having breakfast are to report to the gym. At 8:10 A.M., the teachers on duty in the cafeteria and gym will dismiss students to their classrooms. Students arriving between 8:10 A.M. and 8:20 A.M. will report directly to their classrooms. Students arriving after 8:20 A.M. should report to the office. Breakfast will be offered to students upon arrival and before 8:20 A.M. Students who are transported to school by parents should arrive no later than 8:20 A.M.

## EMERGENCY SCHOOL CLOSING

Should weather conditions make the unexpected closing of the school necessary, radio stations WARM, WCDL, WDNH, WEJL, WKRZ, WPMR, WSGD, WVOS, and WYCY will be notified as well as television stations WBRE (28), WNEP (16), and WYOU (22). The bulletin will be broadcast at once. Rapid communication must be maintained. Therefore, you are asked to tune your radio or TV to one of the named stations and not to 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 and can be sent directly to you via phone call, email, and/or text message through the One Call Now system. Parents must sign up and register for this notification. In addition, weather notification systems are available through several local television stations. Please check the television stations' websites for more information about this service.

## BREAKFAST/LUNCH PROGRAM

Breakfast and lunch are available daily for students. Student accounts are established through the WHSD Food Services Point of Sale System. Parents may either send money to school (preferably by check) or access the student's food service account and pay online at https://www.schoolcafe.com. Additional information is available online at www.whsdk12.com by clicking the "Food Service" tab.

## FREE OR REDUCED BREAKFAST/LUNCH PROGRAM

Forms for the Free and Reduced Lunch Program are distributed to all students at the beginning of the school year. If you feel that you may qualify for this program, please complete the application and return it immediately. If a student was on the program last year, he/she will be enrolled for the first thirty (30) days of school. A new application must be completed for the current school year.

Wayne Highlands School District participates with the Pennsylvania Department of Education (PDE) and Department of Public Welfare (DPW) using a statewide program called COMPASS. COMPASS is a system currently being used by DPW that allows citizens of Pennsylvania to apply for programs, such as SNAP benefits, Emergency Assistance, Children's Health Insurance Program (CHIP), etc., online through the Internet. Applications for free or reduced price meals for the school lunch program are now available on line. You may complete the "Household Meal Benefit Application" online at www.compass.state.pa.us or you may use the

paper "Household Meal Benefit Application" provided to you by your school. The information you enter on COMPASS is kept confidential and used only for the purposes indicated during the application process. All students may buy the cafeteria lunch, or they may bring their own lunch. Milk or water is available to purchase a la carte.

Cafeteria prices are posted on the WHSD website.

## CHARGING POLICY FOR SCHOOL MEALS

With the aid of teachers and staff, every student at the elementary and middle school level (grades K-8) should have money on their cafeteria account or cash in hand at the register for all school meals.

Charging of meals due to insufficient funds (negative balance) is discouraged. If a student forgets or does not have money on his/her account, the child may still get a meal. However, the meal will be charged to the account and a letter will be sent home requesting payment. If a student has a negative balance, non-meal food items, such as a la carte items, and alternate beverages other than milk will be prohibited.

A student on paid or reduced meals will be allowed to charge a meal. Staff will address a yellow food service envelope along with a balance reminder letter stating the amount owed and inform parents/guardians to pay the charge immediately. If a student continues to lack funds for meal payments, the principal or business office representative will call the home to explain the situation. If meal charges are not paid by the end of each marking period, report cards may be held at the discretion of the principal. Parents will be informed of this policy at the start of the school year. It will be posted on the WHSD webpage and posted in each school.

