

**2021-22
PARENT & STUDENT HANDBOOK
WAYNE HIGHLANDS SCHOOL DISTRICT
LAKESIDE ELEMENTARY SCHOOL
3rd, 4th & 5th GRADES**

**LAKESIDE ELEMENTARY SCHOOL
129 LAKESIDE DRIVE
HONESDALE, PA 18431
Phone: (570) 253-6820
Fax: (570) 253-6826**

Dear Parents and Students:

Welcome to our school! We, Lakeside's faculty and staff, are anticipating another great year of learning for all of us.

This handbook has been prepared for students in Lakeside Elementary School. It covers many of the policies and rules for our building and district which will be informative to you. We have also included health and safety rules so you will know what is expected of our students. We ask the parents to go over these rules with our students, as we will be doing the same in school.

We believe each student should be responsible for his/her own conduct. It is our desire that all of our students display good manners and safety at all times. If you have any questions concerning items in this booklet or anything not included here, please contact our Lakeside Office at (570) 253-6820. We want to assist you and our students in making this another successful year.

Sandra Rickard
Principal

Lakeside Motto: *"Ready, Respectful & Responsible"*

WAYNE HIGHLANDS SCHOOL DISTRICT

2021-22 SCHOOL CALENDAR

Wednesday & Thursday, August 18-19, 2021	New Teacher In-service
Tuesday, Wednesday, & Thursday, August 24, 25, 26, 2021	Teacher In-service
Monday, August 30, 2021	School Opens
Friday, September 3 – Monday, September 6, 2021	Labor Day
Tuesday, May 31, 2022	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, 2021	Labor Day Weekend	(2)
November 11, 2021	Parent Conference	(1)
November 25, 26 & 29, 2021	Thanksgiving Holiday	(3)
December 24, 2021 – January 2, 2022	Christmas Holiday	(6)
January 17, 2022	Martin Luther King Jr. Day	(1)
February 21, 2022	Presidents' Day	(1)
April 15 – April 18, 2022	Easter Holiday	(2)
May 30, 2022	Memorial Day	(1)

SCHOOL DAYS PER CALENDAR MONTH

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

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

ACT 80 DAYS

(Dismissal at 12:30 p.m.)
 Thursday, September 30, 2021
 Wednesday, October 20, 2021
 Tuesday, January 11, 2022
 Tuesday, April 5, 2022

WAYNE HIGHLANDS SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS

Board Members: George Korb, President, Brian Weist, Vice President, Thomas Fasshauer, Kathy Grandjean, Lothar Holbert, Tanya Gibbs-Hinkley, Gina Pritchard, James Rutherford and Heather Stephens.

DISTRICT ADMINISTRATION

Superintendent	-	Gregory J. Frigoletto
Asst. Superintendent	-	Timothy Morgan
Business Manager	-	Jeff 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.

WAYNE HIGHLANDS SCHOOL DISTRICT
ANNUAL NOTICE TO PARENTS

I. NON-DISCRIMINATION POLICY

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

For information regarding Civil Rights or Grievances Procedures, please contact Timothy M. Morgan, Title IX Coordinator, at 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 stated in the Policy.

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 M. 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.

II. NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an

administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

NOTICE FOR DIRECTORY INFORMATION

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

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

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

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

1. Any other protected information survey regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

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

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

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

notification of the planned activities and surveys listed below and be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

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

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

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

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

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

Parents' Right to Know Regulations 200.61

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

NCLB requires:

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

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

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

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school principal. Our district is fully committed to the success of your child.

We appreciate your partnership in our efforts to provide the best education for your child.

WAYNE HIGHLANDS SCHOOL DISTRICT ANNOUNCES TESTING PROGRAMS FOR THE 2021-22 SCHOOL YEAR

During the 2021-22 school year, the Wayne Highlands School District will administer a variety of tests in order to evaluate student achievement; educational programming; and career selection.

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

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

DIRECTORY INFORMATION POLICY OF WAYNE HIGHLANDS SCHOOL DISTRICT

Parents of students or eligible students will be given the opportunity to notify the school in writing on a yearly basis of their wish to not be included in the release of directory information. This notification must be renewed in writing to the individual building principal wherein the student is enrolled on a yearly basis. Directory information includes information relating to the student as follows: the student's name, date and place of birth, major field of study, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, homeroom lists released to local newspapers, e-mail address, photograph and other similar information.

