

Wyalusing Valley Elementary School Handbook



11450 Wyalusing New Albany Road

Wyalusing, PA 18853

Phone: 570-746-1600

www.wyalusingrams.com

Index

Attendance Guidelines	18	Medication in School	12
Belief Statements	3	Non-Discrimination Policy	45
Bullying/Cyberbullying	32	Parent/Student Portal – Grade Accessibility	17
Bus Policy	22	Parent Responsibilities	5
Bus Rules and Regulations/Bus Passes	22	Positive Behavior Intervention and Support	18
Bus Audio/Video Surveillance	22	Philosophy	4
Chaperones and Volunteers	13	Privacy Rights of Parents and Students	4
Consequences for Minor Offenses	35	PSSA Testing Window	11
Contact Information	3	Rules	27
Dangerous Weapons	30	Bathroom	28
Dress Code	29	Blacktop Recess	28
Drug and Alcohol Administrative Guidelines	38	Cafeteria	28
Drug and Alcohol Policy	38	Playground	28
Due Process	7	School Closings/Delays	18
Educational Family Trips	16	School Health Program	11
Electronic Resources	34	Screening and Evaluation	9
English as a Second Language (ESL)	10	Severe Weather Drills	38
Family Ed Rights and Privacy Act (FERPA)	6	Sexual Harassment	33
Field Trips	13	Student Accident Insurance	13
Fire Drills	37	Student Fee Schedule	26
Fundraising	14	Student Lunch Account	24
Guidance Services	10	Student Pickup/Drop off	17
Head Lice Information	12	Student Responsibilities	5
Holiday/Birthday Activities & Parties	24	Students with Handicaps (Ch. 15)	7
Homebound Instruction	11	Tardiness to School	15
Homeless	44	Transferring/Withdrawing	18
Homework	31	Tutorial/Activity Period Expectations	25
Kindergarten Registration/Screenings	9	Use of School Facilities	14
Leaving School	15	Visitors	14
Lockdown Procedure	38	Welcome	3
Make-Up Work	16		

The school board changes policies throughout the school year and thus the most current copy of this student handbook is posted on our website at www.wyalusingrams.com.



Wyalusing Valley School District

11364 Wyalusing New Albany Road, Wyalusing, PA 18853-9607

www.wyalusingrams.com

Wyalusing Valley School District places student safety at the forefront of each student's educational experience. To ensure student safety for the 2022-2023 school year, all Wyalusing Valley students are expected to follow the Health and Safety Plans that are approved by the Wyalusing Valley School Board. Any student that does not follow the safety measures included in the Health and Safety Plans will face disciplinary consequences from Administration at the Administrators discretion.

Welcome

The staff of Wyalusing Valley Elementary School welcomes each of you and invites you to take up the challenges offered by the coming school year. It is our responsibility to provide the opportunity and efficient educational climate necessary for you to be successful: however, success depends upon your ability to assume responsibility for putting forth maximum effort to achieve your goals.

We hope that you will take pride in your school and community, but even more than that, we hope that you will also be able to take pride in your educational, social, and moral accomplishments; for it is the sum total of each student's progress that results in a better society for all of us.

This handbook is intended to introduce you to the various policies and procedures of the Wyalusing Valley Elementary School. We consider parent cooperation to be of the utmost importance in a child's educational development. Your familiarity with district policies and procedures will help us best serve your students in these crucial first years of education.

Listed below are the administrative, guidance and medical personnel at Wyalusing Elementary. We encourage you to seek their assistance to make your elementary school years more profitable.

Each of the following can be reached at 746-1600.

Elementary Principal	Mrs. Deneen Lantz
Elementary Assistant Principal	Mr. Brent Keyes
Guidance Services	Mrs. Yvonne Kelly
Elementary Nurse	Mrs. Nicole Keeney

Belief Statements

1. Learning is a family, school, and community partnership where everyone is responsible and accountable for the education and welfare of our children.
2. High expectations for mutual respect and responsibility will yield positive self-esteem.
3. Learning is a life-long process.
4. Our children are our most precious resource, and our employees are our most valuable assets.
5. Excellence is our goal.
6. Everyone has an equal right to a quality education.
7. The main purpose of school is to educate each student to his/her full potential in order to become productive members of society.
8. All individuals are different and have different learning styles and rates.
9. Sensitivity to and understanding and acceptance of these differences shall be strengths of the student, the teacher, the school, and the community.
10. All educators shall strive to provide our students with materials and alternative learning strategies that match the student's learning style.

Philosophy

The Wyalusing Valley Elementary School provides an educational program which helps its students to develop the academic skills and personal qualities necessary to participate responsibly in a democratic society. Our program develops the knowledge, skills, and attitude that is required for education at the high school.

The education which Wyalusing Valley students receive should enable them to meet and understand the demands of a changing world. The faculty and administration strive to foster a climate in which creativity can flourish. The school encourages students to develop the physical and emotional well-being that will allow them to become responsible students. The school recognizes its responsibility to strive for effective communication between the school and the community. In addition, the Wyalusing Valley Elementary School endeavors to foster intellectual curiosity, which will continue throughout life.

Privacy Rights of Parents and Students

Wyalusing Area School District and its employees are required by federal law, as well as both federal and state rules and regulations, to protect the privacy rights of students: *Educational Rights and Privacy Acts of 1974* (also known as the Buckley Amendments). There are state rules and regulations in the school code, Chapter 12, known as *Student's Rights and Responsibilities*.

The above established that information about students cannot be disclosed without written parental consent. Different categories of information about students are established: Educational records, Personally Identifiable Information, and Directory Information. Educational records include information directly related to a student that is maintained by an educational agency. Personally Identifiable Information are the student's name, the name of the parents or other family members, a personal identifier or a list of personal characteristics that make the student's identity easily traceable.

Educational records and Personally Identifiable Information cannot be disclosed or released without parental consent or student consent (when the student is over eighteen). One exception exists. When a student enrolls, or seeks enrollment, in another school district in Pennsylvania, then this information may be released for appropriate educational placement.

Directory Information is determined by the school district and includes items which would not generally be harmful or an invasion of privacy if disclosed. It includes the student's name, address, date and place of birth, major fields of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended by the student.

Disclosure of information only means to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in these records to any party, by any means, including oral, written, or electronic means. This means that information about a student cannot even be shared in conversation without permission and applies to other Wyalusing Area School District personnel who do not have an educationally relevant reason to possess knowledge of a student.

Educational records and Personally Identifiable Information require written parental consent except as noted above. Consent must (1) specify the records that may be disclosed; (2) state the purpose for the disclosure; and (3) identify the party or class of parties to whom disclosure may be made. Wyalusing Area School District must maintain a written record of disclosure for the parent to inspect in cases where information has been released.

Student Responsibilities

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. 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.
3. Students should express their ideas and opinions in a respectful manner so as to not offend or slander others.
4. It is the responsibility of the students to:
 - a. be aware of all rules and regulations for student behavior and conduct themselves accordingly.
 - b. be willing to volunteer information in matters relating to the health, safety, and welfare of the school and its property.
 - c. dress and groom themselves so as to meet fair standards of decency, safety, and health.
 - d. assume that until a rule is waived, altered, or repealed, it is in full effect.
 - e. assist the school staff in operating a safe school for all students enrolled therein.
 - f. be aware of and comply with state and local laws.
 - g. exercise proper care when using public facilities and equipment.
 - h. attend school daily, except when excused, and be on time to school.
 - i. make necessary arrangements for making up missed work when absent from school.
 - j. pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.
 - k. assume financial obligation for any and all damage to public facilities and equipment, as well as personal property.
 - l. avoid inaccuracies and indecent or obscene language in student publications or printed material, and seek approval from the administration for all printed materials prior to distribution.

Parent Responsibilities

Throughout the handbook, “parents” include single parents, legal guardians, or persons having lawful control of the student.

Parents have the responsibility to:

1. make every effort to provide for the physical needs of the child.
2. maintain emergency telephone numbers and any other pertinent information at school.
3. prepare the child emotionally and socially to be receptive to learning and discipline.
4. ensure their child’s compliance with school attendance requirements.
5. cooperate with school administrators and teachers.
6. participate in meaningful parent-teacher conferences.
7. keep informed of school policies and academic requirements.
8. participate in school related organizations.
9. be sure that the child is appropriately dressed for school.
10. bring to the attention of school authorities any learning problem or condition that may relate to the child’s education.

11. obtain necessary clearances if you plan to chaperone or volunteer; please see chaperones and volunteers on page 14.

Notice TO PARENTS AND ELIGIBLE STUDENTS
WHO RESIDE IN THE WYALUSING SCHOOL DISTRICT
NOTICE OF RIGHTS UNDER FERPA FOR ELEMENTARY AND
SECONDARY STUDENTS IN THE WYALUSING SCHOOL DISTRICT

The Family Educational Rights and Privacy Act (FERPA) has given parents and students who are over the age of eighteen years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the date the District received a request for access. Parents or eligible students should submit to the principal, or other appropriate school official, a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Wyalusing School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorized disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health and medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee , such as a disciplinary or grievance committee or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605.

Due Process

1. The Board of Education shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 13.62 and 341.91 (relating to the right to education and disciplinary exclusions of certain handicapped students from special education placement).
2. Exclusion from school may take the form of suspension or expulsion.
 - a. Suspension is exclusion from school for a period of 1 to 10 consecutive days.
 - i. Suspensions may be given by the principal or his/her delegate.
 - ii. No student shall be suspended until the student has been informed of the reasons for the suspension and are given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
 - iii. The parents and the superintendent of the district shall be notified immediately in writing when a student is suspended.
 - iv. When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing. The purpose of the informal hearing is to enable the student to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended, or to show why the student should not be suspended.
 1. The informal hearing is meant to encourage the student's parents to meet with the principal to discuss ways in which future offenses can be avoided.
 2. The following due process requirements are to be observed in regard to the informal hearing:
 - a. Notification of the reasons for the suspension shall be given in writing to the parents and to the student.
 - b. Sufficient notice of the time and place of the informal hearing shall be given.