Parents can manage their student(s) cafeteria account(s) at my www.schoolcafe.com

## REGULAR SCHOOL DAY LUNCH SCHEDULE:

| | |
|---|---|
| Kindergarten | 11:10-11:40 |
| First Grade | 11:55-12:25 |
| Second Grade | 12:40- 1:10 |

## EARLY DISMISSAL LUNCH SCHEDULE

During early dismissals from school due to Act 80 days, holidays or inclement weather, recess will not be conducted, and the following lunch schedule will be in effect:

| | |
|---|---|
| Kindergarten | 10:15-10:45 |
| First Grade | 10:55-11:25 |
| Second Grade | 11:35-12:05 |

## TRANSPORTATION AND BUSING

If a student wishes to ride a bus other than his/her assigned bus, or get off at a stop other than his/her regular stop, he/she must present a note to the school. A child will go home on his/her assigned bus unless this bus note is presented. The student's parent or guardian and the principal must sign the note, which will be given back to the child to present to the bus driver. Parents of 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 are expected to call the 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. If your address changes during the year, it is the parent's responsibility to contact the school for a new bus assignment and to call the driver/contractor for riding arrangements for your child.

BUSING: MONITORING STUDENT BEHAVIOR

Wayne Highlands School District buses are 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, if appropriate. Use of school transportation services constitutes consent on the part of the student and parent(s) to be recorded while using the Wayne Highlands School District transportation system.

PARENT TRANSPORTATION

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

YOU MUST park your car in the main parking lot and accompany your student to the main entrance door via the crosswalk upon morning arrival. Please do not enter the building. If a need arises for you to enter the building, please report to the main office. If you arrive with your child after 8:20 A.M., you must escort your child to the office and sign him/her in with the attendance administrative assistant.

## 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 in, students are to report to the main 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.

MEDICATION POLICY: For the safety of each child, a medication policy is in effect in the Wayne Highlands School District.

Any medications (including cough syrup, Ibuprofen, Tylenol, cough drops, etc.) that are brought to school must be brought to the health office for the school nurse or other school personnel to give to the student. Students are not permitted to keep medications in their possession during the school day.

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

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 HIS/HER CHILD TO RECEIVE emergency administration of a stock epinephrine auto injector 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 school calendar year.

WRITTEN PARENTAL PERMISSION is required to administer the medication and must accompany the medication. A written doctor's order would be appreciated.

Any long-term (requiring greater than two (2) weeks of daily administration), emergency, or allergic reaction medications, must be accompanied by a doctor's written order. Parents may request the necessary form from the school health office, have it completed by their family physician, sign it, and return it to the school.

You received an Emergency Health Card on the first day of school to be filled out for each student. This card includes space for emergency numbers and names of individuals 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 medically 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, or emotional issues your child may have experienced, as well as any hospitalization or change in his/her physical or mental 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 | (K or 1, grades 3, 6 and 11 and new admission) |
| DENTAL EXAMINATIONS | (K or 1, grades 3, 7 and new admission) |
| SCREENINGS for: | |
| VISION: | (all grades) |
| HEARING: | (grades K-3, 7, 11 and new admissions) |
| SCOLIOSIS: | (grades 6 & 7) |
| SPEECH SCREENING: | (Kindergarten) by a speech and language therapist |
| GROWTH: | (all grades) height, weight, and body mass index percentiles |

All parents/guardians will be notified of their child's BMI (body mass index) results. For students 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 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 1st, 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 to have these screenings completed by the school, please provide a written letter to the health office at the beginning of each school year. Permission is also granted for release of pertinent medical information to designated school personnel. Unless a written letter is received by the health office requesting that the screenings are not performed, the student will receive medical and dental examinations and screenings as required by Pennsylvania School Code.

While physical and dental exams can be done through the school, it is recommended that private appointments be established for your child.

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 in from recess for health reasons must submit a parental note 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.

### INSURANCE

At the beginning of each school year, student insurance is offered to every student. This insurance is voluntary, not mandatory. The school does not provide any accident insurance for students involved in any school activity.

## REPORTING STUDENT PROGRESS

### KINDERGARTEN

Parent-teacher conferences will be held throughout the year. The teacher will notify you in advance. At the end of the first and third quarters, parent teacher conferences are held for every kindergarten child. No paper report cards are issued at these times. At the end of the second and fourth quarters, paper 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. A parent teacher conferences will be held this year during school hours on November 11, 2021.

