

Wallenpaupack Area School District

Elementary Handbook

2014-2015



Administration Office
2552 Route 6
Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Michael Silsby, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-(570) 226-4557 x3000.

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District Information

Mission Statement

The Wallenpaupack Area School District's mission is to provide an educational environment that promotes excellence for all students, thereby developing life-long learners who are responsible citizens.

Introduction

The purpose of the Parent/Student Handbook is to give school district students and their parents/guardians an understanding of the policies, procedures, and regulations for attending and receiving an education in our schools.

The Parent/Student Handbook cannot cover all issues or problems that may arise during the school year. In such instances, the administration and/or the School Board shall take administrative action which they believe, in their sole discretion, to be in the best interests of the students and the school community.

This handbook is arranged with general district information and policies first, followed by information specific to the grade level and/or building. District policies referenced in this handbook can be found on the district web site, <http://www.wallenpaupack.org>, or in the school's office.

Wallenpaupack Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

District Phone: (570) 226-4557

District Website: <http://www.wallenpaupack.org>

WASD Administration

Board of Education

Mr. John F. Spall, President	Mr. John Drake	Mr. Michael Spencer
Mr. John Kiesendahl, Vice-President	Mr. Michael Romeo	Mr. Robert Schwartz
Mr. Gary Beilman, Treasurer	Mrs. Lisa Smith	
Mrs. Jennie Hildebrand, Secretary (Non-Member)		

Wallenpaupack Area Administration

Superintendent	Mr. Michael R. Silsby
Assistant Superintendent	Dr. Lorraine Kloss
Assistant Superintendent	Dr. Joann Hudak
Director of Information Services	Mr. Steven T. Nalesnik
Director of Educational Technology.....	Dr. Diane Szader
Reading Supervisor	Dr. Linda Fedor
Director of Food Services.....	Mrs. Brenda Zeiler
Business Manager	Mrs. Kerriann Horan
Solicitor	Mr. R. Anthony Waldron III

Wallenpaupack Area Special Education

Director of Special Education	Mrs. Gwyn Devendorf
Assistant Supervisor of Special Education	Mrs. Donna O'Neill

Wallenpaupack North Primary School

Principal	Mr. Anthony Cavallaro
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Wallenpaupack North Intermediate School

Principal	Ms. Amanda Cykosky
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Wallenpaupack South Elementary School

Principal	Mr. Mark Kirsten
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Wallenpaupack Area Middle School

Principal.....	Mr. Keith Gunuskey
Assistant Principal.....	Mr. William Theobald
Alternative Education Coordinator.....	Mr. Frank Williams

Wallenpaupack Area High School

Principal.....	Dr. Jay Starnes
Assistant Principal	Ms. Lisa Tait
Assistant Principal	Mr. Jim Kane

School Calendar 2014-2015

Wednesday	August 27, 2014	Teacher In-Service – No School for Pupils
Thursday	August 28, 2014	Teacher In-Service – No School for Pupils
Tuesday	September 2, 2014	School Opens – Full Day for Pupils and Faculty
Friday	October 17, 2014	Teacher In-Service – No School for Pupils
Tuesday	November 25, 2014	Parent Conferences – Early Dismissal for Pupils
Wednesday	November 26, 2014	Early Dismissal – Thanksgiving Recess Begins
Thursday	November 27, 2014	Thanksgiving Recess – School Closed
Monday	December 1, 2014	Thanksgiving Recess – School Closed
Tuesday	December 2, 2014	School Re-opens
Tuesday	December 23, 2014	Early Dismissal – Christmas Recess Begins
Monday	January 5, 2015	School Re-opens
Friday	January 23, 2015	Teacher In-Service – No School for Pupils
Monday	February 16, 2015	Presidents’ Day– School Closed
PSSA/Keystone Exam Testing Dates Winter Keystone Exams: December 3-17, 2014 and January 7-21, 2015 Grades 3-8 English/Language Arts: April 13-17, 2015 Grades 3-8 Mathematics: April 20-24, 2015 Grades 4 and 8 Science: April 27-May 1 Spring Keystone Exams: May 13-27, 2015		
Friday	April 3, 2015	Easter Recess – School Closed
Monday	April 6, 2015	Easter Recess – School Closed
Tuesday	April 7, 2015	School Re-opens
Monday	May 25, 2015	Memorial Day – School Closed
Thursday	June 11, 2015	Teacher In-Service – No School for Pupils
Friday	June 12, 2015	Last Day of School
Friday	June 12, 2015	Graduation

Emergency School Closings

At times during the school year, the District has to consider the possibility of inclement weather and the potential for early snow dismissals and late starts. Listed below are some of the radio and television stations that will carry information regarding late starts and early dismissals. The District website (<http://www.wallenzaupack.org>) will also post emergency school closing information. Please consider tuning to one of these stations in order to receive up-to-date information. School closing information is also available by calling the district office at (570) 226-4557.

RADIO	RADIO	RADIO	TELEVISION
WDGD – 94.3 FM	WARM – 93.0 FM	WSUL – 98.0 FM	WYOU – TV – 22
WKRZ – 98.5 FM	WEJL – 63.0 FM	WDLC – 96.7 FM	WNEP – TV – 16
WDNH – 95.3 FM	WVPO – 84.0 AM	WVOS – 95.9 FM	WBRE – TV – 28
WYCY – 105.3 FM			

A one hour late start means your child will get picked up at his/her bus stop one hour later than the normal hour. A two-hour late start indicates that your child will be picked up two hours later than the normal pick up time.

Please be aware that early dismissals may occur for a variety of reasons – snow, flooding, heating malfunctions, bomb threats, or other “local state of emergency” situations. When a “state of emergency” is declared, all authority rests with the fire department and state police. School personnel are no longer in charge. All personnel and procedures will be directed to ensure the students’ safety. ALL STUDENTS WILL BE BUSSED ACCORDING TO P.M. DISMISSAL INSTRUCTIONS. The school will not be following normal dismissal procedures, i.e., no pick-ups, walkers, bus changes. ALL PARENTS SHOULD DISCUSS AN EMERGENCY PLAN WITH THEIR CHILDREN AND EXPLAIN TO THEM WHAT TO DO IN CASE SCHOOL IS DISMISSED AND NO ONE IS HOME TO WELCOME THEM. Again, each parent, not the school, is responsible for assuring that children know what they should do and where they should go if dismissed early. In homes where parents work, the family should make special arrangements with a neighbor or have some other safe back-up arrangements.

Family Educational Rights and Privacy Act

The Wallenzaupack Area School District Board of Education Policy, “Student Confidential Records – Family Educational Rights and Privacy Act,” is available for review at all school locations and the administration building.

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children’s education records. They include

- The right to inspect and review the student’s education records.
- The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
- 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.
- The right to file with the U.S. Department of Education a complaint concerning alleged failure by Wallenzaupack Area School District to comply with the requirements of FERPA.
- The right to obtain a copy of Wallenzaupack Area School District’s student records policy. You can obtain a copy of the policy from the principal’s office in each school within the district.

The district may disclose “Directory Information” from the educational records of a student.

The district designates “Directory Information” as

- Name under appropriate circumstances
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Awards
- Photographic, film or video images created by the school district in conjunction with school sponsored activities/awards

The district may disclose any items listed above without prior written consent unless the building administrator is notified to the contrary in writing by Wednesday, September 24, 2014.

Each building administrator maintains a list of students' names wherein disclosure has been refused. These lists are reviewed and students must be excluded from Directory Information disclosures.