Chapter 15 – Other Protected Students with Handicaps

A student with a handicap is protected. Such a student is school age and has a physical or mental disability that substantially limits or prohibits participation in or access to any aspect of the school program.

In compliance with state and federal statutes, the Wyalusing Area 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 extra curricular activities to the maximum extent appropriate to the student's abilities. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in Learning Support Programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact: Wyalusing Area School District's Special Education Director (570-746-1600).

PUBLIC NOTICE
DISTRICT SCREENING AND EVALUATION 2022-23 SCHOOL YEAR

Wyalusing Area School District is committed to working with all families to ensure that each student has the opportunity to achieve his/her potential. For some students, special programs and services may be required, and procedures are followed that are defined by state law and regulations to identify these students. This notice is intended to inform you of programs, services, and procedures.

Section 1402 of the School Code establishes that the district routinely conducts screening of student's hearing acuity in the following grades: kindergarten through third, seventh, and eleventh grades. Additional hearing screening evaluations are done on a referral basis. Visual acuity is screened every year in all grades. Speech and language skills are screened in kindergarten and on a referral basis. A complete physical examination is offered at school entry, grade 6, and grade 11, as well as scoliosis screening for all students in grades 6 and 7. Gross motor and fine motor skills, academic skills, and social-emotional skills are assessed by classroom teachers on an on-going basis. Specific needs from all of these screening sources are noted within the child's official file. School records are always open and available to parents and only to school officials who have a legitimate "need to know" about the child.

Wyalusing Area School District does not release records to other persons or agencies without authorization. Usually the parent must give written, signed permission or records may be released when a student enrolls or seeks enrollment in another school in Pennsylvania, and the records relate to their school program or services provided in this district.

Parents with concerns about their school-aged child may contact a teacher or administrator at any time to request a screening or evaluation of their child. Communication with parents shall be in English or the native language of the parents.

The school district will identify and provide initial screening for students prior to referral for a special education evaluation. The screening process shall include, as appropriate, an assessment of the student's functioning in the curriculum, including curriculum-based or performance-based assessment, systematic observation of any behavioral concerns, and an assessment of the student's response to intervention. A child study team will provide peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum. If the student continues to experience difficulty after the initial intervention, parents may be asked to provide permission for a full educational evaluation to determine the presence of a disability that requires specially designed instruction.

After the student has been referred for a full evaluation and permission has been signed by the parent, a full educational evaluation will be conducted within 60 calendar days and a multidisciplinary meeting will be held to determine if the student is eligible for special education. The evaluation team (MDE) consists of the parent, the general education teacher, a special education teacher, a school psychologist, and a local education agency (LEA) representative.

When evaluations are completed, an Evaluation Report (ER) will be prepared with parent involvement. This ER report will include recommended interventions necessary to address the student's specific educational needs. The parents will be invited to participate in a meeting to discuss the ER recommendations and to prepare an Individual Education Program (IEP) if a disability is identified.

The parent has the right to obtain an independent educational evaluation of their child at public expense if the parent disagrees with an evaluation obtained by the Local Education Agency (LEA). An independent evaluation is an evaluation by a qualified professional who is not an employee of the LEA responsible for the child. Once the parent requests an independent evaluation at public expense, the LEA must, without unnecessary delay, either request a due process hearing to demonstrate that its evaluation is appropriate, or ensure that an independent evaluation is conducted.

A parent may request a screening or evaluation of their child's needs by contacting the building administrator or by requesting information about the process and procedures from the Wyalusing Area School District's special education director at Wyalusing School District Administration Office, 11450 Wyalusing New Albany Rd, Wyalusing, PA 18853, (570) 746-1600. This office is open from 8 AM to 4 PM, five days per week during all normal business days.

Kindergarten-screening activities are held in the elementary school. These screenings are scheduled for the following dates during the 2022/23 school term:

Kindergarten Registrations/Screenings: 2022/23
School Year

(All registrations will be held at the Wyalusing Valley Elementary School)

Tuesday, March 21, 2022 through Thursday, March 23, 2023

These screening activities include referrals of students who have been identified by Early Intervention teams as in need of services.

Parents are an integral part of all school activities, and this includes the ER and IEP Teams. For this reason, the district will make every effort to ensure parent participation. The district will notify the parent(s) in writing, make documented telephone calls and other forms of contact, if necessary, to inform parents of IEP conferences and the need for parent participation. All major program changes for exceptional students will result in a Notice of Recommended Educational Placement (NOREP) with which the parents may agree or disagree. If parents(s) disagree with the program being recommended, the issue may be taken to mediation or a due process hearing.

Information about Early Intervention (age 3 to school age), parental rights, mediation, or Due Process Procedures, specific special education services and programs offered by the district, and the district's Education Records Policy are available upon request. Individualized services and programs are available for children who are determined to need specially designed instruction due to one or more of the following disability categories:

- Autism
- Deaf
- Deaf-Blindness
- Developmental Delay (ages 3-6)
- Emotional Disturbance
- Hearing Impairment including Deafness
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment including Blindness

Philosophy of the ESL (English as a Second Language) Program

The Wyalusing Area School District provides an ESL instructional program that promotes the natural abilities of all children to acquire language. It is characterized by creative teaching strategies that both inspire and challenge students.

We value the knowledge, culture, and language that each student brings to school. It provides experiences that relate the student's foundation of prior learning to the acquisition of English, making the transition into the new culture a comfortable one.

Second language instruction incorporates the skills to make instruction relevant and comprehensible. Language instruction strives to accommodate individual needs and incorporates content areas into all lessons.

ESL teachers create an atmosphere of acceptance and support for the language learner. Positive attitudes and approaches to instruction are such that students will find a freedom to experiment with language and not be afraid to make mistakes.

Elementary Guidance Services

The Guidance Department exists to help students resolve problems pertaining to their lives. Students should feel free to come in and present any problem they wish to discuss. The Guidance Department will provide and carry out a comprehensive developmental guidance and counseling program focusing on three standards:

- Academic Standards:
 - Developing an interest in learning
 - Understanding personal responsibilities
 - Developing study skills

- Career Standards:
 - Developing a positive attitude towards work and learning
 - Gaining an awareness of different careers

- Personal – Social Standards:
 - Identify different types of feelings
 - Building self-concept
 - Respecting individual differences
 - Making and keeping friends
 - Cooperating in a group
 - Resolving conflicts
 - Saying no to drugs and alcohol
 - Learning about personal safety



Throughout the year, each Wyalusing Elementary student may be scheduled for at least one personal conference with a counselor. In addition, students are encouraged to initiate conferences with a counselor when needed.

2022-2023 PSSA Testing Window

The Pennsylvania Department of Education provides the local school district the authority to schedule PSSA dates within the following window of time. The Wyalusing Elementary School will conduct PSSA's within this time frame and more specific dates will be announced as the time approaches.

Assessment	Dates	Grade(s)
English Language Arts	April 24-28	3-8
Mathematics	May 2-12	3 - 8
Science	May 1-12	4 & 8



School Health Program

The primary responsibility of the school health program is the protection, maintenance, and improvement of the health status of the school age student. In the event of an accident or the onset of an illness while a child is at school, the school nurse will provide the emergency care that can be given in the school setting. **Please update the school nurse and classroom teacher of health concerns.**

Children who are ill in the morning should remain home. The school nurse is not a physician and cannot diagnose or prescribe medication. If necessary, the parent will be contacted and a decision will be made whether the student will leave or remain in school.

◆ The school nurse, aides and some teachers are trained and certified in CPR.

Usage of Medication in School

All medications shall be administered by the school nurse, unless self-administration authorization has been given by the parent, health care provider, and school nurse.

If a student needs medication during school hours, contact the school nurse to make arrangements. A medication needs to be accompanied by a physician's order (form available on the school district's website; it can be found on the district page in the Student Wellness link found under Students). All medications must be properly labeled, including the student's name, in the original container. The Wyalusing Area School District will incur NO liability for the use of unauthorized drugs. If you wish to have a copy of the complete Policy of Usage of Medication, please contact the school administration office, the health office, or visit the district webpage and find policy 210 in the policy manual under the School Board heading.

Head Lice Exclusion Information

Any time during the school year, the school nurse may examine a student for head lice. If nits or lice are identified, the following procedures shall be implemented:

1. The student will be isolated from classmates and excluded from school until treatment has been provided.
2. The parent/guardian will be immediately contacted to pick up the student. The student will not be permitted to ride the bus home.
3. The school nurse will provide information to the parent/guardian regarding treatment.
4. The school nurse will examine the student's siblings and other close contacts.

Based on the recommendation of the Centers for Disease Control and Prevention, students diagnosed with live head lice should be treated and return to class after appropriate treatment has begun.

* When a student is excluded from school due to the presence of head lice, please follow guidelines below:

1. Examine each family member's head
2. Get a medicated head lice treatment product, from a store or your doctor, be sure to read directions carefully, as some products are to be used on dry hair, etc...