## REPORT CARDS

Report cards are issued at the end of each quarter, or nine-week session, in grades 1 & 2, and at the end of the second and fourth quarter in kindergarten. The levels of achievement for skill development and progress for subjects taught in the regular classroom are:

## GRADES K, 1 & 2 MARKING KEY:

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 not present at this time.
X: Skill not assessed at this time

## PROMOTION/RETENTION POLICY (K-2)

Reading, language, and mathematics development in grades K, 1 & 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.

# HOMEWORK POLICY

PHILOSOPHY

Homework is an important part of the total educational 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 & 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.

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 – ELEMENTARY K-2

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.

   Examples are:

   A. Working arithmetic problems
   B. Forming manuscript and cursive letters
   C. Answering questions about class discussion
   D. Spelling exercises
   E. Practice sight reading
   F. Re-read stories for fluency

2. Preparation - Students are asked to complete an assignment to prepare for the next day's lesson.

   Examples are:

   A. Current Events - finding a particular item online or in a newspaper
   B. Bringing certain information or articles from home
   C. Preparing for quizzes or tests

3. Extension or creative - Assignments which require students to apply several skills or concepts to accomplish a particular task.

   Examples are:

   A. Maintaining weather charts
   B. Book reports
   C. Projects
   D. Story-telling

## 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. Both written and non-written homework assignments will be checked by the teacher 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 their learning, parents are encouraged to take an active part in their child's education by:

1. Checking the "Take Home" folder daily
2. Asking your child about his/her day – what he/she learned and his/her behavior "color" for the day
3. Reading to and with your child everyday
4. Setting aside time and a special place for reading or home activities
5. Providing resource materials outside school
6. Checking work for neatness
7. Providing limited assistance
8. Addressing frustration; although practice is important, it should never become a negative experience for you and your child. Simply send a note on the homework that your child has made his/her best attempt.

## GUIDANCE AND SUPPORT SERVICES

- Guidance: The elementary 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 aids the student's social/emotional growth. A unit on body rights teaches children rules and behavior that enable 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 sets up regular sessions to work with the student one on one. If, at any time, you have a question concerning your child, please contact the guidance counselor at the Stourbridge Primary Center to set up a conference. Our final goal is a happy, well-adjusted child.

- Instructional Support team (IST): An instructional support teacher and team is 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 of the intention and plan to assist the child. A parent may also initiate such a request. The parent is invited and encouraged to participate in the team. As always, parental support is vital in the success of this program.

- 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 Wayne Highlands 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:

  - Performance academically 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
  - Moving physically

  *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 1-5 who have not reached grade level proficiency. The Title I reading program is supplemental to the classroom reading program and is based on current 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, heelys, etc. to school.

## CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, electronic devices, supplies, and furniture supplied by the school. Students who vandalize school property, the school building, equipment, grounds, or buses shall 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. Your dress reflects the quality of the school, your conduct, and your 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 distract or endanger the health or safety of others in 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 seasons. Shorts must be neatly tailored, loose fitting, and near- knee length. 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, spaghetti strap, or strapless tops.
5. Bare midriff blouses.
6. Earrings worn by boys.
7. Excessively baggy clothing.
8. Backpacks carried around during the school day. Please note that backpacks are allowed to carry articles to and from school.
9. Any unusually styled or colored hair. Only natural hair styles and colors are permitted.
10. Excessively tight or torn clothing.
11. Headbands, bandanas, and hats.
12. Body piercings and tattoos.

## ELECTRONIC GAMES/PERSONAL LISTENING DEVICES

Students are not to bring personal electronic devices to school. They tend to disturb the atmosphere at school and they invite vandalism and theft.

## SAFETY AND EMERGENCY 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 should be accomplished as quickly, quietly, and orderly as possible. The teacher in each classroom will give the students instructions.