Community Education

Wallenpaupack Area School District offers an extensive community education program year-round, with courses in many diverse areas, including financial management, local history, CPR, fitness, cooking, foreign language, and dog obedience training, to name a few. These courses are offered after regular school hours in one of the district's buildings, typically at a nominal fee or free of charge. Although fall and spring programs are typically geared to adult participants, many of the summer courses are specifically designed for children. Community Education bulletins are sent home with WASD students and offerings are also advertised in local newspapers. Further information may be found on the district's website: <http://www.wallenpaupack.org> - Community Education link. Our instructors are typically teachers and members of the community with special skills and areas of expertise they wish to share with others. Adults interested in offering a course are welcome to contact the district office.

Special Education

Wallenpaupack Area School District, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability.

Child find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education can be made available. The types of disabilities that if found cause a child to need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness, and developmental delay for preschool age children. In addition, school age individuals with IEPs in correctional facilities are entitled to Free Appropriate Public Education, as are "Gifted" students, within the Commonwealth.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called screening activities. The activities include: Review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. Parents who suspect their child is eligible for special education services and programs may request an evaluation at any time through a written request to the building principal. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible for and in need of special education supports and services. An individualized educational program is developed and implemented only after parental approval.

All information gathered about your child is subject to the confidentiality provisions contained in federal and state laws. 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 building principal.

District Procedures and Guidelines

Assemblies/Audience Conduct

Interesting and worthwhile assembly programs are held at various times throughout the year. Assembly programs may be held in the gymnasium or auditorium for the entire school, particular grade levels, or designated groups. Almost all assemblies have educational value and are an important part of the academic or student activity programs. During an assembly or class meeting, students should conduct themselves as ladies and gentlemen. Respect should always be shown for speakers, visitors and performers. Students should enter the auditorium quietly and quickly and be seated in the seats that they have been directed to take. Everyone should become quiet immediately when a speaker approaches the microphone. Students should demonstrate courtesy during a class meeting or assembly, whether or not the program is of interest to them. Students are to respect patriotic gestures.

Audio-Video Recording/Photographing

Students are not permitted to photograph, video tape, or audio tape any person or class without administrative permission.

Birthdays

Your child's birthday is a time to celebrate. Building principals and/or classroom teachers will provide guidelines for classroom celebrations which align with the District's Wellness Plan and health guidelines for students with food allergies.

Busing

The school will assign each child to a specific bus. Pupils are expected to conform to normal standards of acceptable behavior when riding on a school bus and all school rules apply "door to door." Video cameras are placed on all buses. All students are subject to being audio and videotaped on the school bus at any time. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action. Any student willfully attempting to block the view of a camera will be subject to disciplinary consequences. Questions regarding transportation should be directed to the district administration office at 226-4557 ext. 3006.

Conduct and Regulations

Each pupil transported on a school bus, van or automobile under contract to the Wallenpaupack Area School District shall comply with the following regulations:

- The pupil 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.
- Personal audio/video players or cell phones are permitted on buses. These devices may not interfere with other students or the driver.
- The pupil shall not at any time use foul, loud or offensive language, nor be involved in rude or discourteous conduct.
- The pupil shall promptly observe instructions given by the school bus driver.
- The pupil 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.
- The pupil shall not project any part of his/her body out of the school bus window nor throw any object from a school bus.
- Throwing of any object within the school bus is prohibited.
- The pupil shall not at any time place books, musical instruments or other obstructions in the school bus aisle, nor shall the pupil bring articles aboard the school bus that pose a threat to the health, safety, or welfare of the driver or other students.
- No pets or animals on the bus.
- The pupil shall not interfere with nor tamper with any equipment on or off the school bus, or destroy any property on the school bus. In the event that property is damaged, repair costs must be paid by offender.
- The pupil 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.
- The pupil shall not at any time fight, push or engage in any form of horseplay.

- The student is not at any time to light matches or use tobacco products or smoke on the bus. No alcoholic beverages or controlled substances will be permitted.
- Water guns, pistols and balloons are prohibited.
- Bus drivers are not obligated to wait for a student who habitually runs to the bus at the last minute. Students must be at the bus stop **five** minutes before pick-up time.
- Students are not to eat or drink on the bus.
- Students are expected to meet proper standards of behavior while at the bus stop. They are to wait in an orderly manner and refrain from running, or other such horseplay.
- Late buses leave from the middle school loading area at 5:20 and the high school at 5:30 p.m. Only students participating in a school activity are eligible to ride a late bus. Students remaining after school for extra-curricular activities, clubs, intramurals, academic work, library, or detention, may ride home on an activity bus. Students are not permitted to stay after school as spectators or observers for any event or activity without a parent present or without being in the direct charge of a staff member.
- Students who wish to temporarily ride a bus other than their assigned bus must request permission to do so. Written parent request, indicating the reason, should be given to the homeroom teacher one day in advance. The Principal or the Assistant Principal will review the request; permission may be denied based on bus capacity, urgency of reason, etc.
- All transportation discipline problems should be referred to the Principal's office at the appropriate school.
- Parents are not allowed on the school bus at any time.

Discipline Procedures

- For minor infractions, the bus driver will do the following in sequence:
 - warn the student – driver documents the incident/date
 - change the student's seat, if possible – driver documents the incident/date
 - contact the parent/guardian – driver files an incident report
- For major or repeated minor infractions, the bus driver will turn the offense in to the Discipline Committee/Principal immediately. In keeping with the school discipline code, each case will be handled accordingly by the Discipline committee/Principal. Consequences for inappropriate behavior on the school bus will be determined by an administrator or designee and may include bus suspension, suspension from school, detention, community service, citations, expulsion, or any other consequence deemed appropriate by the administrator or designee. Citations filed with the district magistrate will be issued for smoking or possession of tobacco products, disorderly conduct, vandalism, and any other applicable offense. In addition, the administrator or designee will notify the parent/guardian a copy of the misconduct report will be mailed to the student's parent/guardian. A copy of the misconduct report will be sent to the supervisor of transportation.
- In the event of serious or repeated violation of bus regulations, the district may suspend the student's bus riding privilege for a period of 1 to 10 days or permanently remove the student's bus riding privilege without going through the previous steps. Also, inappropriate behavior or conduct on the bus can result not only in suspension of the bus riding privileges but in suspension from school as well.
- During any suspension of bus privileges, it will be the parents' responsibility to transport the children to and from school. Student absence from school because of suspension of bus privileges is under Pennsylvania law considered illegal/unexcused.
- If students are behaving inappropriately at the bus stop, parents and/or others should refer incidents to the appropriate police agency.

Bus Passes

Be advised that your child will always be picked up and dropped off at the designated bus stop unless the school approves a properly executed bus pass. Bus passes will be allowed for after school care and emergencies only. Requests should be submitted to the building office.

Bus Accidents

In the event of a school bus accident, students are not to leave the scene of the accident unless they are being transported for emergency medical care. School officials, other than the bus driver, may release students to their parents only after the students have been accounted for and examined. Students will not be released to neighbors and/or friends. It is normal school district procedure for all students on the bus/van to be examined by EMT personnel on the scene. EMT personnel will determine which, if any, students should be transported to the school, unless released to their parents at the scene, and rechecked by the school nurse. Parents will be notified of the accident, as well as the location and condition of their child. If parents wish to, they may accompany their child for additional medical examinations. The cost incurred for all medical expenses will be addressed by the parents' automobile accident insurance. Should the parents not have insurance, or incur expenses beyond their coverage, they should contact the school district's business manager.

In the Commonwealth of Pennsylvania, insurance regulations are established under the no-fault provisions. Therefore, in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or which just the school bus itself is involved. There are no options to permit filing a claim directly with the Wallenpaupack Area School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim, which you submit.

