

Wallenpaupack Area School District

Elementary Handbook

2011-2012



Administration Office
2552 Route 6
Hawley, PA 18428

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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 general rules and guidelines 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. Any policies referenced in this handbook can be found on the district web site, <http://www.wallenpaupack.org>.

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>

District Information

Board of Education

Mr. John F. Spall, President	Mr. John Drake	Mrs. Lisa Smith
Mr. John Kiesendahl, Vice-President	Mr. Coulby Dunn	Mr. Michael Spencer
Mr. Gary Beilman, Treasurer	Mr. Michael Romeo	Mr. Robert Schwartz
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.....	Ms. Diane Szader
Reading Supervisor	Mrs. 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	Mrs. Amanda Cykosky
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Wallenpaupack South Elementary School

Principal.....	Dr. Nancy Simon
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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.....	Mr. Jay Starnes
Assistant Principal/Athletic Director	Mr. Mark Kirsten
Assistant Principal.....	Mrs. Lisa Tait
Assistant Principal.....	Mr. Jim Kane

Wallenpaupack Hawley Center

Alternative Education Dean of Students.....	Mr. Anthony Donnini
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School Calendar 2011-2012

Wednesday	August 31, 2011	Teacher In-Service – No School for Pupils
Thursday	September 1, 2011	Teacher In-Service – No School for Pupils
Tuesday	September 6, 2011	Teacher In-Service – No School for Pupils
Wednesday	September 7, 2011	School Opens – Full Day for Pupils and Faculty
Tuesday	November 22, 2011	Parent Conferences – Early Dismissal for Pupils
Wednesday	November 23, 2011	Early Dismissal
Thursday	November 24, 2011	Thanksgiving Recess – School Closed
Monday	November 28, 2011	Thanksgiving Recess – School Closed
Tuesday	November 29, 2011	School Re-opens
Thursday	December 22, 2011	Early Dismissal – Christmas Recess Begins
Monday	January 2, 2012	School Re-opens
Friday	January 20, 2012	Teacher In-Service – No School for Pupils
Monday	February 20, 2012	Presidents' Day– School Closed
PSSA Testing Dates: March 12-23 – Math and Reading – Grades 3 through 8 and 11 April 16-20– Writing – Grades 5, 8 and 11 April 23-27 – Science – Grades 4, 8 and 11		
Friday	April 6, 2012	Easter Recess – School Closed
Monday	April 9, 2012	Easter Recess – School Closed
Tuesday	April 10, 2012	School Re-opens
Monday	May 28, 2012	Memorial Day – School Closed
Thursday	June 14, 2012	Teacher In-Service – No School for Pupils
Friday	June 15, 2012	Last Day of School
Friday	June 15, 2012	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.wallenpaupack.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 his/her child knows 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 Wallenpaupack 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 Wallenpaupack Area School District to comply with the requirements of FERPA.
- The right to obtain a copy of Wallenpaupack 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 28, 2011.

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.

District Policies

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

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, parents/guardians must provide an excuse or doctor's note to the office within three school days, or the absence will be changed to an unexcused absence. Acceptable forms of excuse documentation include: written note, telephone call, email, or fax. "Excused" absence includes the absence of a student for reasons such as:

- Illness
- Quarantine
- Death in the immediate family
- Impassable roads
- Pre-approved 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 (i.e. car trouble, oversleeping, etc.)
- Illegal employment

After three unexcused absences, a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After five unexcused absences, an administrator or designee will call the parents/guardians. He/she will invite the parent/guardian to a Truancy Elimination Plan (TEP) meeting and will inform the parent of:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of non compliance

In addition, a letter will be mailed home, serving as official notice of their child's fifth unexcused absence. A copy of the letter will be sent to the Student Support Team (SST, SAP, etc.). The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After seven unexcused absences, an administrator or designee will call the parents/guardians and mail home a certified letter. He/she will apprise them of the severity of the situation and invite them to a TEP meeting. If a parent refuses a TEP meeting, the student's attendance information will be forwarded to the magistrate's office. The letter will serve as official notice of their child's seventh unexcused absence. The letter will state that the parent has five school days to respond and set up a TEP meeting, or the student's attendance information will be forwarded to the magistrate's office. A copy of the letter will be sent to Children and Youth Services.