III. SPECIAL EDUCATION

Wayne Highlands School District offers a continuum of services for children who are identified as having special needs. Eligibility for

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

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

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

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

EARLY INTERVENTION

Early Intervention Classes, for children ages 3-5, are operated through the Wayne County Consortium. These classes run for 2 ½ hours per day, four days per week. The purpose of these classes is to assist students with developmental delays and/or other areas of need identified in state and federal regulations. Classes provide developmentally appropriate activities to strengthen students' skills. Eligibility

for this program is based upon a multi-disciplinary evaluation. For further information on this program, please contact the Early Intervention Coordinator at (570) 969-6711.

DEVELOPMENTAL DELAYS

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

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

SPECIAL EDUCATION FOR GIFTED STUDENTS

The Wayne Highlands School District provides services for students who are identified as being 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 a school personnel working with the student or by the student's parent/guardian. If a parent suspects his/her child may be gifted and wants to request a gifted multidisciplinary evaluation, the parent may do so at any time. Such a request should be made to the guidance counselor at your school or the Special Education Director who may be reached at (570) 253-3402.

STUDENT RECORDS ACCESS POLICY

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

1. The right to inspect, review or copy education records include:

The right of a parent to request of and receive from the educational agency a reasonable explanation of information contained in the education records of the child.

The right of a parent to be provided, on request, with a copy of all or part of the education records of the child.

The right of a parent to designate a representative, who will inspect, review or copy the records.

2. If a parent requests copies of education records from the Wayne Highlands School District, the Wayne Highlands School District may charge the parent a reasonable cost which may not exceed the actual expense of the duplication, reproduction or photocopying. Cost may not be charged to a parent for the search for or retrieval of records.
3. A parent has the right to request a list of the types and the location of the child education records collected, maintained or utilized by the Wayne Highlands School District.
4. At the discretion of the Wayne Highlands School District and for verification and records keeping purposes only, an agency may require the parents to put into writing the following:

Their oral requests to inspect, review, copy or receive copies of educ. records

Their oral designations of a representative.

Their oral requests for a list.

5. If an education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child or to be informed of that specific information.

A parent has the right to copy from or receive a copy of an education record originally containing information on more than one child.

Prior to the parent copying or receiving a copy of a record on more than one child, the agency shall delete, remove or obscure from the record or its copy personally identifiable information concerning any child who is not the child of the parent.

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

PROGRAMS FOR ELIGIBLE STUDENTS

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

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

If you believe that your school-age child may be in need of special education services and related programs, or your young child (*age 3 to school age*) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her

eligibility is available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to Mrs. Amanda Kerna -Wayne Highlands School District - 474 Grove Street - Honesdale, PA 18431, or by calling 253-3402, or emailing at akerna@whsdk12.com

Programs for Eligible or Protected Impaired (Mentally and/or Physically) Students

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

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

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

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

WAYNE HIGHLANDS SCHOOL DISTRICT
VOCATIONAL PROGRAM OFFERINGS

The Honesdale High School participates in the Carl D. Perkins Vocational and Applied Technology Act. Funding from this Act supports a variety of vocational programs, equipment, and the employment of a vocational coordinator. Vocational courses are offered in Accounting Technology/Technician and Bookkeeping, Administrative Assistant and Secretarial Science, General Health Professions and Related Clinical Sciences, Carpentry, General Agriculture, Job Seeking/Changing Skills.

All students in grades 9-12 who attend the Honesdale High School are eligible for enrollment in vocational courses regardless of race, color, national origin, sex, handicap, or limited English proficiency. All students have been provided information about this programming. If you would like more information about the program, contact the Vocational Coordinator, Mrs. Laura Lockwood at 253-2046. If a parent or student believes that they have been unfairly discriminated against, they may contact the Title VI, IX, and Section 504 Coordinator, Mr. Timothy M. Morgan at 253-4661.

504 PROCESS

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

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

Parents' Right-to-Know Regulations 200.61

August 30, 2021

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

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

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

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

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

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

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:
 - subject matter tested,

- purpose of the test,
- source of the requirement (if applicable)
- amount of time it takes students to complete the test, and
- time and format of disseminating results.

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

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Sandra Rickard at (570)253-6820.

ATTENDANCE

Absence from school should be kept to an **absolute minimum**. Illness of the student or some other urgent necessity, making attendance or punctuality actually impossible, shall be the only legitimate excuse for absence or tardiness. After an absence, a student must present a **written excuse** to his/her homeroom teacher within **three (3)** days following his/her return. This written excuse must state the **dates** of absence, **reason** for the absence, and bear the **signature** of the parent or guardian. 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 that **15 days** of school per academic year.

Students are to be in their classroom **no later than 8:25 A.M.** Parents will be notified if the problem persists.