If you have any questions concerning the no-fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

Custody

It is the intent of the Wallenpaupack Area School District to remain neutral toward families split by divorce or separation. We do not want to take sides with one parent against the other where there may be possible conflict over children attending school in this district. If you have a court decree that establishes you as legal guardian, please submit a copy of such a document for attachment to the child's permanent record. This document will be used as a base for working with the custodial parent. In the absence of a specific court order, you must be aware that we cannot deny either parent access to his/her child. The school cannot withhold information or refuse to see or work with the other parent, nor will the other parent be prohibited from picking up his/her child from school.

The Wallenpaupack Area School District wants to protect all children from emotionally upsetting situations. Whatever the parents can settle outside school to avoid confrontations should be pursued. The guidance counselors will work with you toward this end if you so desire.

Five Day Cycle

In order to provide a consistent delivery of special area curriculum, the WASD elementary schools function on a five-day cycle. Days are counted one to five, with the first day of school considered Day 1. The progression of days will not be disrupted by any change in the school calendar.

Fire/Emergency Drills

Fire drills are held regularly to insure the safety of all persons, particularly the children. In leaving the building, time is of the essence, but panic should be avoided at all costs. Students are instructed in understanding signals, exits to use, procedures for leaving rooms, areas in which to assemble and procedures for returning to the building.

Field Trips

Sometimes during the school year, students may go on an approved field trip. Before the trip you will be informed of the nature of the trip and your signature indicating approval will be required to allow your child to go on the trip. All school rules apply to students attending field trips.

Financial Obligations

Students are responsible for reimbursing the school for fines, damages or lost books/equipment. Students who fail to satisfy their financial obligations place their student privileges or other student services in jeopardy. All financial obligations must be satisfied.

Insurance-Bus Accident

In the Commonwealth of Pennsylvania, insurance regulations are established under the no-fault provisions. Therefore, in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or which just the school bus itself is involved. There are no options to permit filing a claim directly with the Wallenpaupack Area School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim, which you submit. If you have any questions concerning the no-fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

Insurance-Children's Health Insurance Program

All uninsured children and teens not eligible for Medical Assistance have access to health insurance in the state of Pennsylvania. The name of the program to apply for is called CHIP—or *Children's Health Insurance Program*. It does not matter how much money your family makes. Many will get it free--others, at a low-cost. Your child may be enrolled in Medical Assistance if family income is below CHIP guidelines. To learn more about the CHIP program, please visit the website: <http://www.chipcoverspakids.com/>

Insurance-Student Accident

Students are not covered by the school district in the event of an accident. School insurance is available for purchase at a reasonable price for both school-time coverage and 24-hour coverage. This information will be sent home with the student early in the school year. If interested, parents/guardians may purchase this insurance coverage.

Personal Property

Students should refrain from bringing valuable personal property or large quantities of money to school. Students are not permitted to buy, sell or trade personal property on school grounds or buses. The school and its employees are not responsible for personal property brought to school by students.

Postings and Other Media Releases

All materials to be posted in the building must have attached the name of the student or group sponsoring the material. The school principal or his/her designee must approve all material to be posted. Materials should only be posted in designated areas. It is the responsibility of the sponsoring group to remove material in a timely fashion.

Request for School Records

Parents/guardians have the right to review their child's official school records. The release of confidential student information to individuals or agencies outside the school staff without the knowledge and consent of the student and/or parent/guardian is prohibited. Please contact the building guidance office to make an appointment to review records.

Rest Rooms

The rest rooms are provided for convenience and comfort. The school will make every reasonable attempt to keep them clean and functioning as well as maintain the proper supplies for use. Please help us keep these areas clean and as pleasant as possible. Smoking, writing on walls and partitions, and other actions that damage property will result in disciplinary action. Spraying of aerosols in the rest rooms or anywhere on school grounds is prohibited.

School Equipment and Property

Any student who vandalizes school equipment and/or property will be required to pay replacement costs. For the purpose of safety, all buses and all schools are equipped with video cameras.

Solicitation

Wallenpaupack Area School District does not allow any form of solicitation (including flyers, handouts, and newspapers) to be distributed on school property without prior administrative approval.

Student Contact

Parents/Guardians should call the school for any emergency situation. The school will in turn contact the student in question as is possible and appropriate. Parents/Guardians shall not contact student by cell phone, pager or other device.

Translation and/or Interpretation Services

All students in the WASD will be provided translation/interpretations services when necessary. Requests for these services should be completed in a timely manner to provide the necessary time for the district to request and arrange for the services.

Communication with parents will be in the parent's preferred language. WASD will provide translation and/or interpretation services to parents of all children identified for participation in, or participating in Title III and/or special education programs. Notification of identification for and placement in a language instruction educational program and/or a special education program will be provided to parents in the most commonly spoken languages of English learner student families. Interpretation services will be arranged, when necessary, by the building guidance department.

Use of Special Tools, Equipment, and Materials

In some curriculum areas, the use of specialized tools, equipment, and materials is required. To ensure the safety of all students and staff, detailed rules regarding the use and maintenance of these items shall be enforced. It is the responsibility of the student to be familiar with these classroom specific rules and to follow the procedures outlined by the teacher. Violation of these rules may result in disciplinary action. Although they may differ slightly per curricular area, the policies regarding these items state:

- No tool or equipment is to be removed from a classroom by a student.
- Students must use tools and equipment in a safe manner and with teacher supervision.

Video Surveillance

Video cameras are placed throughout the building. All students are subject to being videotaped on school property at any time. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action. Any student willfully attempting to block the view of a camera will be subject to disciplinary consequences.

Elementary Student Services

Guidance

The guidance staff is responsible for a large number of widely diversified activities all of which have a common goal, which is to assist all students in obtaining the educational background necessary for future success in life. The counselors believe that knowing the student as an individual and addressing his or her needs in a personalized manner is the single most important aspect of maintaining a successful guidance program.

Health Services and Procedures

Health services offered by the school nurse are of a preventive nature and are aimed at helping children understand how to maintain proper health. Health records are kept for each child. According to state and district policies, the nurse will administer the following screenings: vision, dental, hearing, and scoliosis. Parents will be notified as needed.

Health Care and Confidentiality of Student Health Information

1. A full-time nurse is available for emergency health care. For non-emergencies, students must secure a written pass from their teacher before visiting the nurse.
2. Other than administrators, the school nurse is the only member of the school staff who can excuse a student from school during the day because of illness or injury.
3. Students should report immediately any illnesses or injuries that occur during the school day to their teacher or to the school nurse.
4. On-going health care for student illness or injury is the responsibility of the student's personal physician.
5. The school nurse maintains health records for each student. Parents or guardians are responsible for notifying the school nurse, in writing, of medical needs that may affect a student while in school. Parents or guardians are expected to update this information regularly, especially when a student's needs change. In accord with School Code Section 14-1409, to the extent necessary to protect the health and safety of a student, staff members will be notified of health conditions that may adversely affect student learning or present a danger to the students. Medical information will only be disclosed by the nurse's office to school staff to the extent necessary to ensure the safety of a student.
6. Physical examinations are required by the state for students at initial entry, at sixth grade and at eleventh grade. If physical and dental examinations are done privately, reports/forms are to be returned to the school nurse by October 1st. If completed in school, the parent/guardian will be informed of any abnormal results.
7. Students are encouraged to consult with the school nurse about health concerns and interests.
8. Accurate emergency contact information must be submitted to the school and kept current. It is the responsibility of the student, parent, or guardian to notify the school if and when this information changes during the school year.

Asthma/Allergies

For children with asthma and/or allergies – special treatment is available, if needed. Please contact the school nurse for more information.