3. Soak combs and brushes in hot water (130 degrees) for 20 minutes or soak in lice shampoo after each use as long as nits and lice are present.
4. Comb hair using nit-comb or fingernails to remove ALL nits, they are glued to the hair shaft and do not remove easily. Nit combs should be cleaned frequently during removal.
5. Remove sheets, pillow cases, blankets, and bedspreads off beds of all infested members of the family and wash and dry bedding at hot settings for at least 20 minutes.
6. Vacuum all mattresses and pillows, or use hot clothes iron on these surfaces.
7. Place pillows and non-washables, including toys and stuffed animals, in the dryer for 30 minutes **or** if not dryer-safe, seal in a plastic garbage bag for 14 days.
8. Carefully vacuum all upholstered surfaces, furniture, car seats/head rests.
9. Carefully vacuum all carpets.
10. Wash all jackets, sweaters, hats, and other clothes that have been worn by infected person(s) in the last week.
11. Take other non-washables to dry-cleaners or follow steps of #7 of the checklist.
12. Notify all people who have had contact with the child in the last two weeks, so they may check for lice/nits.

Readmission

After treatment has been provided, the following procedures shall be implemented:

1. The student shall not attend classes or ride the bus until examined by the school nurse.
2. After contacting the school nurse for an appointment, the parent/guardian shall accompany the student to school.
3. After the student has been cleared to return to classes, the nurse will continue to check for head lice or nits because of the risk of reinfestation. The student will be checked as often as deemed necessary by the nurse.

Student Accident Insurance

The Board of Education offers parents the opportunity to purchase student accident insurance. Forms are distributed by classroom teachers to students during the start of the school year. It is not mandatory that this insurance is purchased, however it is available for your child if you do not have any other insurance. Any accident **MUST** be reported to the office immediately to be covered by this policy.

Field Trips

Teachers often schedule field trips to provide experience outside the classrooms. Trips are usually made in connection with a unit being studied or one which will be studied in the future. While on a trip, regardless of the distance, students are considered “in school” and are subject to all school regulations. All students who are participating in the field trip activity must continue to participate and travel with the group until the field trip or activity is completed and shall use the designated transportation back to their original location. **In order to participate in a trip, students must return a signed permission slip.**

*** A determination will be made by the principal as to whether a student’s behavior will affect their ability to attend a class field trip.**

Chaperones and Volunteers

(Policy #916)

With the approval of the district administrators, **volunteers are assigned on a regular, routine basis**, i.e. coaches for P.I.A.A. sanctioned sports, advisors, *reading/tutoring volunteers*, etc., who may be reasonably expected to be present with students **without a district employee present** in the immediate area shall be required to:

Guidelines

- Each prospective position volunteer shall complete and submit a volunteer application annually.
- The names of all position volunteers shall be submitted for approval by the Board.
- The names of all guest volunteers shall be submitted for approval by the building principal or designee.
- Upon approval, volunteers shall be placed on the list of approved volunteers.
- Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. Completed Volunteer Application found on the district website.
2. PA Child Abuse History Certification - which must be less than sixty (60) months old.
3. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.
4. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.
5. Federal Criminal History Report - issued at any time since the volunteer established residency.
 - a. Only required if a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period.
6. Tuberculosis Test
 - a. Prior to participating in student activities, volunteers shall undergo a test for tuberculosis as part of their initial application, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health. Volunteers shall undergo a test for tuberculosis every sixty (60) months thereafter.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.

Cost Reimbursement

Volunteers for district sponsored activities and P.I.A.A. sanctioned sports will be reimbursed for the cost of obtaining clearances. Volunteers will also be reimbursed for the cost of obtaining a TB test (for out-of-pocket costs not to exceed \$35). A reimbursement request form must be submitted within thirty (30) days of the bill date for services to the Business Office.

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Fundraising

All sales on school property and during normal school hours must be authorized by the administration. This includes adult organizations as well as school related organizations. Authorized sales will be limited to those in support of school activities.

No raffle tickets will be sold at any time unless the sponsoring organization holds a gaming license. Each organization will be limited to two (2) fundraising activities for the school year. Receipts must be issued to students when payments are collected. Records must be kept of the receipts.

Use of School Facilities

A building request form must be completed and submitted to the front office. This form can be found on the district website under the Community tab.

Visitors

Members of the Board of Education and parents may visit the school any time they wish and are encouraged to do so. However, visits during class should not be for the purpose of conferences. All visiting times must be pre-arranged so that classes are not interrupted. Any visitor must sign in and out at the front office.

WVES Attendance & Truancy Policies and Procedures

“Truancy” means having three or more unexcused absences in the current school year. These absences do not need to be in a row.

- Once a child has **three (3)** or more unexcused absences in the current school year, the school must send the parental relation written notice explaining that the child has the legal status of being truant. The school must send this notice within 10 days of the child’s third unexcused absence.
- The notice must describe what will happen if the child accrues six or more absences in the current school year and is considered to have the legal status of being habitually truant. The notice may also include an offer to a School Attendance Improvement Conference (SAIC).

“Habitual truancy” means having six or more unexcused absences in the current school year. These absences do not need to be in a row.

- Once the child has **six (6)** or more unexcused absences in the current school year, the school must hold a SAIC to discuss the reasons for the child’s absences and create a plan to address and remove barriers to attendance.
- Before holding the SAIC, the school must let the student’s parents know about the conference and try to get them attend. The school must provide advance written notice of the time and date of the conference and must also make at least two attempts to reach the parents by phone.

School Attendance Improvement Conference (SAIC)

A SAIC is a conference where the child's absences and reasons for the absences are examined in order to improve attendance, with or without additional services. All of the following individuals **must** be invited to the conference:

1. The child
 2. The child's person in parental relation
 3. Other individuals identified by the person in parental relation who may be a resource
 4. Appropriate school personnel
 5. Recommended service providers
- The school **must** still have the meeting, even if the parents and student do not attend.
 - The school **must** document the outcome of the SAIC with a written School Attendance Improvement Plan (SAIP).

After the SAIP is in place:

- When the SAIP is in place, if a child is subsequently, unlawfully absent, at any point within the school year, an official notice of the unexcused absence should be sent to person in parental relation. The purpose of this correspondence is to inform the person in parental relation that the SAIP has been violated and that further action will be initiated. To ensure the person in parental relation receives the notice, such notice should be sent through certified mail.

- If a habitually truant child is under age 15, the school must refer the child to either
 - a school-based or community-based attendance improvement program or
 - the county children and youth agency for services or possible disposition as a dependent child
- Additionally, the school may file a truancy citation against the person in parental relation to the child.
 - A person convicted of a violation of compulsory attendance laws may be:
 1. sentenced to pay a fine
 2. sentenced to perform community service
 3. required to complete an appropriate course or program designed to improve school attendance.
 - If a person in parental relation does comply with the penalties imposed, that person may be sentenced to jail for up to three days

Other State and/or District Policies and Definitions:

- Students who are absent from a school for **ten (10)** consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the absence is legal or compulsory attendance prosecution is being pursued.
- A maximum of **ten (10)** days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond **ten (10)** cumulative days shall require an excuse from a licensed practitioner of the healing arts.
- If a student misses **three (3)** consecutive school days, a doctor’s note is needed to return to school.

Tardiness to School

Students who arrive to school after 8:25 will be considered tardy. Any student who is late in the morning must report to the office before proceeding to their classroom.

What is a Lawful Absence?

Pennsylvania law broadly defines absences as excused when a student is prevented from attendance for mental, physical, or other urgent reasons. An absence is lawful when a student is dismissed during school hours by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee or if the student is absent to obtain professional health care or therapy care service rendered by a licensed practitioner in the healing arts. Additionally, schools should consider illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel with prior approval as lawful absences.

Written Excuses for Absence from School

An excuse form should be used for all tardies, absences, or early dismissals. This excuse **must** be signed by the parent/guardian and be presented to the homeroom teacher/office within **five (5)** days of the absence. This excuse may be a handwritten note or may be the pre-printed excuse slip which has been handed out in homerooms at the beginning of the school year. Extra copies of this form may be obtained from the homeroom teacher, in the school office, or on the school website.

Unexcused Absence

Examples of unexcused absences include, but are not limited to, the following reasons: over-sleeping, missing the bus, shopping, chores, visiting relatives, baby-sitting, car breakdowns, remaining home to do school work, etc. All absences will be treated as unlawful until the school receives a written excuse explaining the reason(s) for an absence. Excuses are required within **five (5)** days of the absence, or the absence will be permanently counted as unlawful.

Educational Travel – MUST BE PRE-APPROVED ONE WEEK PRIOR TO MISSING SCHOOL

If a student's parents plan to have their child excused for a trip which is not school sponsored, but is educational in nature and the student will be accompanied by an adult, a written request must be directed to the school principal for the purpose of securing appropriate excusal ***at least one week in advance.*** These trips may not exceed **ten (10)** school days. After ten days, each additional missed school day will be considered an illegal absence. Class make-up work and homework will be the responsibility of the individual student who is excused. This work must be completed within the same amount of days as the trip. **If these guidelines are not followed, days of absence may be considered illegal.**

Make-Up Work

Make-up work may be given for absences. The work is due in an amount of time equal to the number of days missed. Required work may be completed in advance in order for a student to accompany parent/guardian on trips or family activities.

If work is missed due to illness, the following procedure is outlined:

1. If the student will be absent for five (5) or more school days, parents may contact the teacher requesting that make-up work be obtained. After the work is completed, students should return the completed assignments. Twenty-four hours notice must be given to allow the teacher to compile the missed work.

If the child is absent for fewer than five days, it is recommended that the child complete the work upon return to school.

Perfect Attendance

At the end of each school year, students who have been in attendance every minute of every day while school is in session will be recognized for their accomplishment. Those students that came in late, left early, or left for an appointment and then returned to school will not qualify for the perfect attendance certificate, however, their attendance record will still show zero absences for the school year.