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

BEGINNING OF SCHOOL DAY

Lakeside's doors are locked at all times. A teacher will be on duty each day from 7:30-8:25 A.M. to greet students and open the door for them. Students who arrive after 8:25 A.M. must report to the office and be signed in by a parent or guardian. Students arriving before **8:10 A.M.** will report to the cafeteria. At **8:10 A.M.**, students will be dismissed by the teacher on duty in the cafeteria, and will report to their classrooms. Students arriving between **8:15 A.M.** and **8:25 A.M.** will report directly to their classroom.

BREAKFAST/LUNCH PROGRAM

Breakfast and lunch are available daily for students. Student accounts are established through the WHSD Food Service 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 @<https://www.schoolcafe.com>. Additional information is available online @www.whsdk12.com by clicking on the "Food Services" 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, they will be carried for the first 30 days of school. A new application must be completed for the current school year.

Wayne Highlands School District has been chosen by the Pennsylvania Department of Education (PDE) and Department of Public Welfare (DPW) to pilot a program that has been added to 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 Food 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. Milk or water is available to purchase a la carte.

Cafeteria prices are posted on the WHSD website.

REGULAR SCHOOL DAY LUNCH SCHEDULE:

Third Grade	11:15 - 11:45	(Recess 11:45-12:05)
Fourth Grade	11:55 - 12:25	(Recess 12:25-12:45)
Fifth Grade	12:35 - 1:05	(Recess 1:05- 1:25)

EARLY DISMISSAL LUNCH SCHEDULE

During early dismissals from school due to Act 80 days, the following lunch schedule will be in effect:

Third Grade	10:15-10:45	(No Recess)
Fourth Grade	11:00-11:30	(No Recess)
Fifth Grade	11:40-12:10	(No Recess)

DISMISSALS

NO child is permitted to leave the school while school is in session unless a written request, by parents 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 the parents, guardian, or other authorized person. NO child is permitted to leave with anyone unless approved by the parent or guardian. All parents 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.

A student must bring a signed note from home, dentist or physician with the excused time properly indicated. The school requests that all appointments be avoided prior to 2:45 PM. The school Principal must approve all early excuses.

Students attending after school programs should bring a note with specific dismissal information.

EMERGENCY SCHOOL CLOSING

Information on weather-related early dismissals and cancellations, as well as bus delays can be sent to you automatically via text or email by registering at www.whsdk12.com. Please do not call the school or homes of faculty members for school closing information. Your child should know where he/she is to go in the event of an early school closing.

SCHOOL BUSES

If a student wishes to ride a bus other than his/her regular one, or get off at a stop other than his/her regular one, he/she must present a note to the school. A child will go home on his/her regular bus unless this special 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. 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.

SCHOOL HEALTH SERVICES FIRST AID

Students who require first aid or become ill during the school day must report to the School Nurse for evaluation and care. If the nurse is not in, students should report to the office. This is done by obtaining a pass from their teacher and then reporting to the School Nurse. Reporting to the Health Room between classes is prohibited, as is spending a class period, or part of a class period, elsewhere in the building.

When a student is ill and has need of lavatory facilities, the student must use the facilities of the Health Room. Students who are ill may not leave the building without the nurse's permission. The above policies are for the safety and welfare of the student.

If necessary, parents or guardians will be notified by the nurse to come for their student and seek medical evaluation and care. Students will be dismissed to parents or authorized adult from the Health Room.

A student given permission to leave school because of illness must follow the normal routine for reporting, as explained in "Attendance."

**The school nurse should be notified immediately if your child is diagnosed with any contagious disease.

MEDICATION POLICY: It is the policy of the Wayne Highlands School District to administer medication, prescription and nonprescription, with the written prescription of the family physician or health care provider, and the request of the parent/guardian. Students are not allowed to have medication of any kind in their possession during the school day, unless predetermined by school policy. Parents/Guardians are requested to transport medication to and from school.

The procedure for medication to be administered in school is as follows:

1. Medication, prescription and nonprescription, shall be delivered to the school nurse by the parent/guardian or his/her designee in the original container. Prescription medications shall be given to the nurse in the pharmacy labeled container with the student's name, the name of the medication, the amount of medication to be taken, and time for administration. Nonprescription medications shall be sent in the original packaging from the point of purchase.
2. A Physician/Health Care Provider Order Form, with written request by the parent/guardian, should accompany the medication. Specific medication signature forms are available upon request from the school nurse.
3. Only send to school the amount of medication needed for the course of treatment. You received an Emergency Information Card on the first day of school to be filled out for each student. This card includes space for emergency numbers and names of those to be contacted if you cannot be reached. It is extremely important for your child's welfare that an individual is able to assume responsibility for your child if he/she needs to go home or be treated. In the event of an emergency, an attempt is always made to notify the family. If the school personnel are unable to contact you, they will proceed with the necessary emergency care, including contacting a doctor if deemed necessary. Please complete and return this

card for your child as soon as possible. If any pertinent information changes on this card during the school year, please notify the school, in writing, as soon as possible.