BMI

Pennsylvania mandates schools to participate in a Growth Screening Program. As part of this program, all children enrolled in Pennsylvania schools will have their weight and height measured. This information will be used to calculate the child's Body Mass Index (BMI). BMI information will be mailed to parents/guardians each spring.

Illness and Injuries

In major accidents or illnesses, substantial effort will be made to contact the parents immediately. It is important that you complete the student information reports carefully with a reliable phone number where you or another designated person may be reached. Should any of the information on the emergency information change during the school year, it is imperative that the school be notified of such changes. A concerted effort will be made to safeguard the health of your child.

Immunizations

State law requires evidence of immunization for diphtheria, tetanus, polio, mumps, varicella, measles, rubella and Hepatitis #1, #2, and #3 upon the child's original entry into Pennsylvania schools. In Pennsylvania, the second dose of MMR is required for all K-12 students. Meningitis immunization is required for all students in Grade 7. Proof of these immunizations must be presented when the student is enrolled.

Physical Exams

Physical exams are required upon original entry (and in 6th and 11th grade) into Pennsylvania schools. The parents have the option of having that exam performed by their own physician or the school physician. Private exam forms are due by the first week of October.

Dental Exams

Dental exams are required upon original entry (and in 3rd and 7th grade) into Pennsylvania schools. The parents have the option of having these exams performed by their private dentist or the school dentist. Private exam forms are due by the first week of October.

Medication Procedure

The Wallenpaupack School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children and some circumstances require that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, all medications must be brought to the school nurse or individual designated by the parent or guardian.

Administration of Non-Prescription Medication

- Students will not be given non-prescription medications on a routine basis, unless a written order from the attending physician is on file.
- Students are not permitted to carry non-prescription medication to school unless absolutely necessary and must report to the nurse's office with parental consent and the medication.

Administration of Prescription Medication

The physician must complete the prescription medical forms. The parents must sign the consent form for prescription medication. Any medication to be given during school hours must be delivered directly to the school nurse or person assigned responsibility. Medication must be in a properly labeled container. The amount of medication to be dispensed and the exact time of medication and route of administration of drug must be provided.

Student Assistance Program

The Student Assistant Program (SAP) is a state mandated program encompassing prevention, intervention, and monitoring. The prevention aspect helps students learn to deal with life stressors that affect school performance. The intervention aspect reaches students who may be "At Risk" as identified by observable behaviors that may include academic difficulty, absenteeism, lack of coping skills, inappropriate behavior, alcohol and other drugs, and/or violations of school policy. The monitoring helps the student to maintain the balance needed for his/her academic success. The Student Assistance Team is composed of specially trained and concerned professional staff members. For further information regarding the Student Assistance Program and services, please contact the building principal.

Title I Reading/Title I Math

WASD elementary schools operate a federally funded remedial reading/math program for students who are experiencing some difficulty in reading/math. In conjunction with this program, a Title Parent Advisory Council (PAC) has been organized to heighten parental involvement in, and awareness of, the remedial services offered to our students.

Elementary Discipline

Student Responsibilities & Rights

Student responsibilities include regular attendance, conscientious effort in classroom work and conformance to school rules and regulations. Students, administration and faculty share the responsibility to develop a climate within the school that is conducive to wholesome learning and living. It is the responsibility of the students to conform to the following:

- No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- Students should express their ideas and opinions in a respectful manner.

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Report accurately and not use indecent or obscene language in student newspapers or publications.

Dress and Grooming Code

The Wallenpaupack Area administration shall have the right to question and regulate any mode of dress that in any manner jeopardizes the health, welfare and/or safety of an individual student and/or other students. Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Students may be required to wear certain types of clothing while participating in physical education classes, special area classes, electives, extracurricular activities or other situations when special attire may be required to ensure the health or safety of the student. Students have the responsibility to keep themselves, their clothes and their hair clean.

General Guidelines

- All items of clothing must be clean and in good repair (without holes, tears, rips) and made of material that is not sheer or see-through.
- Footwear must be worn at all times. Any footwear that poses a safety hazard is not permitted, e.g. flip flops pose a safety hazard for children on the playground. Shoes with laces must be tied.
- Students' heads must be uncovered during the instructional day. Hats, caps, hoods, bandanas, kerchiefs, sunglasses (unless prescribed by a physician), visors, and/or sweatbands (any head covering) are not permitted to be worn during the instructional day.
- Clothing, patches, buttons, pins, and/or jewelry are permitted but must **not** do any of the following: display sexually suggestive writing/pictures; advocate violence; advertise and/or promote the use of tobacco, alcohol and/or drugs; contain double-meaning wording and/or obscene language; use disrespectful language; suggest gang affiliation or activities.
- Backpacks/book bags shall be a reasonable size to promote safe travel through hallways and must be stored in the student's locker at all times.

Clothing

- Excessively baggy pants or clothing that can conceal items and/or post a safety hazard to the student or others are not permitted. Undergarments may not be exposed in any way; any clothing that is see-through or allows the midriff, chest, and/or buttocks to be exposed is not permitted.
- Pants, shorts, and skorts must be secure and worn no lower than the hip. These garments must extend to the bottom of the fingertips with arms fully extended.

Dress code violations may require a change of clothing, removal from class or removal from school. Students may call home for proper clothing.

Conduct in Class

Courtesy must be observed at all times and in all situations. Disruptions in class or in any other areas in and around school will result in disciplinary action.

Class Cutting

Students are required to attend all scheduled classes, study halls, and lunch, unless properly excused. "Cutting" is defined as being absent from an assigned area or class without the knowledge of the person(s) charged with responsibility for that area. A "cut" of any class may result in disciplinary consequences.

Elementary Discipline Code

The elementary school years are formative in nature and all experiences should be considered in that perspective. Each child is unique, and discipline should be tailored according to the needs of that individual. Growth needs vary from child to child, and factors such as age, grade level, and frequency of offense, personality, emotional stability, social, and economic situation must be considered in any action to help a child grow toward acceptable behavior. The main goal in disciplining on the elementary level is to handle the situation so the child will want to change.

In elementary discipline, punishment is the final action when other more subtle means of approach fail. If discipline beyond that which normally takes place in the classroom is necessary, either the principal, head teacher, and/or discipline team member may be involved in administering such discipline. In the absence of the principal, the head teacher and/or discipline team member may assume all responsibilities of the principal.

The following procedures will guide proactive actions which school personnel will take to help students learn responsible behavior.

- The teacher will explain and develop classroom expectations.
- The principal and the teachers will explain the expectations for acceptable conduct throughout the school.
- When a student's behavior is not acceptable, the teacher will help the student to recognize the problem and reinforce an awareness of the appropriate behavior and may contact the parents.
- If the violation is repeated, the teacher will take the appropriate disciplinary action within the classroom and contact the parent.
- If the violation is more serious, the teacher will contact the parent and refer the student to the principal for disciplinary action by writing a description of the inappropriate action. The teacher and parents will be notified of the action taken by the principal.
- If the violation involves drugs, alcohol, or weapons, discipline will be consistent with WASD's Drug and Alcohol Policy.