Unlawful Absence

"Unlawful" absence is unexcused absence for all pupils under 17 years of age. The school district will notify parents 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 or 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. Successful completion of tests does not indicate that a student has mastered a particular course. Instructors' lectures, in-class discussion, successful completion of homework and class participation are factors which determine satisfactory course completion, credit attainment, and grade promotion.

After ten absences, a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After fifteen absences, an administrator or designee will call the parents/guardians.

He/she will invite the parent/guardian in for a Truancy Eliminator Plan (TEP) meeting and will inform the parent/guardian(s) of:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance

In addition, a letter will be mailed home. The letter will serve as official notice of their child's fifteen absences. A copy of the letter will be sent to the Student Support Team (SST, SAP, etc.). The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- District policy on excessive absences, including information that after the 20th absence, a doctor's note is required for each additional absence
- The possible consequences of noncompliance
- Contact information of the truancy officer

After twenty absences, an administrator or designee will call the parents/guardians. He/she will apprise them of the severity of the situation and invite them to a TEP meeting. A certified letter will be mailed home. The letter will serve as official notice of their child's 20th absence. It will be strongly recommended that the parent/guardian set up a TEP meeting to address this issue. The letter will also state that any subsequent absence without a doctor's note will be considered unexcused and after three unexcused absences the student's attendance information will be forwarded to the magistrate's office. A copy of this letter will be mailed to Children and Youth Services, authorized by the building administrator.

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 the 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.

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 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

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

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

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

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

Communication Devices

Student use of communication devices shall be prohibited from the beginning of the educational day (7:50 a.m.) to the end of the educational day (2:40 p.m.); 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

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

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.

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

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. 249

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

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

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, change in grade or both.

Expectations of Students

Each student will maintain academic integrity by 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 the student is 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. Print.

- 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. Print.

- 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. Print.

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 be given the assignment/assessment

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.

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.

Reading Levels K-5

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

Kindergarten – 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 understanding 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.

	PD4	PD3	PD2	PD1
Productivity	Routinely uses time well; meets deadlines	Usually uses time well	Tends to procrastinate	Rarely gets work done on time
	WO4	WO3	WO2	WO1
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
	PP4	PP3	PP2	PP1
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
	WE4	WE3	WE2	WE1
Work Ethic	Effective and sustained effort	Occasionally needs direction	Often off task	Unfocused and frequently off task
	C4	C3	C2	C1
Citizenship	Consistently respects the rights of others	Usually respects the rights of others	Frequently needs guidance in appropriate behavior	Rarely exhibits appropriate behavior
	O4	O3	O2	O1
Organizational Skills	Consistently collects and organizes information	Usually collects and organizes information	Frequently needs assistance in organizing information	Information is disorganized

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.

Student Services

Special Education

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

- | | |
|--|------------------------------------|
| 1) Autism/pervasive development disorder | 8) Neurological impairment |
| 2) Blindness or visual impairment | 9) Other health impairments |
| 3) Deafness or hearing impairment | 10) Physical disability |
| 4) Developmental delay | 11) Serious emotional disturbance |
| 5) Mentally gifted | 12) Specific learning disability |
| 6) Mental retardation | 13) Speech and language impairment |
| 7) Multi-handicapped | |

If you believe that your school-age child may be in need of special education services and related programs, or your young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the appropriate building principal.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), the building principal may be contacted.

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 person named above or any building principal.

In compliance with state and federal laws, the School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

Title I Reading/Title I Math

Our 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 our students.

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.

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 stresses 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 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 Support Program and services, please contact the building principal.

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. Vision, hearing, growth and scoliosis screenings are done as State mandated. Parents will be notified as needed.

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, measles and rubella upon the child's original entry into Pennsylvania schools. In Pennsylvania the second dose of MMR will become an all grade (K-12) requirement beginning in the 2000/2001 school year. Hepatitis #1, #2, and #3 are required for grades 3 and 4. 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.