Please return the Health History form for your child's health records. Please notify the nurse of any immunizations, medications, or emotional upset he/she may have experienced; 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, 3, 6 and 11 and new admission)
DENTAL EXAMINATIONS (K or 1, grade 3, 7 and new admission)

SCREENINGS for:

VISION: (all grades)
HEARING: (grades K-3, 7, 11 and new admissions)
SCOLIOSIS: (grade 6 & 7)
SPEECH SCREENING: (Kindergarten) by a Speech and Language Therapist
GROWTH: (yearly all grades) height and weight and BMI percentiles

All parents/guardians will be notified of their child's BMI 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 of the screening tools 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 be 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 not be completed, the student will receive medical and dental examinations and screenings as required by Pennsylvania School Code.

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

REPORT CARDS

Report cards are issued at the end of each quarter, or nine weeks session in Grades 3 through 5. Please see www.whsdk12.com for detailed information on grading descriptors.

PROMOTION/RETENTION

English/Language Arts and Mathematics development in grades 3-5 is the foundation of a student's academic growth, development and achievement. They are keys to a student's overall advancement through school. Therefore, these 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

TYPES OF HOMEWORK

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 Grade 3 - 5 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

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 in the 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 health charts
- B. Book reports
- C. Projects and dioramas
- D. Story-telling

RECOMMENDED TIME

In grades three, four and five, a student should spend an average of 30 to 50 minutes each evening completing homework assignments outside of the regular school day. These are recommended average amounts of time.

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.

TEACHER EXPECTATIONS

All teachers will expect homework to be completed satisfactorily and on time. Homework will 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 completing the homework assignments,

parents should be encouraged to take an active part in homework by:

1. Asking about homework each day
2. Providing a definite time and suitable place for study or home activities
3. Making resource materials available
4. Checking work for neatness
5. Cutting down on TV time and turning off the radio while your child is studying
6. Providing limited assistance
7. Contacting the school if homework seldom or never seems to be brought home

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.

GUIDANCE AND COUNSELING

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 every student is dealt with - not just the student with a problem. Developmental counseling is a form of prevention medicine.

The elementary counselor, while assigned regular classes, is also available for informal discussion time with either small groups or individuals. Just having a "friendly ear" to chat with often can relieve what seemed like a problem. 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 to set up a conference. Our final goal is a happy, well-adjusted student. Group guidance classes stress positive personal and group development. Character development is an integral component of the school day.

A unit on Body Rights teaches rules and behavior that enables students to protect themselves from abuse and exploitation. Home and school safety is incorporated throughout class discussions.

IST SUPPORT

An instructional support teacher and team are 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. 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 request for assistance for the student. A parent may also initiate such a request. The parent is invited and encouraged to participate in the team. As always, parental support is a vital ingredient in the success of this program.

CHILDREN'S SERVICE CENTER

School Community Behavior Health (SCBH) was introduced to Lakeside Elementary in the 2014-2015 school year. This unique program provides trauma-focused mental health and behavioral health services for students who may need assistance developing a variety of skills including but not limited to organization, classroom management, emotional regulation, social skills and family dynamics. They provide services both on an as needed basis in their classroom and scheduled therapy time throughout the day in the SCBH room. Services are provided in the school, at home, and in the community. All services are provided by certified Mental Health Professionals and Behavioral Health Workers employed by SCBH. A licensed psychologist provides consultation to the SCBH team.

If you believe your child would benefit from SCBH services, please contact the school for further information.

AFTER SCHOOL PROGRAM

The Honesdale Communities That Care (CTC) operates an after-school program during the school year at the Lakeside Elementary School. CTC is available, Monday through Friday, 3:00-5:15 pm on days that school is in session. Transportation is also available through the District Activity Bus System after CTC, or parents may pick up their children from the program. For further information, contact Rich Palazzo, CTC Director at (570) 851-8098.

ASSEMBLIES

At all times, the student's behavior should be respectful and courteous. We have had a good reputation during special programs, so we expect that high level of excellence to continue. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

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 (Heelys), skateboards, scooters, etc., to school.

BUSSING: MONITORING STUDENT BEHAVIOR

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 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.

CARE OF SCHOOL PROPERTY

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

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.