Disciplinary Responses to Student Misconduct

LEVELS OF MISCONDUCT	EXAMPLES	PROCEDURES	DISCIPLINARY OPTIONS
<p>A. Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school. The individual staff member can usually handle these misbehaviors.</p>	<ul style="list-style-type: none"> ▪ Classroom disturbances ▪ Tardiness ▪ Cheating, lying, stealing ▪ Abusive language ▪ Inappropriate artistic or literary effort ▪ Minor horseplay and disagreements ▪ Possession of unauthorized items such as water pistols ▪ Not following building and classroom rules. 	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>The staff member keeps a proper and accurate record of the offense and disciplinary action.</p> <p>Repeated misbehavior requires a conference – parent/teacher, counselor, and/or administrator.</p>	<ul style="list-style-type: none"> ▪ Verbal reprimand ▪ Special assignment ▪ Behavioral management ▪ Counseling ▪ Time-out room ▪ Restricted lunch/recess ▪ In-class isolation ▪ Supervised study
<p>B. Misbehavior whose seriousness tends to disrupt the learning climate of the school; interfere with the students' educational, social, or personal growth. The nature of these misbehaviors is more serious than Level A.</p>	<ul style="list-style-type: none"> ▪ Disrespect (verbal or otherwise) to any adult, including patrols, guards, aides ▪ Leaving class or school without authority at recess or lunchtime. ▪ Damage or defacing property (simple) ▪ Busing infraction ▪ Fighting or threatening with intent to do bodily harm ▪ Possession of tobacco ▪ Truancy ▪ All of Level A repeated/continued ▪ Theft ▪ Inappropriate computer or telephone usage (simple) 	<p>The student is referred to the administrator for appropriate action.</p> <p>The administrator meets with the student and/or teacher.</p> <p>The teacher is informed of the administrator's action.</p> <p>The administrator and teacher maintain a proper and accurate record of the offense and the disciplinary action.</p> <p>In cases of frequent and serious misbehavior an administrator-teacher conference may be held to discuss the misbehavior and appropriate responses.</p> <p>Parent conference held.</p>	<ul style="list-style-type: none"> ▪ Behavior frequency or modification ▪ In-school suspension ▪ Social probation ▪ Referral to counselor or outside agency ▪ Parental contact by phone, letter, conference

<p>C. Misbehaviors directed against persons or property whose consequence is a serious and definite threat to the individual, to others or to the school.</p> <p>These acts may be considered criminal, self-destructive or seemingly irrationally motivated.</p> <p>Misbehavior at this level may require the removal and/or isolation of the student.</p>	<ul style="list-style-type: none"> ▪ Arson ▪ Bomb threats ▪ Willful injury ▪ All of Level B repeated/continued ▪ Breaking and entering ▪ False fire alarms ▪ Possession of unauthorized and dangerous substances (drugs, weapons, alcohol, flammable substances) ▪ Theft ▪ Extortion ▪ Risking/causing a catastrophe ▪ Smoking or other use of tobacco ▪ Harassment ▪ Stalking ▪ Damage or defacing property (serious) ▪ Inappropriate computer or telephone usage (serious) 	<p>The administrator verifies the offense, confers with the staff involved and meets with the student.</p> <p>The student is immediately removed from the school environment and the parents are notified.</p> <p>The school officials contact law enforcement officials, where necessary, and assist in prosecuting offenders.</p> <p>A complete and accurate report is submitted to the Superintendent. An administrative hearing is conducted, if appropriate. The student is given a full due process hearing before the board, if appropriate.</p>	<ul style="list-style-type: none"> ▪ Alternative school/program ▪ Suspension ▪ Expulsion ▪ Psychiatric exploration ▪ Other board action results in appropriate placement.
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*The examples, procedures and disciplinary option/responses listed above are not intended to be all-inclusive. Disciplinary problems and situations will arise that must be rectified in accord with the general philosophy of this policy.

Fighting

All students, no matter what the circumstances, should make every effort to avoid fighting. Instead, students should seek help from the professional staff of the school. The State Police may be notified when fights occur. Students involved in fights will be suspended from school and school-related activities. **These students will also be subject to legal prosecution.** The principal may recommend that habitual offenders be removed from school temporarily or permanently.

Gambling / Games

All forms of gambling are not allowed in school, on school buses or during any school sponsored activity. Dice, playing/trading cards are not allowed in school. Students who violate this rule will be subject to disciplinary action.

Leaving School Property

No student, for illness or any other reason is permitted to leave the building without following proper dismissal procedures. Parental approval is required prior to all student dismissals and all students must sign out/be signed out in the main office. Violators are subject to disciplinary action.

Loud, Abusive and/or Profane Language or Behavior

It is the policy of the Wallenpaupack School District to prevent disruptions to school district operations, school-sponsored functions, and the instructional process. Thus, all persons, including but not limited to students, parent, employees, visitors, and members of the general public are prohibited from the use of loud, foul, profane, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others.

All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

Reasonable Physical Force

Reasonable physical force may be used by teachers and school authorities in the following situations: to quell a disturbance, to obtain possession of weapons/other dangerous objects, for the purpose of self-defense, for the protection of persons or property, or when deemed necessary in the judgment of the principal or assistant principal. Examples of the use of reasonable physical force to quell a disturbance or for protection of persons or property would include, among others: for direct defiance of a reasonable request and to cease obscenities or abusive language directed at another person.

Show of Affection (Public Display of Affection - PDA)

WASD acknowledges that caring for others and showing affection is important. However, public displays of affection are not appropriate in a school setting. Handholding, kissing and close physical contact in a school is not acceptable behavior. Violators may receive disciplinary consequences.

School Procedures Involving Law Enforcement

A cooperative effort shall be maintained between the officials of the School District and law enforcement agencies. It is paramount that rights of the school, the home, the civil authorities, and of the individual be clearly understood and protected.

When a law enforcement officer wishes to speak to a student, the officer shall request to confer with the student at a time when he/she is not under school jurisdiction, if at all possible. However, when it is impractical for the law officer to do otherwise, based upon the facts of the case or the nature of the contact, an officer may confer with the student during school hours.

If a member of a law enforcement agency requests an interview with a student during school hours, district personnel will cooperate with the agency, but must also protect the rights of the student involved. To that end the following guidelines are established:

- The school shall first contact the parents or guardians of the student to be interviewed and advise them of the circumstances. Request that the parent or guardian be present at the interview.
- If the parent or guardian cannot be present for the interview and should they not wish their child be interviewed at school, then so advise the officer.
- In the event that a parent or guardian cannot be contacted, school officials will act "in loco parentis."
- School authorities shall not permit a student to leave the school with an officer of the law unless the student's parent or guardian is present and consents or unless a formal arrest is made.
- If a parent or guardian cannot be present but agrees, school officials will act "in loco parentis."

If a warrant for the arrest of a student has been issued, and a constable or other law enforcement official has been sent to locate that student to execute the warrant, the student may be removed from school grounds so as to not cause unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify them of the student's status. The school cannot hold the student or refuse removal of the student from the premises.

Suspensions and Expulsions

1. Exclusion from school may be based on a single incident or a culmination of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion from school can occur in the following forms:
 - Suspension - exclusion from school for a period of up to ten (10) school days.
 - Expulsion - exclusion from school by School Board action for a period of over ten (10) days.

2. Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective.
 - A hearing is not required prior to a suspension of up to three (3) days.
 - An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student receives a suspension of four (4) or more days. In the event that a student commits a violation that may result in a recommendation to the school board for expulsion from the Wallenpaupack School District, the student shall have the right to request an administrative review within three (3) school days of the date of the offense. Such requests shall be made in writing to the principal of the school that the student is attending. The purpose of an administrative review is to discuss all relevant information regarding the student, including information related to the offense in question, the student's prior academic, disciplinary and attendance record at the school, and information regarding possible disciplinary action which may be taken against the student including referral to the Board of School Directors with a recommendation for expulsion. Administrative review shall not be deemed to be disciplinary action and shall not be considered action in lieu of suspension or expulsion. In the event that the student fails to elect administrative review, the administration shall proceed with disciplinary action including, if appropriate, a referral to the Board of School Directors with a recommendation for expulsion.
3. Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform or supply information requested by the parent or guardian.
4. The parent(s) or guardian(s) will also be notified by letter of the suspension.
5. A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
6. A student receiving a conference suspension will be suspended out of school for a maximum of three (3) school days. However, if a parent comes in for a conference as soon as possible, the student will be allowed to remain in school at the conclusion of the conference.
7. Students who are suspended are not permitted to attend any school functions during or after school hours during period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespass laws.
8. It is the student's responsibility to request homework. All out-of-school suspension homework is due the day the suspended student returns to school.
9. All student privileges are revoked when a student is suspended from school.
10. A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
11. Cases of chronic disregard for school rules or student misconduct that is violent or dangerous may result in alternative placement.
12. A student will be excluded from school for more than ten (10) days pending a board hearing when, in the opinion of an administrator, the continued presence of the student represents a threat to the health, safety, morals, or welfare of others. Alternative education will be provided following the 10th consecutive day of exclusion from school.
13. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school.
 - The responsibility for placing the student in school rests with the student's parent(s) or guardian(s).
 - If the student is unable to secure on alternative educational placement, the Wallenpaupack Area School District will make provision (s) for some form of education through alternative instruction at the discretion of the school district.
15. Initiating a Bomb Scare will result in permanent expulsion from the district.

Elementary Academics

Academic Integrity

Academic Integrity is essential to the success of an educational community. Students are responsible for learning and upholding professional standards of research, writing, assessment and ethics in their areas of study. Written or other work which students submit MUST be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, multiple submissions and other forms of dishonest or unethical behavior, is prohibited. Any form of academic dishonesty will be subject to disciplinary consequences and/or change in grade.

Expectations of Students

Each student will maintain academic integrity by complying with the following

- Students will complete all assigned work, activities, and assessments in a responsible manner that avoids all cheating, lying, and stealing.
- Students will consult with their teacher regarding any concerns or questions when they are unclear about expectations or requirements of an assignment.

Violations of Academic Integrity

Cheat: "To deprive of something through fraud or deceit; to violate rules dishonestly." "Cheat." *The Merriam-Webster Dictionary*. 2004.

- Students will not utilize any form of communication to provide or prompt answers during assessments (i.e., cheat sheets, marks/writing on body or clothing, electronic devices).
- Students will not send nor receive any verbal, nonverbal, or electronic forms of communication during assessments (i.e., texting, showing/looking at another's assessment, hand gestures, facial gestures, or signals such as tapping or coughing).

Plagiarize: "To present the ideas or words of another as one's own." "Plagiarize." *The Merriam-Webster Dictionary*. 2004.

- Students will not copy the language, ideas, thoughts, opinions, theories or images of another without providing proper acknowledgements or citations.
- Students will not purchase another's work or partial work and submit it as their own.

Misconduct: "Intentional wrongdoing; improper behavior." "Misconduct." *The Merriam-Webster Dictionary*. 2004. Students will not commit dishonest acts or academic misconduct or assist other students in the committing any of the following acts.

- Stealing, giving, buying, or selling any portion of an exam (including answers and essay topics)
- Fabricating an excuse to receive an extension on an assignment/assessment
- Compromising the integrity of an assignment/assessment by revealing questions or topics to students who have not yet been given the assignment/assessment

HIV/AIDS and Other Life Threatening and Communicable Diseases

Chapter IV of the Pennsylvania School Code requires all school districts to provide instruction about Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), and other life-threatening and communicable diseases and related issues to its students at least once in the elementary grades, at least once in the middle school grades, and at least once in the high school grades. This instruction is included in the health curriculum and includes information about the nature of the disease, treatment, transmission, and prevention.

WASD will excuse a pupil from AIDS instruction where it conflicts with the religious beliefs or moral principles of the pupil, his/her parent, or guardian. This request must be in writing to the principal of the child's school. Detailed curriculum outlines and material used in the instruction are available for review during normal school hours or at parent/teacher conferences.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors or principal by telephoning the school office. Conferences can be arranged by calling the Guidance Office; however, several days' notice is generally required to arrange joint conferences with several teachers. Also, two days are set aside in November for parent/teacher conferences.

Physical Education Regulations

The State of Pennsylvania's laws require that each student participate in physical education class. If there is any reason for a student to be excused from participating on a particular day, the student must report to the Nurse's Office before 8:10 A.M. with a written excuse. A doctor's excuse is necessary for a student to be completely excused from participation. A note from a parent/guardian will enable a student to take a limited physical education class, which includes dressing and participating to the extent possible. The note must state specifically the reason the student would be excused. Any student who repeatedly refuses to participate in physical education class without an acceptable excuse will be subjected to disciplinary action and failure of the class. Physical education attire must be neat and clean.

PowerSchool®

The Wallenpaupack Area School District believes it is extremely important that parents and teachers work together to provide the best educational experience possible for our students. As such, the District offers an on-line home/school communications service, *PowerSchool®*, available via the district's website. Through a secure login and password provided by WASD, parents and students may view schedules, grades, daily/weekly bulletins and menus, and upcoming tests and projects. Information regarding *PowerSchool®* is provided during school open-houses, parent meetings and through your child's homeroom teacher.

Textbooks

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable depreciation is expected as a result of daily use. Unreasonable damage to textbooks or any school issued materials will result in a fine. Lost textbooks or any school issued materials must be paid for and replaced immediately. In the event books are lost and/or damaged, students will receive a second copy. Cost for the additional and/or damaged textbook must be absorbed by the student. Any monies paid must be verified by a receipt. Book value is based on replacement cost. Many textbooks have online resources available. Please contact the classroom teacher for more information.

Elementary Assessment

Purposes for Assessment and Grading

The primary purpose of any system of reporting to parents is to strengthen the home-school partnership and to inform parents concerning the child and his/her progress. Frequently, school districts are also required to report student achievement to post-secondary institutions and employers. Secondary purposes for assessment/grading include: 1) providing teachers with information for instructional planning; and 2) providing teachers, administrators, parents, and students with information for placement and selection.

Core Beliefs

Three issues must be considered before determining assessment practices and grades. They are fairness, motivation, and accuracy and consistency (O'Connor, 2007).

- Fairness – is about “equity of opportunity” (O'Connor, 2007). All students should be given an equal opportunity to demonstrate what they know and can do.
- Motivation – best classroom practices maximize intrinsic motivation and minimize extrinsic motivation. Teachers help students understand that what matters is what you learn and how you use it (O'Connor, 2007).
- Accuracy and Consistency – assessment and grading must reflect a shared understanding of PDE's academic standards which results in defensible and credible assessments (O'Connor, 2007).

WASD Academic Grading Key

Grades 6-12 all areas, Grades 3-5 core areas

Numeric Grading	Letter Conversion
96 – 100	A+
90 – 95	A
86 – 89	B+
80 – 85	B
76 – 79	C+
70 – 75	C
67 – 69	D
66 or below	F
I – Incomplete	Incomplete reports that a grade could not be assigned due to missing assignments. The student will be given a specific timeframe in which to make up work. After that time, missing assignments will become zeros if the teacher has not changed the grade.

W - Working to Potential	Working to potential is used for students who are working to the best of their ability. Students will receive credit for the course.
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Reading Levels K-5

R3	Above Grade Level
R2	On Grade Level
R1	Below Grade Level

K-2, K-5 Special Areas

GRADE	DEFINITION
S-Secure	Child can apply the skill or concept consistently, correctly, and independently.
D-Developing	Child shows some understanding. However, errors or misunderstandings still occur. Reminders, hints, and suggestions are sometimes needed.
B-Beginning	Child is beginning to understand the concept. Child cannot complete the task independently and correctly. Additional practice is needed at home.
X-Not Assessed	Skill is not assessed at this time.