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. The nurse will administer student vision, hearing, height, and weight screenings each school year without parental consent. Parents will be notified if results are below normal as defined by the Pennsylvania Department of Health.
7. 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, parent/guardian will be informed of any abnormal results.
8. Students are encouraged to consult with the school nurse about health concerns and interests.
9. 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.

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

1. Students will not be given non-prescription medications on a routine basis, unless a written order from the attending physician is on file.
2. 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.

- Properly labeled container
- Amount of medication to be dispensed
- The exact time of medication and route of administration of drug

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.

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.

1. 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.
2. Students should express their ideas and opinions in a respectful manner.
3. It is the responsibility of the students to conform with the following:
 - 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, 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. .

The following are specifics to be followed regarding student dress and grooming:

General

- Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard to the student or others are not permitted.
- Undergarments will not be exposed in any way.
- Book bags, backpacks, or purses must be of reasonable size.

Clothing

- The following are unacceptable school attire:
 - Tube tops/Crop tops
 - Torn, tattered or frayed clothing
 - Pajamas
 - Gloves
 - Pacifiers
- Any clothing that is see-through or allows the midriff, chest and/or buttocks to be exposed is not permitted.

- Coats, jackets and /or garments designed for protections from the outside weather are not to be worn in school.
- Pants, shorts, and skorts must be secure and worn no lower than the hip.
- All shorts, skirts, skorts and slits in skirts must extend to the bottom of the fingertips with arms fully extended.

Offensive Dress

- Clothing, patches, buttons, pins, jewelry, and/or backpacks are not permitted if they display:
 - Sexually suggestive writing/pictures
 - Advocate violence
 - Advertise and/or promote the use of tobacco, alcohol and/or drugs
 - Double-meaning wording and/or obscene language
 - Are disrespectful
 - Suggest gang affiliation or activities
- A tattoo must be covered if it:
 - Has sexually suggestive writing/pictures
 - Advocate violence
 - Advertise and/or promote the use of tobacco, alcohol and/or drugs
 - Has double-meaning wording and/or obscene language
 - Is disrespectful

Footwear

- Some sort of shoe or footwear must be worn at all times.
- Any shoe or footwear that poses a safety hazard is not permitted.
- Any shoe with laces must have laces tied.

Headwear

- Hats, caps, bandanas, kerchiefs, headbands, sunglasses (unless prescribed by a physician), visors, and/or sweatbands (any head covering) are not permitted to be worn in school.

Backpacks and Book Bags

Students shall be allowed to wear or carry a sensibly sized and appropriate backpack or book bag for purposes of bringing books, supplies and other appropriate items to and from school. In an effort to promote safe and efficient travel through hallways and to provide better control of items that are unauthorized, all backpacks or book bags must be stored at all times in the student's locker. If you are considering purchasing a backpack for your child, please do not select backpacks with wheels. The student lockers cannot accommodate their size.

Disciplinary Consequences

- First Offense: At the discretion of the principal and/or his/her designee, the student will be retained in the school office until the student/parent/guardian provides a proper change of clothing.
- Second Offense: At the discretion of the principal and/or his/her designee, the student will be retained in the school office until the student/parent/guardian provides a proper change of clothing. Parents/Guardians will be notified in writing of the school's concerns.
- Third Offense: At the discretion of the principal and/or his/her designee, the student will be given out-of-school suspension.

Students should wear clothing appropriate for the season and weather. Outside recess is scheduled year round at the elementary level. School personnel may counsel those who affect extreme styles of dress and grooming.

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.

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.

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:

- a. 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.
- b. 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.
- c. In the event that a parent or guardian cannot be contacted, school officials will act "in loco parentis."
- d. 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.
- e. 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.

Procedures

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.

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.

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.

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.

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-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.

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/>

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.

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.