DRESS CODE

We take pride in the appearance of our students. Your dress reflects the quality of the school, your conduct and of 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 appearance or dress does not 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. 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 midribs. Sneakers are best for recess on the playground. Examples of unacceptable dress are as follows:

1. Metal on clothing that will mar furniture
2. Objectionable patches, decals, buttons, etc.
3. Tee shirts designed for wear as an undershirt muscle, tank, mesh, spaghetti or strapless tops
4. Bare midriff blouses
5. Earrings worn by boys
6. Excessively baggy clothing
7. Backpacks carried around during the school day. Please note that backpacks are allowed to carry articles to and from school
8. Any unusually colored or multi-colored hair

ELECTRONIC GAMES/PERSONAL LISTENING DEVICES

Students are not to bring the above-mentioned items to school. They tend to disturb the atmosphere at school and they invite vandalism and theft.

FIRE & SAFETY DRILLS

Fire & safety drills, at regular intervals, are required 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 as possible. The teacher in each classroom will give the students instructions.

GUM AND CANDY

Students are not permitted to chew gum or eat candy at any time during the school day. This includes lunch sections.

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.

LOST AND FOUND

Please come in and check, at any time, if your child does not come home with everything. Ask at the office regarding lost & found items. It will be helpful to label the clothing and lunch boxes. Lost and found items are located outside the nurses sweet.

MEDIA

Throughout the year the local newspapers and TV stations and The Wayne Highlands School District will publish stories and photographs of events we have at throughout 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.

NEW STUDENTS

Parents of incoming new students should schedule an appointment with the School Counselor Office. At that time, the necessary enrollment forms will be completed. Parents should have a copy of the student's birth certificate and immunization with them. We will request a transfer of the student's records from his/her previous school.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, the counselor, or the principal by telephoning the school office. A teacher conference will be held this year during school hours on November 11, 2021.

PARENT TRANSPORTATION

Lakeside Elementary has drive through student drop off and pick up. Parents may drop their student off in front of the building at the main entrance between 7:30AM and 8:25AM. Students arriving after 8:25AM must be walked into the building and signed in by a parent.

At dismissal, all parents will be directed to pull into our drive through lanes and display their name placard on the car visor. Your student will be brought to your car. If your student is not ready, you will be directed to drive around to the back of the pickup line.

Parents are reminded that they must remain in their vehicles at all times during the drive through process in order to keep the process running smoothly.

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 records that they may be kept up-to-date. A student shall have his/her picture taken each year that he/she attends the Lakeside Elementary. Students are urged to "dress up" for picture day. Students and parents may purchase a folder of these photos at a nominal price, if they desire. Dates for the pictures will appear on the monthly school calendar that is passed out to each student prior to the beginning of each new month.

PHYSICAL EDUCATION

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.

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 WHMS. 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. For further information, please see the PTA link on the WHSD website.

SPECIAL CLASSES

Each week the students in Grades 3-5 will have one class of physical education, art, music, library and technology or guidance. Sneakers should be worn on gym day. Guidance classes will be conducted every other quarter opposite technology instruction.

SPECIAL EDUCATION

In addition to the basic education program of the school, special services are provided either through the District or through the NEIU #19 (Northeast Intermediate Unit). There are also regular programs for children with special needs. Children who encounter problems in school achievement may require individual planning. The program in Special Education provides help to children who have special needs. In elementary school, these exceptional children develop basic academic skills following our school curriculum.

STUDENT FUND-RAISING

During the course of a day, teachers interact with a very large number of students. From time to time, most students are involved with some type of fund-raising activity. In many cases, teachers are asked to support these fund-raising activities. Although every teacher would like to encourage and support each cause, it is financially impossible to do. Therefore, teachers must choose which fund-raising drives they wish to support. Once this occurs, some students will be refused and, subsequently, will feel slighted. We, in the Lakeside Elementary School, do not want to slight or discourage any student. As a result, in the interest of fairness, we are requesting that all students refrain from asking teachers to support fund raising activities during the school day. Even though we would like to help as many students as possible, we feel that this approach is the fairest to all students.

STUDENT SALES

Students are not allowed to sell items to other students during the school day, bus rides or school activities.

SOCIAL EMOTIONAL LEARNING

Lakeside Elementary School recognizes the importance of teaching the "whole child". With this in mind, our SEL Team works closely with teachers and students to provide opportunities to better understand emotions, practice empathy, and rebuild healthy relationships with one another. These activities reinforce our school's mission of being "Ready, Respectful, and Responsible".

TELEPHONE

The telephone is to be used by students only in emergencies. Students are never to use the telephone until they have received permission from the office.

TRIPS

School Field Trips

During the school year, each class may take several educational field trips. Because these trips often complement our curriculum, students are urged to attend. Parental permission slips and sometimes a nominal fee may be required for a student to attend. Parents may be chosen to accompany a class to chaperone, but should not assume they will always be able to participate in the field trips.