21st Century Skills

The Twenty-First Century Skills are measures of the skills necessary for students to develop into life-long learners and responsible citizens. Student progress within these skill areas is displayed on the report cards according to the following guidelines:

	Advanced	Proficient	Basic	Below Basic
Productivity	Routinely uses time well; meets deadlines	Usually uses time well	Tends to procrastinate	Rarely gets work done on time
Working with Others	Consistently listens, shares, contributes and supports efforts of others	Usually listens, shares, contributes and supports efforts of others	Occasionally listens, shares, contributes and supports efforts of others	Rarely listens, shares, contributes or supports efforts of others
Preparedness	Always brings materials/homework and is ready to work	Often brings materials/homework and is ready to work	Occasionally brings materials/homework and is ready to work	Rarely brings homework or is ready to work
Work Ethic	Effective and sustained effort	Occasionally needs direction	Often off task	Unfocused and frequently off task
Citizenship	Consistently respects the rights of others	Usually respects the rights of others	Frequently needs guidance in appropriate behavior	Rarely exhibits appropriate behavior
Organizational Skills	Consistently collects and organizes information	Usually collects and organizes information	Frequently needs assistance in organizing information	Information is disorganized

Progress Reports

Progress reports are available, at the midpoint of each marking period, to those students who are experiencing difficulty in or who are in danger of failing a class. Progress reports can be found on PowerSchool®.

Elementary Programs

After School Programs-Elementary

WASD and its Parent and Teacher Association (PTA) and Parent Teacher Organizations (PTO) offer after-school activities for students in the elementary schools. Held immediately following the end of the school day, these offerings have included such areas as science, technology, cuisine, fitness, arts and crafts, foreign languages, performing arts, and gardening, among others. Children are supervised by school district teachers and instructional aides. Letters regarding activities, transportation, and fees will be sent home with children. Any student absent or excused from school will not be allowed to attend any school functions on that day.

Breakfast/Lunch Program

Provisions are made each day to serve breakfast and hot lunch to students in grades K–12. The lunch program is a non-profit endeavor offering nutritious meals at minimum cost. Children who bring their lunch may purchase milk.

All students are expected to participate in the district point-of-sale system. Please be aware that students may pay for their lunch daily, weekly, or monthly. Paying for lunch in advance is a great convenience for children of this age group rather than having to carry money all the time. In addition, it should be noted that children are not allowed to “charge” lunches. The District, however, will not let a child go hungry; a sandwich and beverage will be provided in the event a child does not have money for that particular day.

The cost of lunch is \$2.50, breakfast is \$1.90 and milk is \$.50. Reduced lunch is \$.40 and reduced breakfast is \$.30. Applications and eligibility information will be forwarded to all parents at the start of the school year. Parents may examine this information to determine their qualifications. Applications are also available on the district website at <http://www.wallenzaupack.org>.

Fine Art Evenings

Each grade will have a fine arts evening which includes a musical performance and a display of student art work.

PTA/PTO

All of our elementary schools have parent organizations affiliated with the schools. If you are interested in participating, contact the head teacher of your child’s school.

Religious Released Time

The school district works closely with local religious leaders to assure a cooperative relationship. Check with your principal or head teacher to ascertain the availability of religious released time.

Volunteers

The school district would like to encourage the use of volunteers at all levels in the school district. The elementary level, in particular, is looking for capable adults who are willing to work with young children on either a regular schedule or on an “as needed” basis. We are very hopeful of further improving the school/community connection. If you are interested in volunteering your services, please inform your respective school office and personnel there will offer further information to you on how your services might be utilized.

Appendix: School District Policies

Attendance

Frequent absences of students from regular classroom attendance disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be regained. Consequently many pupils who miss school frequently experience great difficulty in achieving the benefits of schooling. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of educational benefits for each individual child.

For more information, see Board Policy No. 204

Excused Absence

After an absence, every student must return an excuse card within three (3) days of return to school.

Excused absence includes the absence of a pupil for reasons such as

- Illness
- Quarantine
- Death in the immediate family
- Impassable roads
- Observance of religious holidays

Unexcused Absence

Unexcused absence includes, but is not limited to, the absence of a pupil for such reasons as

- Truancy
- Shopping
- Absence through parental neglect
- Illegal employment

Unlawful Absence

Unlawful absence is unexcused absence for all pupils under seventeen (17) years of age. The school district will notify parents/guardians of each unlawful absence of their child. A 3rd day of illegal absence will result in a First Offense letter. Any additional days of illegal absence will result in a Second Offense letter. Both First and Second Offenses require the serving of a warrant on the parent/guardian through the office of the Magistrate. All second and succeeding offenses of unlawful absence become subject to a fine and court costs.

Excessive Absence

Irregularity in attendance is a frequent cause of school failure. Instructors' lectures, in-class discussion, successful completion of homework and class participation are factors which determine satisfactory course completion, credit attainment, and grade promotion. With this in mind, the 10th day of absence may be considered excessive, and at this point, a warning letter may be sent to the parent/guardian.

After ten (10) days of accumulated absence, the school district will notify the parent(s)/guardian(s) that his/her son/daughter's attendance record is being reviewed and that s/he is jeopardizing his/her academic standing by this absenteeism.

Because of varying methods of student scheduling, a school "day" may be defined differently in each school, e.g., intensive scheduling.

After twenty (20) days of accumulated absence, a doctor's note will be required for every absence. Any absence without a doctor's note will be marked as Unexcused.

Excessive Absence - High School

In the high school the 5th day of absence per semester may be considered excessive, unless a doctor's excuse is submitted within three (3) days of the return to school. At that point, a warning letter may be sent to the parent/guardian. All future absences beyond five (5) days per semester will be marked unexcused unless a doctor's note confirming the illness is received. After five (5) days of accumulated absence per semester, the student is in danger of failing due to excessive absenteeism.

Educational Trips

Upon written request with prior approval, the school district will consider requests for educational trips. Guidelines are detailed on the district's *Application for Educational Travel*, which can be found on the district's website. Hard copies are available in the school's main office.

Early Personal Dismissal

Parents are asked not to request that children be excused early except when an emergency makes early dismissal necessary. A note signed by the parent should be forwarded to the child's teacher, who in turn will notify the school office. Parents are required to come to the school office to pick up their child. No child may leave school early without the permission of the principal or his/her designee.

Emergency Dismissals

In the event of a bomb scare or other such threat/emergency whereby no one except emergency personnel is allowed on school property, please be aware that all students will be placed on school transportation to be delivered home. Parents will not be allowed to pick up their children at school. Students will be dropped off at their regular bus stop only.

Tardiness

Students who arrive to school after 8:00 a.m. are considered to be tardy. Tardy students are to report directly to the office. Tardy students must sign in and then report to their teacher. If a child misses a bus, it is the parent's responsibility to see that the child arrives on time. If a school bus should be late, children are not counted as being tardy.

Acceptable Use of the Computers, Networks, Internet, Electronic Communications and Information Systems

The increased use of technology and the district's information technology systems (IT Systems) and the possible misuse, abuse, and increased district liability requires that the district more closely maintain, monitor, and limit the use of the district's IT systems. All users are now required to sign an acknowledgement and consent form in order to use and access the district's IT systems. WASD's IT systems must be used for education-related purposes and performance of district job duties. Users may not use their personal computers or other technology devices to connect to the WASD's intranet, Internet or any other IT System. Access to the WASD's IT systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the WASD, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The WASD will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the IT systems. Users have no privacy expectation in the contents of their personal files or in the use of the WASD's IT systems. The WASD reserves the right to monitor, track, log and access IT systems user accounts and to monitor and allocate fileserver space. WASD reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, the WASD operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. No person may have access to material that is illegal under federal or state law.