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:

1. 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.
2. Personal audio/video players or cell phones are permitted on buses. These devices may not interfere with other students or the driver.
3. The pupil shall not at any time use foul, loud or offensive language, nor be involved in rude or discourteous conduct.
4. The pupil shall promptly observe instructions given by the school bus driver.
5. 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.
6. 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.
7. Throwing of any object within the school bus is prohibited.
8. 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.
9. No pets or animals on the bus.
10. 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.
11. 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.
12. The pupil shall not at any time fight, push or engage in any form of horseplay.

13. 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.
14. Water guns, pistols and balloons are prohibited.
15. 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.
16. Students are not to eat or drink on the bus.
17. 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.
18. 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.
19. 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.
20. All transportation discipline problems should be referred to the Principal's office at the appropriate school.
21. Parents are not allowed on the school bus at any time.

Discipline Procedures

1. For minor infractions, the bus driver will do the following in sequence:
 - a. warn the student – driver documents the incident/date
 - b. change the student's seat, if possible – driver documents the incident/date
 - c. contact the parent/guardian – driver files an incident report
2. 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.
3. 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.
4. 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.
5. If students are behaving inappropriately at the bus stop, parents and/or others should refer incidents to the appropriate police agency.

Bus Transfers

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 transfer. Check with head teachers on this procedure. Bus transfers will be allowed for emergency only.

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.

Programs and Procedures

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.

Breakfast/Lunch Program

Provisions are made each day to serve breakfast and hot lunch to elementary students in grades K – 12. The lunch program is a non-profit endeavor offering nutritious meals at minimum costs. 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 \$2.25, breakfast is \$1.75 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.wallenpaupack.org>.

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.

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.

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.

After School Programs

WASD and its Parent and Teacher Association (PTA) and Parent Teacher Organizations (PTO) offer after-school enrichment programs for students in grades K-6. 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, and may ride the district's after-school activity busses home. Letters regarding offerings and fees will be sent home with your child.

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. Field trips are a privilege. Therefore, if a child has a serious disciplinary infraction(s), he/she may not be allowed on the trip. The school administration reserves the right to eliminate a student from participation or attendance at an extra-curricular activity such as assemblies or field trips. Elimination will be determined by a review of a student's discipline and academic records.

Fundraising/Selling

Students are not allowed to sell any items on school grounds without the Principal's permission.

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.

Cultural Evenings

Each grade will have a “Cultural Evening” performance on one evening during the school year. This program will include a musical presentation involving all classes of the school. In addition, art projects of the children may be on display.

PTA/PTO

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

Building Specific Information

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, and 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, then either the principal or the head teacher may be involved in administering such discipline. In the absence of the principal, the head teacher may assume all responsibilities of the principal.

Teachers and school, however, may use reasonable force:

- A. to quell a disturbance
- B. to obtain possession of weapons or other dangerous objects
- C. for self-defense
- D. for the protection of persons or property

Code of Conduct

The Wallenpaupack Area Elementary Schools encourage self-discipline among students. Parents are asked to encourage their children in promoting respect for authority, fellow students, and other people’s property. Parents are asked to assist the school in the enforcement of all school rules and regulations. On the next few pages is the complete Elementary Discipline Code. You are requested to read this carefully.

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.

*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.

Administrative Review

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 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 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.

Suspension and Expulsion

The Board of School Directors of the Wallenpaupack Area School District supports all attempts to make it possible for students to attend its public schools. Some students, for reasons of their own, have a need to repeatedly disobey the rules designed to operate an efficient school. Therefore, the Board makes provisions for exclusion from school as a means of aiding such students to change their behavior or as a means to remove such students from school. The purpose of discipline is to encourage all students to act in a socially acceptable manner and to discourage actions, which interfere with classroom control, the educational process, or the orderly operation of the school.

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

Upon returning to the regular school program a suspended student shall make up all work and examinations missed while on suspension.

Hearings

Students suspended for a period of time longer than three (3) days shall be afforded an informal hearing within the first 5 days. Delay of such hearing shall not delay a student's return to school.

Each suspended student involved in a formal hearing shall be restored to a regular educational program pending the outcome of the hearing, except when, in the opinion of the principal, the presence of the student in school pose a threat to health, safety or welfare.

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