Trips - Not School Sponsored

Although school districts are not required to excuse pupils for educational trips planned by parents; the Lakeside Elementary School will honor a request to be excused for an educational trip, if it is approved in advance by the Principal. The 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 provide homework assignments for the time he/she will be away. The form is then returned to the office for notification to the nurse and attendance secretary. It also needs the signature of the principal. The first three days of a non-school trip will be recorded as an

unexcused absence. The balance will be excused absences. Students must submit completed assignments, which were obtained prior to the trip.

WITHDRAWAL FROM SCHOOL

When a student moves from the district or leaves our school for any reason, he/she should report to the Guidance Office to receive a withdrawal form to be completed by the parents or guardian. It will be necessary for the student to then clear him/herself of all school obligations such as books, payment of fines, cleaning out of 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. Parents are urged to complete these forms in a timely fashion before the student's last day in school.

CAFETERIA RULES

1. Students should be escorted to the cafeteria and obey the teacher assistants after they enter.
2. Students may talk quietly at their own table.
3. Each student will be responsible for cleaning his/her place in the cafeteria. Students will not be excused from the table until their table is free of papers on top and underneath.
4. Students will be quiet before leaving the cafeteria and will remain that way until they are outside.
5. No food is to be taken from the cafeteria to the playground.

PLAYGROUND RULES

1. Swing Rules:

- *swing straight ahead, facing school, seated upright
- *no jumping off swings
- *no walking/running in between swings
- *one student per swing

2. Big Toy Rules:

- *slide DOWN slides only, feet first, one student at a time
- *no climbing on top of tunnels or hand rails
- *no jumping off of the big toy
- *no climbing on top of the monkey bars

*no playing tag around the big toy

3. Field and Blacktop Rules:

- *balls used only on fields and blacktop
- *no pushing, shoving, kicking, punching, biting, pinching, arguing, spitting, fighting, play fighting or any other physical or verbal confrontation of any kind
- *acceptable balls are kickballs, soccer balls, basketballs and soft round balls larger than softball size
- *no football of any kind

4. Do not pick up or throw rocks, grass, snow, ice, wood chips or any other objects.

5. When the bell rings, line up quietly in single file, facing forward, ready to reenter the school quietly.

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
- XVII. Health Council's Mission Statement
- XVIII. Integrated Pest Management (IPM)
- XIX. Internet Acceptable Use Policy (AUP)
- XX. Mobile Device Agreement Notice
- XXI. Voluntary iPad Accidental Damage Ins.
- XXII. Video and Audio Recording Notice

I. INTRODUCTION AND PHILOSOPHY

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

In dealing with disciplinary matters, the School District believes it must be consistent in administration of punishments. However, it is impossible to administer any code that prescribes a rigid system of mandatory disciplinary responses for each specific offense. Such a system would ignore the specific

circumstances surrounding some instances of misconduct. On the other hand, it is equally impossible to administer a discipline system on a case-by-case basis. This method would produce inequitable decisions and confuse students. In order to deal with this dilemma, the School District has fixed responses to more serious or repeated types of misconduct and uses several alternative punishments for lesser offenses.

II. STUDENTS' RIGHTS AND RESPONSIBILITIES

1. Rights to Education

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

RESPONSIBILITIES - Students have the responsibility to attend school regularly and to make a conscientious effort in classroom work, to conform to present school rules and to share with school adults the responsibility to develop a climate within the school 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.

2. School Rules

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

RESPONSIBILITIES - Students have the responsibility to assume that all rules are in effect until they are rescinded or waived. Students should obey all rules while working through channels to change them. Students have the obligation to realize that the Wayne Highlands School Board has the authority to

make reasonable and necessary rules governing the conduct of students in school.

3. Corporal Punishment

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

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

4. Discrimination

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

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

5. Exclusions From Class and/or School

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

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

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

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

6. Freedom of Expression

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

RESPONSIBILITIES - Each student has the responsibility to accept and respect the rights of others and to conduct him/self within legal limits which do not violate the laws of obscenity and libel.

7. Flag Salute

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

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

8. Hair and Dress and Grooming

RIGHTS - A student shall be free to determine his/her 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/her appearance or dress does not endanger the health or the safety of others, damage property, or disrupt others in the educational process. Students are required to wear a prescribed type of clothing while participating in physical education classes.

9. Confidential Communications

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

written approval of the student and/or his/her parents or guardian to outside agencies except those listed in the adopted policy.

10. Searches

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

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

III. DISCIPLINARY RESPONSES

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

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

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

a. Loss of Privileges

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

b. Detention

Students may be assigned detention for violating school rules. Any disciplinary offenses while in detention shall be considered a major

disciplinary infraction and shall make a student liable for an exclusion from classes and/or school. Detention supersedes all other school activities. Any detention missed due to absence from school will be made up during the next scheduled detention.

c. Exclusion From Classes (In-School Suspension)

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

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

Students may be excluded from classes for the following offenses:

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

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

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

1. Exclusion from school may be given by the principal, assistant principal, or a person in charge of the public school.

2. No student shall be excluded from school until the student has been informed of the reasons for the exclusion and given an opportunity to respond. Prior notice of the intended exclusion need not be given when it is clear that the health, safety or welfare of the school community is threatened.