## LOST AND FOUND

At any time, please contact the school if your child does not come home with everything. Ask at the main office regarding lost and found items. It will be helpful to label all clothing, book bags, lunch boxes, and other personal items. Lost and found items will be displayed for the children quarterly at lunch times so they may reclaim lost items. Items not claimed at the end of each quarter will be donated.

## PHOTOGRAPHS

The Wayne Highlands School District has contracted with a photography firm to take the student's picture early in the school year. The purpose of this is to provide a photograph for the student's personal record to keep the file up to date. A student shall have his/her picture taken each year that he/she attends the Stourbridge Primary Center.
Students are urged to "dress up" for the picture day. Students and parents may purchase a packet of these photos at a nominal price if they choose. Dates for the pictures will appear on the monthly school calendar.

## PHYSICAL EDUCATION

ELEMENTARY K-5

Every student will have (1) physical education class per week. A student may be excused from participation 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 should be excused.
2. An excuse from a parent or guardian will enable a student to take "limited" physical education for one (1) day for each excuse. The student will be required to participate to the extent possible.
3. Sneakers are required for physical education class.
4. Students should refrain from wearing jewelry on gym days.

## SPECIAL CLASSES

Each week the students will have one class of guidance or technology, physical education, art, music, and library. Sneakers should be worn on gym day.

## PTA

All parents are encouraged to enjoy membership in our active Parent-Teacher Association. The group sponsors several activities each year to benefit the children of the Stourbridge, Lakeside, and Wayne Highlands Middle School. Early in the school year, your child will bring home an invitation to join PTA, along with a meeting date and time. Please consider joining. Your involvement is important to your child and us.

## SCHOOL FIELD TRIPS

During the school year, our classes take several field trips as part of our academic curriculum. Many are taken to the other schools within the district or to places within our community or nearby communities. For these trips, parents will be notified in advance of each event, and permission for all local trips will be obtained in 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, a separate parental permission slip will be required for students attending. Parents will be notified in advance concerning the details, and a parental permission slip will be required for the students to attend.

## VISITORS AND VOLUNTEERS

The school policy is to accept only visitors who have legitimate business to conduct at the school. Parents are always invited to attend special events in our school. Guests, parent volunteers, and visitors must register in the office and wear a visitor identification tag. In accordance with Wayne Highlands School District Policy, there will be no classroom visitors during instruction.

Volunteers are required to have federal fingerprint, child abuse, and criminal history clearances prior to volunteering in our schools. These clearances may be completed online. Copies of these clearances must be delivered to the main office where they are kept on file.

## WITHDRAWAL FROM SCHOOL

When a student moves from the district or leaves our school for any reason, the parent/guardian shall notify the main office. It will be necessary for the student and parent to settle all school obligations such as returning textbooks, paying fines or fees, cleaning out desks, etc. It is also necessary to complete office records and prepare transfers, which will accompany the student. Transcripts will be forwarded to the new school district upon request by the school.

## PLAYGROUND RULES

1. Children must respect the rules no matter who is supervising.
2. All children must give full attention when the whistle blows.
3. There is to be no pushing or shoving; for what starts in fun may turn out to be more serious.
4. Students are to stay away from windows.
5. No student will be allowed to throw stones, wood chips, snowballs, dirt or any object.
6. No bats, hardballs, or frisbees will be allowed during scheduled recess.
7. No littering on the playground. There are garbage cans for this purpose. Take pride in your surroundings.

8. During the winter months, students must remain on the paved areas if they do not have proper winter clothing. The students must have hats, coats, boots, mittens or gloves, and snow pants during those times when there is snow on the ground. The children will not be going outside during extremely cold weather.

9. While at recess, students will not reenter the building without permission from an adult who is on duty.

10. Children should not chase and run through the chipped areas.

11. One at a time down the slide, and NO headfirst sliding.

12. No running on the "Big Toy."

13. Take turns.

14. No sandals or flip flops as they do not provide adequate protection when playing and running. Sneakers are best for playing on the playground.