For more information, see Board Policy No. 815

Bullying/Cyberbullying

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting or outside a school setting that is severe, persistent, or pervasive. Bullying is a pattern of abuse over time and involves being "picked on." Bullying can take many forms and can include many different behaviors including, but not limited to, intimidation, humiliation, ridicule, defamation, extortion, oral or written threats, teasing, put downs, name-calling, threatening gestures or actions, cruel rumors, false accusations, and social isolation.

When a student believes that she/he is being bullied, intimidated, or in physical danger, the student should immediately inform the bully that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome,

offensive, or inappropriate behavior continues, the student shall follow the established complaint procedure.
For more information, see Board Policy No. 249

Communication Devices

Student use of communication devices shall be prohibited from the beginning of the educational day to the end of the educational day: such devices shall be turned off or made inoperable. This includes the use of a cell phone or communication device to take photographs and/or audio and/or video recordings. While in the school facility and/or when participating in a school-sponsored event during the educational day, unless otherwise approved by the building principal or designee, it will be a policy violation if a communication device can be seen or heard. A student may not make a call or receive a call, send or receive a text message, and/or take, send or receive an electronic image and the communication device is to be turned off at all times, even if the device is stored in a backpack, locker or other out-of-sight location. Communication devices are prohibited for use in health suites and/or lavatories at all times. Parents/Guardians should call the school for any emergency situation. The school will in turn contact the student in question as is possible and appropriate. Parents/Guardians shall not try to contact students by cell phone, pager, or other device.

For more information, see Board Policy No. 237

Destruction of Property

Students shall attempt to keep the school campus, buildings and furnishings clean and in good order at all times. Students who deface the building, grounds, or equipment or destroy school property or the property of school district employees or other students in any way will be appropriately disciplined and the student and parent(s)/guardian(s) will receive a bill for all damages. In extreme cases or in the case of a repetitious offender, referral to law enforcement authorities may be initiated.

For more information, see Board Policy No. 218

Discrimination

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

For more information, see Board Policies 103 and 103.1

Drug and Alcohol Abuse

Pupils are prohibited from the use or possession of any unauthorized drugs, controlled substance and/or alcoholic beverages in school buildings or on school property. This includes "look-alikes." This prohibition includes all school events on or off school grounds, as well as in route to or from school. Any pupil found using, in possession of or under the influence of a controlled substance and/or intoxicating beverage will be subject to disciplinary action, including expulsion.

For more information, see Board Policy No. 227

Flag Salute

Opening of school activities includes the recitation of the Pledge of Allegiance and/or playing of the National Anthem. All students will be encouraged to participate in this patriotic activity. Students whose personal beliefs prohibit such actions are not required to participate in this activity provided the school is notified of such, in writing, by the parents or legal guardians. However, non-participating students must not disrupt or otherwise infringe upon the rights of others to participate in this action. Disruption of this ceremony, by any student, will result in disciplinary action.

For more information, see Board Policy No. 807

Freedom of Expression

Students have the right to express themselves in any manner that does not directly interfere with the educational process, threaten harm to the school or community, or encourage unlawful activity. Students have the responsibility to obey the laws regarding obscenity and libel and to be aware of the full meaning of their expression. They also have a responsibility to be sensitive to the feelings and opinions of others and to give others an opportunity to express their views.

For more information, see Board Policy No. 220

Fundraising/Selling

Students are not allowed to sell any items on school grounds without the Principal's permission.
For more information, see Board Policy No. 229

Gang Activity

Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process. Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited. Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious type/category.

For more information, see Board Policy No. 218.3

Hazing

The school district does not condone any form of initiation or harassment, known as hazing, as part of any school-related student activity. No student, coach, sponsor, volunteer, or school district employee shall plan, direct, encourage, assist, or engage in any hazing activity. The school district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

For more information, see Board Policy No. 247

Homebound Instruction

Students who request homebound education must present evidence supporting the need, such as a doctor's note specifying the need and the duration for homebound or a court placement ordering homebound. Request for Homebound Form may be obtained from the Guidance Office.

For more information, see Board Policy No. 117

Homework

Homework is defined as written or non-written tasks assigned by teachers to be completed by students outside of class time. The purposes of homework are to practice newly taught skills, to review mastered skills, to develop independent study habits, and to extend and enrich the curriculum. Homework is related to the curriculum of the school and assignments are made according to the ability of the student. Parents are encouraged to support their children with the homework process. Failure to complete homework is not a disciplinary issue. It is academic in nature and should be addressed by the classroom teacher. Homework should not be used as a form of punishment.

For more information, see Board Policy No. 130

Search of School Property

The District supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use of or possession of illegal substances.

It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances:

- The administration shall authorize the search and have a designee on hand while the search is taking place.
- Parents and students are notified of this policy through its inclusion in the student and/or parent handbook.
- All school property such as lockers, classrooms and storage areas may be searched.
- Individual(s) shall not be subjected to a search by dogs.

For more information, see Board Policy No. 226

School Resource Officers (SRO)

To maintain the safety and order of district buildings, SROs are assigned to each building, and are therefore, considered a part of the school faculty. Students and parents should anticipate SROs to interact with the student body on a daily basis. SROs will implement the SRO Triad, including law enforcement, teacher/guest instructor, and informal counselor.

For more information, see Board Policy No. 705.1

School Visitors

Any person, not a school employee or student, is required to report to the office immediately upon entering the building.

For more information, see Board Policy No. 907

Terroristic Threats/Acts

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

For more information, see Board Policy No. 218.2

Tobacco Use/Possession

In compliance with the legislated mandate, and pursuant to the authority of the district to develop post and implement policy to regulate tobacco use, it shall be the policy of the District that students are not permitted to possess tobacco, tobacco paraphernalia or to smoke in any school district building, school vehicle, other school district vehicle, or on any school property owned by, leased by, or under the control of the District. The Superintendent is authorized and directed to designate appropriate District Officials to be responsible for the enforcement of this policy. School personnel shall confiscate such products and assign appropriate punishment.

For more information, see Board Policy No. 222

Unlawful Harassment

All forms of unlawful harassment of students and/or third parties by students are prohibited. Harassment includes: verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion. A student shall report harassment to the school principal and/or school staff. Those witnessing harassment are responsible to report it to the principal and/or school staff.

For more information, see Board Policy No. 248.

Weapons

A student shall not possess, handle, or transmit any "weapon." The definition of "weapon" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, ammunition, any explosive including firecrackers, matches, lighters, and any tool, instrument, or implement capable of inflicting serious bodily injury including look-alikes. Weapons and/or any other endangering items are never allowed (1) on school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any time when the school is being used by a school group, (3) off the school grounds at any school activity, function, or event, or (4) on school transportation. A student who violates this rule commits a misdemeanor of the first degree if he/she possesses a weapon and will be subject to suspension, possible expulsion and prosecution under the Crimes Code of Pennsylvania. *For more information, see Board Policy No. 218.1*

Wellness Plan

The primary goals of the WASD Wellness Plan are:

- To promote a healthy environment.
- To facilitate student learning of lifelong healthy habits.
- To increase student achievement.

The plan includes a commitment to physical activity, health education, and proper nutrition. Annual student health screenings require that height, weight, and BMI information be provided for the parents. These reports are mailed to the family each spring.

For more information, see Board Policy No. 246