Student Pickup/Drop off

Parents that wish to pick their child up from school at the end of the school day may do so by first obtaining a car number from the main office at WVES. Contact information along with the name of the child to be picked up will be recorded and a number will be issued. Parents/guardians will display said number in the window when picking their child up after school. After school pick up will occur beginning at 2:45 pm. Please send a note along with your child in the morning if they are to be a pickup that afternoon.

Safety is of the utmost concern and the student pick up/drop off area can become very congested both during the morning drop off and the afternoon pickup. For the safety of all children/adults in the car loop, please abide by the following guidelines:

- There will be absolutely no passing in the parent pick-up loop. If you are picking up a student, the car ahead of you must leave before you are able to leave the loop. If you are parking in the center of the loop, you have to wait until you get to that parking spot without passing any cars on your way.
- There is absolutely no parking your vehicle and leaving it unattended in the parent pick-up loop. Use only designated parking spots to park your vehicle. The front parking lot of the building may be used for events when it will not interfere with bus traffic.
- All parents in the parent pick-up loop must have a number in order to pick up their student. If you had a number in the past, one will be sent home with your student the first day of school. You will keep the same numbers you had, but they will be a different color.
- If you do not have a number, you will have to sign your student(s) out in the office. Students will not be allowed to be signed out of the office until 3:00 pm after the buses have left the parking lot. Students will report to the parent pick-up activity if they are being picked up in the office and will be brought to the office at 3:00 pm. In order to get the students where they need to go safely we need to keep parent pick-ups in the office to a minimum, keep the buses on time, and have the secretaries available to deal with bus and bus pass issues during this critical period of time.
 - When dropping your child off or picking them up, have them enter your vehicle on the same side as the sidewalk. If this is not possible, please exit your vehicle and walk your child to their door.
 - Follow both the state law and the recommendations for child car seat recommendations.

Parent/Student Portal – Grade Accessibility

It is important to WVES that we develop and maintain open lines of communication. In an effort to keep parents and guardians aware of student progress, teachers will be updating student grades on a bi-weekly basis. If you would like to obtain a username and password, please contact Yvonne Kelly, Elementary Guidance counselor at 570-746-1600. You will find access to your student's grades on the elementary web page. Click on plusportals, which can be found under the heading Parents.

School Closings/Delays

If school must be closed or dismissed early due to snow or other adverse weather conditions, the decision will be made by the superintendent's office. They will do their best to get information about school closings or changes announced by 6 AM. Announcements will be made via robo-call, local TV stations, radio stations, and the district website. If you change phone numbers, please remember to inform the school so that your new number can be added to the system. The robo-call will be made between 6:00 – 6:30 AM in most cases.

*** Breakfast will be served when school is delayed.**

Transferring to another School/Withdrawing from School

Any parent who is withdrawing/transferring a student from school will be personally responsible for obtaining the required forms from the Guidance Office at the new school and for following the proper procedure, including returning all texts and other materials to WVES. Parents must sign the necessary forms at the new school in order to withdraw/transfer their student from WVES. Students who fail to return books, pay fines, etc. will be billed for the amount due the school. No transcripts or records will be forwarded or released until all responsibilities and obligations have been fulfilled.

Positive Behavioral Interventions & Support System - PBIS

Wyalusing Valley Elementary School has implemented a School-Wide Positive Behavioral Interventions & Support System (SW-PBIS). It is the mission of the school to carry out this behavior plan in order to create a more positive school climate. The plan includes 4 major components, which are:

- ◆ 4 broad school rules
- ◆ Explicit instruction for appropriate behavior in all school settings
- ◆ A school-wide positive reinforcement plan for all students and staff
- ◆ A systematic procedure for handling chronic difficult behaviors

The reinforcement plan will encourage and reward positive behaviors, both in the classroom as well as in all areas of the school.

Please support our efforts by reviewing and reinforcing the following expectations with your child:

- ◆ *Respect Everyone*
- ◆ *Aim High*
- ◆ *Make Good Choices*
- ◆ *Stay Safe*

	Classroom	Hallway/ Common Areas	Cafeteria	Bathrooms	Playground	Bus/Field Trip
Respect Everyone	<ul style="list-style-type: none"> • Listen politely • Raise your hand/wait your turn • Use inside voice and respectful language • Be tolerant 	<ul style="list-style-type: none"> • Move slowly • Be silent • Respect hallway decorations 	<ul style="list-style-type: none"> • Appropriate voice and language • Respect other's property • Use good table manners 	<ul style="list-style-type: none"> • Appropriate voice and language • Respect privacy • Wait your turn • Respect property 	<ul style="list-style-type: none"> • Take turns • Include everyone • Appropriate language 	<ul style="list-style-type: none"> • Appropriate voice and language
Aim High	<ul style="list-style-type: none"> • Do your best • Follow directions the first time • Be prepared • Actively participate 	<ul style="list-style-type: none"> • Follow directions the first time 	<ul style="list-style-type: none"> • Make healthy choices 	<ul style="list-style-type: none"> • Promptly return to classroom or designated area 	<ul style="list-style-type: none"> • Follow rules (games, equipment) • Show good sportsmanship 	<ul style="list-style-type: none"> • Arrive promptly
Make Good Choices	<ul style="list-style-type: none"> • Keep hands, feet, and items to yourself • Use materials appropriately <ul style="list-style-type: none"> • Accept responsibility • Be trustworthy • Help everyone learn 	<ul style="list-style-type: none"> • Keep hands, feet, and items to yourself • Make smooth transitions • Stand and wait patiently 	<ul style="list-style-type: none"> • Keep hands, feet and items to yourself • Follow directions the first time • Clean your area 	<ul style="list-style-type: none"> • Keep hands, feet, and items to yourself • Always flush once • Wash hands • Use for intended purpose 	<ul style="list-style-type: none"> • Keep hands, feet, and items to yourself • Use equipment properly <ul style="list-style-type: none"> • Share equipment 	<ul style="list-style-type: none"> • Keep hands, feet and items to yourself • Wait in line quietly • Prepare for dismissal and listen to announcements
Stay Safe	<ul style="list-style-type: none"> • Sit correctly • Move carefully <ul style="list-style-type: none"> • Be alert 	<ul style="list-style-type: none"> • Face forward • Walk single file 	<ul style="list-style-type: none"> • Walk slowly • Wait in line properly • Stay seated 	<ul style="list-style-type: none"> • Keep area clean • Keep lights on • Report any safety concerns 	<ul style="list-style-type: none"> • Line up quickly and quietly • Walk to and from the playground <ul style="list-style-type: none"> • Stay in assigned area • Get help when needed 	<ul style="list-style-type: none"> • Keep aisle clear • Remain in your seat • Listen to the bus driver

Pep Rallies

Each quarter, a pep rally is held to thank students for their hard work meeting the expectations that are set for them.

The 2022-2023 K-4 Pep Rallies will take place on the following dates:

November 23, 2022 February 24, 2023 Last day of school

*K-6 will celebrate together at the first and last pep rally of the school year.



School Bus Guidelines

School Bus Policy:

- It will be the policy of the Wyalusing Area School District Board of Education and Administration to support school bus contractors in requiring appropriate student behavior while riding the school bus for a regular school day, after school transportation, or field trips.
- The school bus driver is charged with maintaining suitable student behavior through verbal discipline. The school bus driver may not administer physical discipline to any student.
- Notification of student misconduct shall be given by the bus driver to the school administrator in order that all parties are informed of such infraction. A Bus Conduct Report will be used to communicate the misconduct. Students involved in bus misconduct will be disciplined by the school administrator.
- If a student is suspended from riding the bus due to misbehavior problems on the way home, the student must be taken home and then refused transportation for the following day or days as determined by the administrator. However, timely notice must be given to the child's parents/guardians.
- If a student is temporarily suspended by the administrator during a morning run due to physical abuse, strong verbal abuse, or destruction of property, the student's family will be responsible to provide transportation home. If this happens during the afternoon run, the driver shall use extreme discretion in order that the child may be taken home safely. The driver is responsible, in this case, for immediate notification to the parents concerning the child's behavior. The driver will then report said action to the administrator or business manager that same day. In such an instance, the child will not be required to be transported by the school until a parent conference is held. The length of the bus riding suspension will be determined following the discussion between the bus driver, business manager, and administrator. The administrator or designee will notify, by letter, the parent of any student whose bus privileges have been taken away.
- Safety on the school bus requires teamwork and constant support and attention of students, parents, and school personnel. Parents should study the list of transportation regulations with their child. Compliance with these regulations should be stressed to the child for his/her safety as well as the safety of other students riding the bus. Habits of punctuality and proper behavior while waiting for the bus can never be overemphasized.

School Bus Audio/Video Camera Surveillance

The Wyalusing School District Board of Education has authorized the use of audio/video cameras on school district buses. These cameras can record both what is said and what is done on buses. The audio/video cameras will be used to monitor student behavior to maintain a safe environment. Students

and parents are hereby notified that the content of the tapes may be used in a student disciplinary proceeding. The contents of the tapes are confidential student records and will be safeguarded. Tapes will be retained only if necessary by the administration.