3. The parents or guardian and the superintendent of the district shall be notified immediately, in writing, when the student is excluded.

4. When the exclusion exceeds three (3) school days, the student and his/her parents or guardian shall be given the opportunity for an informal hearing, consistent with the requirements set forth in Informal Hearing.

5. Students shall have the responsibility to make up exams and work missed while being disciplined by exclusion from school and shall be permitted to complete these assignments, within guidelines established by the respective school.

6. When an exclusion from school exceeds ten (10) school days, the student and his/her parents or guardian shall be given the opportunity for a formal hearing in accordance with the procedure on Hearings.

7. During an exclusion from school a student will not be permitted to attend school district-sponsored programs or events, and will not be permitted to be present on any school district property or buses. These restrictions may be waived with the approval of the appropriate administrator(s).

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

1. During the period of the hearing and decision of the Board of School Directors, the student shall be placed in his normal class, except as set forth below.

2. If it is determined, after an informal hearing, that a student's presence in his normal class would constitute a threat to the health, safety, morals, or welfare of others, and it is not possible to hold a formal hearing within ten (10) days, the student may be excluded from school for more than ten (10) consecutive school days, provided the formal hearing is not unreasonably delayed. Any student so excluded, shall be provided with alternative education, which may include some home study.

3. Students who are less than 17 years of age are still subject to the Compulsory School Attendance Law, even though excluded from school, and must be provided an education.

4. The initial responsibility for providing the required education rests with the student's parents or guardian, either through placement in another school, tutorial or correspondence study, or other educational program approved by the district's superintendent.

5. If upon written evidence, but in no event longer than thirty (30) instructional days, the parents or guardian are unable to secure an approved education program, the student's School District has the responsibility to make some provision for the child's education.

6. If the approved educational program is not complied with, the School District may take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

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

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

IV. HEARINGS

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

a. Formal Hearing

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

1. The following due process requirements are to be observed with regard to the formal hearing:

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

b. Informal Hearing

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being

excluded from school, or to show why the student should not be excluded from school.

1. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

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

- a. Notification of the reasons for the exclusion shall be given, in writing, to the parents or guardian and to the student.
- b. Sufficient notice of the time and place of the informal hearing must be given.
- c. The right of the student to question any witnesses present at the hearing.
- d. The right of the student to speak and produce witnesses on his own behalf.
- e. The district shall offer to hold the informal hearing within the first five (5) days of the exclusion.

V. CONTROLLED SUBSTANCES/PARAPHERNALIA

Preface

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

Statement of Policy

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

Definition of Terms

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

for use in school has been granted pursuant to Board policy.

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

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

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

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

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

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

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

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

School Guidelines

An integral part of the Wayne Highlands School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood-altering substance, and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent, minimum disciplinary means to respond to controlled substance related events. The Wayne Highlands School District will provide a safe and healthy environment for students, with due

consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse, even if the same is not provided for specifically in any rule or regulation enumerated herein.

Penalty - Alcohol and Other Drugs Policy

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

1. The parents or guardian shall be notified immediately.
2. The local or State Police will be notified.
3. The school's Student Assistance Team and the Wayne Highlands School District Crisis Intervention Counselor will be notified.
4. The student shall be excluded from classes for the remainder of the school day or until such time as s/he can be taken home by a parent/guardian. The student shall be excluded from school for ten (10) days. The student and parent/guardian shall be offered an informal hearing within the first five (5) days of the exclusion. The principal shall recommend an additional thirty-five (35) day exclusion from school for a violation involving alcohol (forty-five (45) day total exclusion), and an additional 170 day exclusion from school for a violation involving any other controlled substance (180 day total exclusion).
5. The student and parent/guardian will be offered a formal hearing. 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.
6. 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.
7. The principal may reduce the length of the exclusion from school if the student complies with conditions established by the administration (i.e., academic progress, compliance with treatment recommendations, substance testing, etc.)