15. Line up immediately when the bell or whistle sounds.

16. If a parent feels that a child needs to be kept in for a day, we require a written note from the parent. If the request is for an extended period of time, a doctor's excuse is required.

## CAFETERIA RULES

1. Students should walk into the cafeteria and obey the supervisor after they enter.

2. Students may talk quietly at their own table.

3. There shall be no throwing of food and no playing with food or utensils.

4. Each child shall be responsible for cleaning his/her place in the cafeteria. Students will not be excused until their area is free of litter.

5. Students shall be quiet before leaving the cafeteria and shall remain quiet while exiting the building for recess.

6. Straws are to be used for drinking only; they are not to leave the cafeteria.

7. Students should raise their hand if they require assistance.

# 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
d. Exclusion from school

IV. Hearings

a. Formal Hearing
b. Informal Hearing

V. Controlled Substances/Paraphernalia
VI. Bus Regulations
VII. Fighting
VIII. Attendance Policy
IX. Vandalism of School Property
X. Tobacco Use Policy
XI. Locker Searches
XII. Weapons
XIII. Visitors
XIV. Classroom Visitation
XV. Unlawful Harassment
XVI. Bullying


## 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

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 in which 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.

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.

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.

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.

1. 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.

2. 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 him/self within legal limits in which do not violate the laws of obscenity and libel.

3. 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.

4. 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.

5. 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.

6. 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 in 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.

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 parents or guardian request a public hearing.
    d. The right of the student to be represented by c o u n s e l .

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.

a. Informal Hearings

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.

10. 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.

11. The following due process requirements are to be observed in regard to the informal hearing:

- Notification of the reasons for the exclusion shall be given, in writing, to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing must be given.
- The right of the student to question any witnesses present at the hearing.
- The right of the student to speak and produce witnesses on his own behalf.
- 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 in 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 who 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 Another 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 she/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 ensure 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. Students 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 in 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 in 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

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.

Absence

After an absence, a student must present an excuse to his homeroom teacher signed by a parent or guardian with 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 USE POLICY

PURPOSE- Wayne Highlands School District recognizes that use of tobacco by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

DEFINITION- For purpose of this policy, tobacco shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form

AUTHORITY- The Board prohibits tobacco use and possession 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 prohibits tobacco use and possession by students at school sponsored activities that are held off school property.

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

GUIDELINES- Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once a year.

Tobacco promotional items, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events. Tobacco advertising is prohibited in all school-sponsored publications and at all school-sponsored events.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to $50 plus court costs and/or suspended for one (1) to three (3) days. In lieu of a fine and suspension, the student may be referred to a tobacco cessation program, at the student's expense. Repeat offenses will result in fines and/or suspensions of up to ten (10) days.

## 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 and 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 term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of 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 ensure 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 the parent or guardian's child, it must be scheduled in advance with 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 unreasonable 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 a 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. S/He 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

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.

Definition: Bullying shall mean intentional electronic, verbal, written or physical conduct directed at a student by another student that is severe, persistent or pervasive and has the intent and effect of:

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.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
6. Substantially disrupting the orderly operation of the school.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Authority: 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.

The school district will also not tolerate known acts of bullying occurring outside of school settings if those acts have the effect of substantially interfering with a student's education, creating a threatening environment or substantially disrupting the orderly operation of the school.

Delegation of Responsibility:

Development of Educational Programs

The Superintendent or designee shall develop administrative procedures and programs to increase the awareness of the problems of bullying, and train teachers to effectively intervene if bullying is witnessed in their presence or brought to their attention.

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 the 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: 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.

Pol.218, 233

Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling, a parent 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/guardians.

DISSEMINATION AND TRAINING

1. This policy shall be included in the student handbook.

2. This policy shall be conspicuously posted on the district's website, in every classroom and in a prominent location within each school building where notices are usually posted.

3. Discussion of the policy shall be included in 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 Education Privacy Rights Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or his/her 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 parents/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

Board Policy - 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.