Bus Rules and Regulations

1. Each student will be assigned one permanent pick up and one permanent drop off location as a matter of routine. Contact Mrs. Stoddard at 570-746-1600 X3000.
2. Please note that the location listed for the bus stop will serve as the routine drop off point, which includes any emergency situation that requires an early dismissal.
3. During emergency scenarios, such as weather or safety incidents, school officials will not be able to accept changes to the bus stop location listed.
4. Parents/Guardians are strongly encouraged to determine and discuss a safety plan with their children.
5. Children must know your plan should they be dropped off at their bus stop due to an early dismissal for emergency reasons.
6. Please ensure that all students are ready at the bus stop 5-10 minutes before the scheduled pick-up time
7. We understand that on rare occasions a bus stop change may be necessary. A parent/guardian may request a one day pass for these infrequent occasions by adhering to the following procedure.
 - a. A transportation change request must be received by 10:00 AM. (Transportation changes may be denied based on bus capacity)
 - b. A signed note by a parent/guardian may be brought in by a student or dropped off in the main office.
 - c. A faxed note to:
 - i. Elementary – 570-746-1928
 - ii. High School – 570-746-2053
 - d. Email note to:
 - i. Elementary – wvesbuspass@wyalusingrams.com
 - ii. High School – wvhsbuspass@wyalusingrams.com
 - e. **NO phone calls or ClassDojo messages will be accepted**
8. Do not stand in the roadway while waiting for the bus to arrive.
9. Conduct yourself in a proper manner while waiting for the bus.
10. A student must ride on his/her assigned bus.
11. Do not enter or leave a bus while it is in motion.
12. Do not crowd or push while getting on or off the bus.
13. Only regularly scheduled students may ride a school bus.
14. Students should keep the bus clean and neat and not litter.
15. Students who are responsible for any damage to the bus will be financially responsible for any cost incurred.
16. While on the bus, students must follow directions the first time they are given.
17. Students must stay in their assigned seat while the bus is in motion.
18. Students must keep all parts of their body to themselves and out of the aisle.
19. There must be no pushing, fighting, cursing, or loud talk on the bus.
20. There is no eating or drinking while on the bus.

Parents and guardians of younger elementary students: **our bus drivers need to know if you are home when they drop your child off in the afternoon.** Please communicate with your child's bus driver about this. In most cases, students in K-2 will be kept on the bus and returned to school if there is no one home.

**Other rules may be established at the discretion of the driver.*

Policy on Student Behavior on School Buses

Other rules may be established at the discretion of the driver.

All rules outlined in the student/parent handbook will remain in effect.

Consequences:

All incidents of inappropriate behavior must be documented on Bus Conduct Report forms. Administrators will utilize progressive disciplinary measures to address Bus Conduct Reports. Punishments for "Minor Problem Behaviors" will be at the discretion of the driver, as outlined by the Bus Conduct Report, and will be carried out by the administration. Punishments for "Major Problem Behaviors" will be at the discretion of the administration. These punishments include, but are not limited to:

- Parent contact (note, call, conference)
- Conference with student
- Assigned seat change
- Conference with an administrator
- Restricted recess
- Lunch detention
- Withdrawal of privilege
- In-School Suspension
- Out-of-School Suspension
- Bus Suspension

***In severe disciplinary cases, or for significant repetitive infractions, the administration has the authority to suspend a student from school-district transportation for a designated period of time. The parents/guardians will be notified and made responsible for transportation.**

Student Lunch Account

◆ Parents have three options for placing money in student lunch accounts:

- a. Drop money off with Miss Iseminger, whose office is located in the main office of the elementary school.
- b. Send money to your child's teacher in an envelope with the student's name clearly written on the front.
- c. Visit the Food Services webpage and make an online payment using a credit/debit card.

The Food Services tab can be found under the Administration heading at wyalusingrams.com. *

Make checks payable to Wyalusing Valley Elementary Cafeteria.

◆ We can not deny any student a meal. Parent's will receive a Robo call if there is a negative balance over \$10.00

◆ Parents have the option of checking student's account balance online at www.schoolcafe.com Please call the front office or Miss Iseminger's office for their 8 digit account number to set up an account

Holiday Activities/Parties **Holiday Party & Birthday Guidelines**

The faculty and staff at the Wyalusing Elementary School recognize that, on occasion, it is appropriate for our classroom communities to celebrate together as a class to mark a special event or the birthday of a classmate. While these events do provide a social learning opportunity, they do impede upon precious academic learning time. The following guidelines are designed to allow for classroom parties and birthday recognitions, without unnecessarily infringing upon academic time.

Holiday Parties

Historically, class parties have been scheduled around the major holidays of the school year.

Refreshments for class parties should be store bought and include light snacks and beverages with an emphasis on healthy snack choices such as cheese, crackers, fruits and vegetables. The class party may include craft activities or games organized by a parent volunteer or teacher.

Holiday parties are scheduled and will take place from 1:30 – 3:00 on the following dates: Pending to Change

Fall Festival - October 28	Thanksgiving – November 22
Winter Break - December 21	Valentine's Day – February 14
Spring Celebration – April 6	

Student Birthday Celebrations

If you would like to have a short class birthday acknowledgement for your child, please request permission from your child's teacher in advance. Parents should be mindful of the district's nutritional policy as well as the dietary restrictions of students in the classroom. Refreshments should be store bought and parents are asked to drop off the treats in the main office. These treats will be delivered to the classroom. It will be at the teacher's discretion to allow parent attendance at the class party. Please remember birthday recognitions are short, limited to the classroom community, and will take place at the end of the school day.

Tutorial Period/Activity Period ***5th and 6th Grade***

The tutorial/activity period exists to allow students to receive extra help from teachers or tutors, to make up missed work, to attend band/chorus/orchestra, or to work on homework. It is held each day from 2:10 – 2:50 in the 5th and 6th grade classrooms.

All teachers should enforce the following rules:

1. Students that need to report to a classroom other than their assigned room must first report to their homeroom teacher to request permission and notify them of their whereabouts.

2. Students that are going to band/orchestra/chorus should report directly to the designated area after leaving their homeroom.
3. General rules that apply during instructional time should also apply during the tutorial period.
Examples: remaining in seats, working quietly, etc.
4. Students should not view tutorial time as social time. If homework is completed, students should be reading silently so other students are not disturbed.
5. Students should record all homework assignments and upcoming projects in their planner. Teachers should check each planner daily to be sure this has occurred.

School Rules

*In addition to the rules already mentioned in this publication, the following rules are also enforced.

General Rules:

1. No electronic devices are permitted for use during school hours. If brought to school, all electronics must remain in the student's backpack. This includes cell phones and all electronic games. If any electronics are seen in school, they will be confiscated and held until a parent can pick them up. Any school misconduct consequences will also apply. The school is not responsible for any stolen, misplaced, or broken items.
2. Toys are discouraged at school. The school is not responsible for any stolen, misplaced, or broken items.
3. No student will remain at school after school hours unless engaged in a supervised activity. No students will be present in the school building at any time without a teacher or an approved adult present in the same area as the student.
4. Students may not solicit any staff members or other students for the purpose of selling any products during school hours.

Bathroom Rules:

1. Do not swing on the stall doors.
2. Do not stand on the toilet seats.
3. Do not plug toilets with any objects (toilet paper, paper towels, etc.).
4. Do not peer over or under the stalls.
5. No shouting while in the bathroom.
6. Keep the bathrooms clean.

Blacktop Rules:

1. No running.
2. Only basketballs or bouncing balls are allowed.
3. Basketball may be played at the hoops as long as the rules are followed.
4. Do not kick any type of ball on the blacktop.
5. Jump ropes should only be used for jumping rope.

Cafeteria Rules:

1. Every student will eat lunch.
2. Walk to and from the cafeteria quietly with hands to yourself.
3. Wait patiently at your table until instructed to line up.
4. Wait patiently in the lunch line with hands and feet to yourself.
5. Sit, eat, and talk quietly.
6. Do not touch other students' trays or food.
7. No sharing food.
8. No playing with or throwing food.
9. Use desirable table manners.
10. Clean up your eating area before taking your tray to the garbage.
11. No school-supplied food or drink is allowed to leave the cafeteria.

Playground Rules:

1. No food or drink is allowed on the playground.
2. Only one at a time on all slides. Wait until the person in front of you has reached the bottom before starting down. No running on or climbing up slides.
3. No picking up or throwing stones or snowballs.
4. When playing tag or running games, don't run through areas where other games are being played.
5. No pushing or shoving.
6. No defacing the playground.
7. Use playground equipment for its intended purpose.
8. No spitting.
9. Football is only to be played in an appropriate area. No tackling.
10. No twisting or jumping off of swings.
11. No fighting.
12. Line up quickly upon hearing the whistle.
13. Students must stay within the playground boundaries.

Climbing Wall:

- No more than 3 students should be on each side of the wall at one time.
- Climbers must be wearing sneakers.
- Students should climb up and climb down; no jumping off the wall or climbing over the wall.
- Do not climb underneath another child.
- Do not pull or push people off the wall at any time or do anything that may cause a person to fall.

Student Dress Code

All students are expected to wear appropriate and respectable clothing while attending school. It is also necessary that students dress neatly and in good taste when attending or participating in any school sponsored activity. Clothing and/or jewelry that disrupts or inhibits the educational process or endangers the safety of others is not permitted to be worn at school. The types of clothing listed below are considered NOT proper for school. (Inappropriate dress is not limited to the following examples.)

1. casual wear that is designed especially for highly physical or out-of-school activities (tank tops with straps less than 2 inches wide, leotards, spandex, muscle shirts, halter tops, skin tight clothing, pajamas, etc.)

2. see-through clothing
3. clothing that exposes any part of the midriff or cleavage when sitting or standing (midriffs, halters, bra tops, low-cut tops, strapless tops, etc.)
4. shorts, dresses, skirts, skorts, and similar clothing must be at least mid-thigh level in length. The clothing should be below the fingertips when the arm is fully extended down the side of the body
5. jeans that drag on the floor, are slit or have holes in them above the knee, are tattered or in a state of disrepair, are saggy or baggy and expose undergarments, are excessively flare-legged etc. Jean/pants that have holes above the knee may only be worn with leggings, tights, leotards, compression shorts (not regular underwear), etc. under the jeans
6. clothing or patches on clothing which can be interpreted as obscene by message or placement or contain objectionable sayings or slogans
7. clothing with ambiguous, suggestive, sexual, degrading, gender biased, cultural biased, or vulgar text or graphics
8. clothing with drug, alcohol, or tobacco related text or graphics
9. clothing with text or graphics that promote death, dying, suicide, or related violent text or graphics
10. chains or jewelry that are pointed, spiked, or have sharp edges which may jeopardize a student's health, safety, and welfare
11. flip flops or open toed sandals will not be permitted on the playground or in gym class
12. any shoe heel that is deemed dangerous to the student will not be permitted
13. Students should dress responsibly for the weather at all times. Students are discouraged from wearing shorts and/or skirts to school between November 1st and March 31st.