VI. BUS REGULATIONS

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

1. The student shall at all times sit in the seat assigned by the school bus driver and shall not leave that seat while the bus is in motion.
2. The student shall not at any time use foul or offensive language or interfere with the rights of other students.
3. The student shall promptly observe reasonable and logical instructions given by the school bus driver.
4. The student shall wait for the school bus to come to a full stop before boarding the bus and shall then immediately proceed to his/her assigned seat.
5. AT DISMISSAL TIME, THE STUDENTS SHALL WAIT ON THE WALKWAYS BEHIND THE CURB FOR THEIR ASSIGNED BUSES. THE BUS DRIVER WILL NOT OPEN THE DOORS TO PERMIT STUDENTS TO BOARD THE BUSES UNLESS THEY ARE IN SINGLE FILE.
6. The student shall not project any part of his body out of the school bus window nor throw any objects from a school bus. Throwing of any object within the school bus is prohibited. Spitting is also prohibited on or from the bus.
7. The student shall not at any time place books, bookcases, musical instruments or other obstructions in the school bus aisle.
8. The student shall not interfere with, or tamper with any mechanical equipment of the school bus.
9. The student shall at all times observe accepted standards of health and cleanliness, and shall assist the school bus driver in keeping the bus neat and orderly.
10. Use or possession of Tobacco Products or Alcoholic Beverages or Controlled Substances will NOT BE PERMITTED.
11. Students shall board and exit buses at assigned stops only.
12. 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 5-13. 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.

14. Only students who have a properly completed late bus pass will be allowed to ride the late bus.

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

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

VII. FIGHTING

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

VIII. ATTENDANCE POLICY

Absence

After an absence, a student must present an excuse to his homeroom teacher signed by a parent or guardian 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 bring 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 insure order in the schools, it is necessary for the Board to establish guidelines governing such school visitations.

The School Code provides that the sole responsibility to make regular visits to the

various schools of the district and to report to the Board concerning such visits is vested by the District Superintendent. Therefore, the District Superintendent has the authority and responsibility to implement these guidelines.

The District Superintendent or Building Principal shall have the authority to prohibit entry of any person to a school of this district unless or until the following procedures have been complied with:

1. If the visitation is for a parent or teacher-initiated parent conference 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 video tape any person or any part of any building or to tape record any conversation of any kind without prior approval by the Building Principal and the District Superintendent.

XIV. CLASSROOM VISITATION

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

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

XV. UNLAWFUL HARASSMENT

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

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

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

The Board directs that complaints of harassment be investigated promptly, and corrective action be taken when allegations are verified.

Confidentiality of all parties shall be maintained, consistent with the district legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

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

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

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

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

substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of 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 unreasonably 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 parent/guardians from filing a complaint under the school district's anti-harassment policy.

References:

School Code - 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations - 22 PA Code Sec. 12.3

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.

XVII. 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.

Classroom Parties/ Celebrations:

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

XVIII. INTEGRATED PEST MANAGEMENT (IPM)

Dear Parent(s) or Guardian(s):

The Wayne Highlands School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We

routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff, and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

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

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

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

Each year the District will prepare a new notification registry.

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

XIX. INTERNET AND NETWORK ACCEPTABLE USE POLICY

The Wayne Highlands School District Board of Directors supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to

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

XX. MOBILE DEVICE AGREEMENT NOTICE

All Wayne Highlands School District students have access to their very own iPad, and are welcomed to take their iPad off campus to explore their curriculum in our one-to-one mobile device environment. In order to take the device home and leave the school building, parents and students agree to our Mobile Device Agreement as outlined on our website at <http://www.whsdk12.com>. The student acknowledges that they understand that they are responsible for backing up their own files and that important files should always be stored in at least two locations (such as on the Mobile Electronics device, iCloud or filesaver). The student will not leave their Mobile Electronic Device unattended unless it is locked in a secure place. The student's parent or guardian is fully responsible for the cost of replacement should the Mobile Electronic Device become lost or stolen due to "gross negligence" as determined by administration. The student understands that they are responsible for damages that occur to the Mobile Electronic Device. The parent, guardian, or student must report any problems with their Mobile Electronic Device in a timely manner and keep the device in their district 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 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.

XXI. VOLUNTARY 1:1 IPAD ACCIDENTAL DAMAGE INSURANCE

The Wayne Highlands School District is offering voluntary Accidental Damage insurance for student ipads at Wayne Highlands School District enrolled in our one-to-one ipad program. Insurance coverage will cover most instances of accidental damage to include: accidental damage, cracked screen, damaged digitizer, liquid spills, vandalism, drops, and damage caused by power surges. The policy is also transferrable to a replacement ipad., if there ever was a hardware issue with your existing assigned ipad device. Intentional damage caused by neglect are not covered by the 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 website at <http://www.whsdk12.com> If you are unable to view our website, please contact our Office of Information Technology for a copy of the printed form.

XXII. VIDEO AND AUDIO RECORDING NOTICE

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

***Check the website for Lakeside updates, school calendars, District Policies and various other current information.**

www.whsdk12.com