*If you think a garment may not adhere to the guidelines, **DO NOT WEAR IT TO SCHOOL.**

Appearances which the administration feel are disruptive to the educational process may be deemed inappropriate. The administration shall determine what is unsafe, inappropriate, and extreme. Emerging fashion trends, which are not cited above, will be evaluated by the administration. Violation of the student attire guidelines will require the student to correct their appearance and may subject the student to disciplinary action.

DANGEROUS WEAPONS

The Board prohibits students from possessing, handling, transmitting and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public or private vehicle providing transportation to school or a school-sponsored activity. The school district may expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis.

Examples of items that may result in a minimum of a 365-day expulsion are:

1. Any pistol, revolver, rifle, shotgun, pellet pistol or rifle, B-B gun or air rifle, starter gun, crossbow or any device capable of firing a missile or projectile;
2. Any pistol, revolver, or any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive, compressed gas, compressed air or other propellant;
3. The frame or receiver of any such weapon described in (1) and (2) above or any firearm muffler or silencer;
4. Any explosive, incendiary or poison gas;

5. Any bomb, grenade, rocket (having an explosive charge of more than four (4) ounces), missile (having an explosive charge of more than one-quarter ounce), mine or other similar device;
6. Any combination of parts either designed or intended for use in converting any device into any destructive device listed in (1) through (5) above and from which such a destructive device may be assembled;
7. Any stun weapon or taser;
8. Any dirk, dagger, machete, knife, bowie knife, switchblade knife, ballistic knife, razor; box cutter
9. Any slingshot or spring stick;
10. Any metal knuckles or blackjack;
11. Any flailing instrument consisting of two (2) or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nunchuck, nunchaku, shuriken or fighting chain;
12. Any disc, or whatever configuration, having at least two (2) points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart.
13. **Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.



WYALUSING AREA SCHOOL DISTRICT ELECTRONIC RESOURCES AGREEMENT

1. All users of Wyalusing Area School District's electronic resources are expected to conduct their activities in an ethical and legal fashion. **The use of these electronic resources is a privilege, not a right.** Misuse of these resources may result in the suspension of these privileges, as well as possible disciplinary, legal, or other actions deemed necessary. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, this Electronic Resources Agreement, Board Policy 815, 1:World Handbook, and any that would disrupt the educational environment or security of the school's electronic resources.
2. It is impossible to control access to all materials available through the Internet, and an industrious user may discover controversial information. Therefore, students will browse the Internet supervised by faculty and staff, as well as software content filtering and firewall software. We require parent/guardian permission for student access to Wyalusing Area School District electronic resources. All users must act in a responsible, ethical, and legal manner as they use these electronic resources.
3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. We provide the guidelines in this document so that you are aware of the responsibilities you are about to acquire. This requires efficient, ethical, and legal utilization of the electronic resources.
4. **Responsible Use** The purpose of the electronic resources is to provide access for educational purposes. The district expects the same behavior on the Internet as what is required in class, in any area in the school, on any school property, or at any school function. This includes but is not limited to:
 - a. Use language that is considered appropriate.
 - b. Be polite.
 - c. Share information beneficial and appropriate to the educational purpose.
 - d. Conform to copyright laws.

- e. Use the network in ways that will not interfere with other's use of the network.
5. **The following are not acceptable nor permitted.** Violators may be subject to the Student Code of Conduct, the legal authorities or both. The list is not all inclusive:
- a. Accessing or attempting to access adult sites, hate sites, sites that promote violence, or sites that promote illegal activities.
 - b. Chat rooms or any other form of direct electronic communications, (i.e., Instant Message Services) or sites for anything other than an educational purpose.
 - c. Accessing or attempting to access commercial sites, including those offering products or services. The user shall be held accountable and responsible for any and all costs or damages resulting from unacceptable activities.
 - d. Accessing or attempting to access information regarding network or system security.
 - e. **Plagiarism** - Using or attempting to use ideas or words of others as your own.
 - f. Accessing or attempting to access inappropriate material or material potentially harmful to minors
 - g. **Inappropriate material** includes, but is not limited to:
 - h. Criminal speech and speech in the course of committing a crime, terroristic threats, instructions on breaking into computer systems, child pornography, drug dealing, purchase of alcohol, gang activities, and gambling.
 - i. Speech that is inappropriate in an educational setting or violates district rules necessary to maintain a quality educational environment.
 - j. Inappropriate language, including obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; and false or defamatory material about a person or organization.
 - k. Dangerous information that if acted upon could cause damage or present a danger or disruption.
 - l. Violations of privacy that reveal personal information about others.
 - m. Abuse of resources such as chain letters, spamming, and inappropriate use of district group distribution lists.
 - n. Copyright infringement or plagiarism.
 - o. Violations of personal safety, such as a student revealing personal contact information about him/herself or engaging in communication that could place the student in personal danger.

Potentially harmful includes, but is not limited to any picture, image, graphic image file, or other visual depiction that:

- a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or bodily functions.

b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the body or body parts.

6. **Conduct** All Board policies regarding student conduct extend to student conduct on electronic resources. Electronic devices and data on the Wyalusing Area School District network are the property of others. Attempts to break into other computer systems or unauthorized access is unauthorized use of school property and is subject to disciplinary actions defined in Board policy and student handbooks.

7. **Network Etiquette** All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not get abusive in your messages to others.

b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities which are prohibited under state or federal law.

c. Do not reveal your personal address or phone numbers or that of other students.

d. The system providers have access to all e-mail and e-mail may be monitored. Messages relating to or in support of illegal activities will be reported to the administration for appropriate disposition and may result in loss of user privileges.

8. E-mail may be used during the school day for school-related purposes only. Private messaging and the use of private email accounts for any purposes are prohibited.

9. Do not use the network in such a way that you would disrupt the use of the network by others.

10. **Security**

a. Security on any computer system is a high priority. Users must never allow others to use their password and it is their responsibility to protect their password.

b. If you see a security problem on the network or any electronic resource, it is the responsibility of the user to report it and not to show or demonstrate it to others.

c. Do not use another individual's account.

d. Attempts to log on to the network or electronic resource as a system administrator will result in cancellation of usage.

e. Any user identified as a security risk or having a history of problems with other electronic resources may be denied access to the network or electronic resources by school district administration.

11. **Vandalism and Harassment**

a. Vandalism and harassment may result in cancellation of user privileges.

b. Students may have privileges revoked if they change any configurations of the electronic resources.

c. **Harassment** is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, sending of unwanted mail or misuse of user groups on the Internet.

12. **Procedures for Use**

a. Students must follow the procedures given to them by the faculty member.

b. All users have the same rights to use the electronic resources. Therefore, users shall not play games or use the electronic resources for other nonacademic activities. Users shall not waste or take supplies that are provided by the district.

13. **Encountering of Controversial Material**

Users may encounter material which is controversial and users, parents/guardians, teachers or administrators may consider inappropriate or offensive. The district shall provide a firewall and content filtering to try to prevent access to controversial materials on the Internet. However, on a global network it is impossible to effectively control the content. An industrious user may discover controversial material. Any decision by the administration to restrict access to Internet material shall not be deemed to impose any duty on administration to regulate the content of material on the Internet.

14. **Responsibilities of User's Access to Internet**

a. Students shall notify a teacher or a system administrator of any violations of this agreement taking place by other Wyalusing Area School District students or outside parties.

b. You may not give your password to anyone.

c. You may not use or play games via the network unless it is part of a class assignment or project.

d. You may not use or alter another user's electronic account or data.

e. You may not offer electronic resource access to any individual via your Wyalusing Area School District account.

f. You may not download or create a computer virus.

g. You may not monopolize the resources of Wyalusing Area School District's network. This includes things such as running large print jobs, sending massive amounts of e-mail to Wyalusing users, streaming large files or using system resources for games.

h. You are not permitted to get from or put onto the network or electronic resource any copyrighted material (including software), or threatening or obscene material.

i. Purposely annoying other network users, on or off the Wyalusing system, is prohibited.

j. Illegal activities may not be conducted via the network.

k. All communication and information accessible via the network should be assumed to be private property even though privacy cannot be guaranteed.

l. Before any file is downloaded, permission must be obtained from the monitoring teacher. The intent of this regulation item is to limit the downloading of music, movies, games, etc.

Consequences: The following are in addition to any consequences for violating the Wyalusing Area School District policy.

1. For offenses that do not break the law:
 - a. First offense – the user may be banned from using electronic devices for **five** school school days, depending on the severity of the incident
 - b. Second offense - the user may be banned from using electronic devices for **ten** school school days, depending on the severity of the incident
 - c. Additional offenses- the user may be banned from using electronic devices for any activity not required by curricula, for the remainder of the school year, at the discretion of the staff.
2. For offenses that break the law:
 - a. First offense – the proper authorities may be contacted and charges could be filed. In addition, the user will be banned from using the computer for any activity not required by a computer class for at least the length of days equal to one school year. The duration of usage loss will be established by the Administration after conducting a formal review of the offense.
 - b. Additional offenses – the user may be prosecuted to the fullest extent of the law and could also receive some form of supervision in addition to being banned from using the computer for any activity not required by the computer class for at least the length of days equal to one school year. The duration and usage loss and suspension will be established by the Administration after conducting a formal review of the offense.

Homework

Homework is properly defined as any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher. Assigning homework is a sound educational practice. Homework should be based on student needs, capabilities, and/or interests. Each teacher, student, and parent has a responsibility to ensure success of homework assignments. It becomes an essential part of the total education of the student when it provides the opportunity for the student to:

1. practice, apply, integrate, or extend school learning.
2. reinforce independent work study skills.
3. use school and community resources.
4. develop self-discipline.

The teacher will:

1. ensure that the students have been taught the skills necessary to complete assignments independently.
2. determine that the students clearly understand what is expected of them.
3. base the assignment on the students' academic development.
4. consider the availability and accessibility of necessary materials to complete a homework assignment.

5. recognize that students have other academic, cultural, and social commitments that require their time and attention.
6. refrain from making homework assignments over extended vacations.
7. use all assignments as vehicles for instruction and/or evaluation.
8. correct and give credit for homework assigned.

The student will complete the assignments according to the criteria established by or with the teacher. **The parents will** provide the work area, time, support, and conditions necessary for the student to complete the assignments.

Bullying/Cyberbullying

The Wyalusing Area School District recognizes that bullying of students has a negative effect on the educational environment of its school. Bullying interferes with the learning process and may present an obstacle to the academic, vocational, and social/emotional development of students. Students who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school. Bullying can escalate into more serious violence. Therefore, the administration strives to provide a safe, positive, learning climate and offer all students an educational environment free from bullying.

All forms of bullying, including cyberbullying, by students are prohibited. The administration will not tolerate any acts of bullying occurring in the school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
 2. Creation of a threatening environment.
 3. Substantial disruption of the orderly operation of the school.
- **Bullying** consists of a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person.
 - **Cyberbullying** – forms of verbal and psychological bullying may also occur on the Internet, through email, instant messaging, or personal profile websites such as Facebook. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline, which may include legal and/or police proceedings.
 - The **school setting** means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

Students who have been bullied shall promptly report such incidents to the administration. Complaints of bullying will be investigated promptly and corrective action shall be taken when allegations are verified.

Each staff member shall be responsible to maintain an educational environment free from bullying. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying.

Anyone who engages in bullying in violation of this policy shall be subject to appropriate disciplinary action consistent with the student discipline code which may include detentions, suspension, or expulsion.

* The Office for Safe Schools, Pennsylvania Department of Education (PDE), has provided a Bullying Prevention Consultation Line that is available 24 hour a day, seven days a week. The Bullying Prevention Consultation Line is a toll free number that will allow individuals experiencing chronic and unresolved bullying to discuss effective strategies and available resources to deal with school-based bullying. The Consultation Line number is 1-866-716-0424.

Sexual Harassment

The Wyalusing Area School District is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of this commitment for students to harass other students through conduct or communications of a sexual nature as defined below.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment is "unwelcome" (unwanted, undesirable, or offense to the harassed person) conduct directed toward another person because of his or her gender.

Sexual harassment, as defined above, includes many forms that may be physical, verbal, or nonverbal. Examples may include, but are not limited to, the following:

1. Physical: standing in someone's way or standing too close; purposely bumping into or brushing up against another person; patting; hugging; kissing; grabbing; unwelcome touching or pinching
2. Verbal: threats; insults; comments about a person's body; sexual jokes; suggestions or remarks; sexual stories or rumors; notes, letters, or graffiti; pressure to go out on a date; pressure for sexual activity or favors; repeated remarks to a person with sexual or demeaning implications; whistles, cat calls, or rude noises
3. Nonverbal: staring at someone's body; sexual pictures or drawings; mimicking in an insulting way; gestures or looks like winking, lip licking, or suggestive body movements

Any such activity will be considered inappropriate activity and the parent/legal guardian of the alleged victim may receive a recommendation to report it to the local law enforcement authorities for record. The incident may be punishable by school officials when possible. A substantiated charge against a student in the school district shall subject that student to student disciplinary action including detention, suspension, or expulsion consistent with the student discipline code.

The procedure for reporting claims of sexual harassment will be for the student to contact a school official to report the details surrounding the incident. An investigation of the claim will be conducted by the administration and dealt with accordingly.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Given the nature and type of discrimination, the administration also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to the one found guilty of sexual harassment.

**PARENTS/GUARDIANS: DISCIPLINE
11 WAYS YOU CAN BE A PART OF IT**

1. Be familiar with school rules and regulations and support them.
2. Take an active interest in your child’s activities, both academic and extra-curricular.
3. Talk to teachers about your child’s behavior patterns.
4. If consistent discipline problems occur, talk to your children. Find out why they are misbehaving. Be an active listener.
5. Stress the importance of good discipline to your child.
6. Monitor your child’s behavior at home by encouraging the discussion of daily events.
7. Be a good role model for your children.
8. Show respect for your children, and they will show respect for others.
9. Encourage independence. Give your children a chance to take part in making decisions about things that affect their lives.
10. Be sure your child eats properly. Bad eating habits can cause disciplinary problems.
11. Be sure your child gets plenty of rest. Sleep affects school and your students' academics!

DISRUPTIVE CHILD CODE

Teachers, administrators, and school bus drivers may use proper punishment when a child persistently misbehaves, is disobedient, insolent, rude, talks back, curses, or in other ways is out of order in attitude and cooperation.

When students misbehave to the point a teacher cannot conduct the class properly due to misbehavior and all other classroom behavior measures have failed, the teacher will notify the front office or request the Assistant Principal to come to the class. This action will be recorded and placed in the student’s file.

STUDENT DISCIPLINARY CODE

LEVEL 1

Description	Examples
Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.	Classroom disturbance or classroom tardiness Cheating and lying Abusive language Failure to complete assignments or carry out direction Disrespectful or rude behavior Other
Procedures	Discipline Options
There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior	Verbal reprimand Special assignment Behavioral Contract Withdrawal of privileges Strict supervised study Detention Lunch Detention

LEVEL 2

Description	Examples
Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.	Continuation of unmodified Level 1 Insubordination Defiance Disrespectful behavior School Tardiness Truancy Smoking/Use of Chew Using forged notes and excuses Disruptive classroom behavior Cutting class Drug paraphernalia Other
Procedures	Discipline Options
The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and effects the most appropriate response. The teacher is informed of the administrator's action and a proper and accurate record of the offense is kept and the disciplinary action file is maintained by the administrator. A parental conference is held.	Teacher/schedule change Modified day Referral to outside agency Transfer Detention Suspension (in or out) Alternative learning center Alternative school placement

LEVEL 3

Description	Examples
Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.	Continuation of unmodified Level 2 Fighting (simple) Vandalism (minor) Possession/use of unauthorized substances (drugs, alcohol) Stealing Threats to others Bullying/harassment Continuation of Level 2 Offense Defiance Disrespectful behavior Other
Procedures	Discipline Options
The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parents about the student's misconduct and the resulting disciplinary action. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator. There is restitution of property and damages.	Temporary removal from class Social Adjustment classes Homebound instruction Temporary out-of-school suspension Full out-of-school suspension Detention Alternative learning center Alternative school placement Lunch/ Recess Detention

LEVEL 4

Description	Examples
Acts which result in violence to another person or property or which pose a threat to the safety of others in the school.	Continuation of unmodified Level 3 Extortion Bomb threat Possession/use/transfer of dangerous weapons Assault battery Vandalism Property Arson Other
Procedures	Discipline Options
Staff is involved and meets with the student. Environment and parents are notified. Law enforcement officials are contacted. A complete and accurate report is submitted to the Superintendent for board action. The student is given a full due hearing before the board.	Expulsion Alternative school placement Other board action which results in appropriate placement

*In cases where exceptional circumstances exist, deviation from this format may be necessary.

SPECIFIC INCIDENTS

Academic Dishonesty

Cheating, or plagiarism, on class assignments, test, or other related materials, as homework or in school will not be tolerated.

- 1st offense for cheating:
“0” on the material – Parent Notified and lunch detention. Repeat of assignment or similar for Partial credit.
- 2nd offense for cheating:
“0” on the material and assigned to ½ day ISS. Parents will be notified.

FURTHER CHEATING OR STEALING OF TESTS WILL RESULT IN A MORE SERIOUS CONSEQUENCE.

Backpacks/Handbags

Backpacks, book bags, gym bags, and tote bags shall not be carried during the school day. They must remain in the student’s locker.

Fighting

Students directly involved will be suspended immediately. The assistant principal or his designee will determine the length of the suspension based on the seriousness of the fight and the degree of involvement of the participants.

Forgery

Forgery of a pass, excuse, or any other document:

- 1st offense – one day in-school suspension, or other appropriate consequence at the discretion of the administration, parental contact
- 2nd offense – three days of in-school suspension, or other appropriate consequence at the discretion of the administration, with a parent conference being required
- 3rd offense – five days of in-school suspension, or other appropriate consequence at the discretion of the administration with a second parental conference

Fire Drills

Fire drills are mandated by law and are of the utmost importance. Absolute silence is compulsory. The following rules will be followed when a fire drill is being conducted:

1. No running, pushing or loud behavior in line.
2. Avoid giving anyone the impression of panic.
3. Teachers will accompany their students at all times.
4. Everyone must leave the building and line up a minimum distance of 150 feet from the building.
5. The teacher is responsible to make sure that windows and doors are shut, lights are turned out, and they are in possession of a class list.
6. The teacher will display a red/green card alerting the administrator of attendance.
7. When the recall signal is given, return promptly and quietly to the classroom.
8. Know regular and alternate routes for each room you are in.

False Alarms – False alarms are against both school and state regulations. Any student who activates a false alarm may be suspended and may be turned over to the state police for further action.

Severe Weather Drills

The following are rules to be followed when a severe weather drill is being conducted.

1. No running, pushing, or loud behavior in line.
2. Avoid giving anyone the impression of panic.
3. Teachers will accompany their students at all times.
4. Students will assemble in the hallway, or designated safe area, away from any doors that contain glass.
5. Students will kneel on the floor facing the wall with their heads tucked down and their arms over their heads.
6. Teachers will take their class list and account for every student.
7. When the recall signal is given, return promptly and quietly to the classroom.

Lockdown Procedure

1. All room lights are to be turned off.
2. All students and staff are to take positions in the far corner of the room that is not within sight of the door window.
3. Absolute silence is compulsory throughout the drill.
4. Students and staff are to remain in their rooms until your door is unlocked and you are notified the drill is over. (If it is a drill, you will be notified through an announcement.)

Drug and Alcohol Policy

Preface - This policy, including its rules, regulations, and guidelines, is a coordinated effort by the Wyalusing Area School District to openly and effectively respond to the potential and current use and abuse of drugs, alcohol, and mood-altering substances by members of the entire school population.

Statement of Policy - Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Wyalusing Area School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the entire student population. As an extension of this policy, the following rules, regulations, and guidelines shall be used by all district personnel when responding to drug, mood-altering substance, and alcohol related situations.

Drug and Alcohol Preventative Education

Guidelines and policies of the Wyalusing Valley School District have been adopted to deal primarily with the disciplinary consequences of drug and alcohol use and abuse.

The district believes not only in a firm discipline and counseling policy, but also in a sound educational curriculum on drug and alcohol abuse for grades K-12 in our school district. A curriculum on the prevention of drug and alcohol abuse for grades K-12 is in place within our schools. This program is incorporated into our present health curriculum. This policy, including the rules, regulations, and guidelines, is a concerted effort by the Wyalusing Area School District to openly and effectively respond to the current uses and abuses of drugs, alcohol, and mood-altering substances as they may become evident.

The curriculum supplies information about drugs and alcohol, but also helps young people gain knowledge about questions and decisions that they are going to have to make concerning the use of drugs and alcohol. This type of curriculum helps young people develop clear positions on drug and alcohol use.

Through the use of a progressive curriculum, classroom activities, community support, resources, a strong and consistent administration and faculty effort, and rehabilitative and disciplinary procedures, the Wyalusing Area School District will work to educate, prevent, and intervene in the use of all drug, alcohol, and mood-altering substances by the entire student population.

Drug & Alcohol Terms

Drug/mood- altering substance/alcohol – shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include, but are not limited to, beer, wine, liquor, marijuana, hashish, chemical solvents, glue, anabolic steroids, look alike substances, and any pills or capsules not registered with the nurse, annotated within the student’s health record and given in accordance with the school district policy for the administration of medication to students in school.

- Student Support System – is a multi-disciplinary team composed of school personnel (teachers, staff, administrator, nurses, counselors) and other members of the community. This team has been trained to understand and work in the issues of adolescent chemical use, abuse and dependency and will play a primary role in the identification and referral process of students coming to attention through the procedures outlined in this policy.
- Chemical Abuse Specialist – is a certified program specialist with expertise in the area of chemical dependency and school based assessment.
- Distributing – deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substance, as defined by this policy from one person to another or to aid in distribution as defined.
- Possession – possess or hold, without any attempt to distribute, any alcohol, drug, or mood-altering substance determined to be illegal or as defined by this policy.
- Cooperative Behavior – shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Support System/Administration.
- Uncooperative Behavior – is resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendation of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative student behavior shall also include the refusal to comply with the recommendations of the members of the Student Support System/Administration.
- Drug Paraphernalia – includes any utensil or item which, in the school’s judgment, can be associated with the use of drugs, alcohol, or mood-altering substance. Examples include roach clips, pipes, and bowls.
- Alternative for Drugs – during a referral to Bradford County Alternative School, the student will be evaluated after a 30 day period. Upon the outcome of the evaluation, and with the recommendation of the home school administration,

the student will either be returned to the home school at that time or remain at the Alternative School until another 30 day evaluation or the completion of the referral. The evaluation will be based on the following criteria: student behavior, academic performance, attitude, cooperation, and attendance.

Rules and Regulations

A student who is on school grounds, during a school session, anywhere at a school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities who is under the influence of alcohol, drugs, or mood-altering substances or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in the Board Policy.

School Guidelines

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

Anabolic Steroids

The use of anabolic steroids is prohibited, except for a valid medical purpose, by any pupil involved in school related athletics or extracurricular activities. No student shall be eligible to resume participation in school athletics/extracurricular activities unless there has been a medical determination that no residual evidence of steroids exists. The Wyalusing Area School District may require participation in any drug counseling, rehabilitation, testing, or other program as a condition of reinstatement into a school athletic or extracurricular program.

Any pupil found in violation will be dealt with in the following manner:

1. 1st violation – suspension from school athletics/extracurricular activities for the remainder of the season.
2. 2nd violation – suspension from school athletics/extracurricular activities for the remainder of the season and also for the following season.
3. 3rd violation – permanent suspension from school athletics/extracurricular activities.

DRUGS AND ALCOHOL

In the event a student is caught in preparation, possession, use, or under the influence of drugs, mood altering substances or alcohol, the following disciplinary action may be taken and may not be limited to:

1. a ten (10) day out of school suspension
2. an informal hearing
3. possible referral to an Alternative Education Program
4. attendance in a drug and alcohol education program
5. assessment by a license Drug and Alcohol facility

A distinction for disciplinary purposes in the policy is made when the student:

1. is a junior or senior high school student
2. is cooperative or uncooperative with the administration
3. is a first time offender or a repeat offender

Additional disciplinary action will be determined by the distinctions listed above.

Situational/Category			
1. The possible use or distribution of drugs, alcohol or mood altering substances by a student is indicated, but there is no evidence of violation of law or school regulations.			
Immediate Action	Investigation	Parent Notification	Police Notification
The student is informed of available help and encouraged to seek assistance.	Referral to the Student Support System an investigation will be conducted by the chief school officer or his/her authorized delegate.	Notification of behavior and/or performance indicators if warranted.	At the discretion of administration
Disposition of Substance			
Not applicable			
Discipline/Rehab			
An intervention conference will be held if the Student Support Team feels it is indicated by the data.			

Situational/Category			
2. A student seeking drug related help or advice.			
Immediate Action	Investigation	Parent Notification	Police Notification
Staff member reports incident to nurse/counselor/student support member – student informed of available help and encouraged to seek assistance	The student, his/her desk, locker, car and other possessions may be searched a. an investigation will be conducted by the chief school officer or his/her authorized delegate.	Yes, if evidence warrants	At the discretion of the chief school officer or his/her authorized delegate
Disposition of Substance			
Confiscated for analysis if warranted			
Discipline/Rehab			
Referral to the Student Support System. If there is evidence of further violation, see appropriate situational category			

3. A student is caught with paraphernalia, in preparation, possession, distribution, or under the influence of drugs, mood altering substances or alcohol			
Immediate Action	Investigation	Parent Notification	Police Notification
Administrator is contacted immediately. Staff member writes an anecdotal report of the incident.	The student, his/her locker, car and other possessions will be searched. a. an investigation will be conducted by the chief school officer or his/her authorized delegate.	Yes, immediate parental conference arranged.	Yes
Disposition of Substance			
Analysis will be made.			
Discipline/Rehab			
<ol style="list-style-type: none"> 1. referral to student support team 2. informal hearing 3. ten (10) day out of school suspension 4. possible referral to an alternative education program 5. attendance in a drug & alcohol Education Program. 6. assessment by a licensed D & A facility within 10 days and compliance with recommendations. 7. exclusion from extracurricular activities at the chief school officers or his/her authorized delegate's discretion. 8. compliance with athletic/extra-curricular code 9. senior graduation participation regulations – any senior participating in any school activity or on school premises, in possession of, under the influence of, supplying or selling alcohol or other controlled substances will be denied the opportunity to participate in any senior activities and all graduation exercises (senior class trip, all-night party, commencement, Jr. – Sr. prom) 			

The Chief School Officer (or his or her designee), on an individualized case basis, may appeal to the board in writing, requesting that the action called for in the Wyalusing Area School District's policy may be changed or adjusted based on extenuating and mitigating factors of the individual case directly related to the policy.

Homeless?

At the Wyalusing Area School District, we want to ensure that “each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education.”

How do we determine if a child is homeless?

A child who lacks a fixed, regular, and adequate nighttime residence may be classified as homeless under the law known as the McKinney-Vento Assistance Act which is also

known as Title X, Part C of the No Child Left Behind Act. A child's living situation must meet one of the following criteria.:

- Shelter resident
- Shared housing (two or more families living in a room)
- Mote/hotel resident (because affordable housing is not available)
- Campground or tent
- Unaccompanied youth (not living in the physical custody of a parent or legal guardian and lacking a regular, fixed, nighttime residence)
- Substandard housing (home lacks electricity or running water)
- Car or abandoned building

If you are a parent/guardian or a student in need of assistance, please contact the district liaison, Yvonne Kelly, the Elementary Guidance Counselor.

Wyalusing Area School District Non-Discrimination Policy

The Wyalusing Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap, age, or religion in its activities, programs, or employment as required by Title VI, Title IX, Section 504, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. In addition, information and grievance procedures referencing Title IX or Section 504 should be directed to the Wyalusing Area School District Superintendent, Title IX and Section 504 coordinator, in the Wyalusing Area School District Administration Office at 42 Main Street PO Box 157, Wyalusing, PA 18853, or (570) 746-1600, Ext. 29.