



WYOMING AREA

PRIMARY CENTER

STUDENT HANDBOOK

2018-2019 SCHOOL YEAR

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Nondiscrimination is the policy in Wyoming Area School District. Admission procedures and instructional materials are in accordance with nondiscrimination guidelines of the Federal government and the State of Pennsylvania.

Dear Parents and Students,

This handbook was prepared for the parents of the children attending elementary school within the Wyoming Area School District. We hope it is helpful to you and answers any questions you may have about your schools. Please go through it carefully with your son/daughter and keep it for handy reference.

School personnel are as close as your telephone. If there are any questions regarding your child, inform your child's classroom teacher or the Guidance Counselor initially. If a resolution is not forthcoming, contact the Principal.

Have a Great School Year!

Contents

WELCOME	6
PUPIL RECORD'S POLICY.....	6
SCHOOL ARRIVAL	7
SCHOOL CLOSING.....	7
ATTENDANCE	8
STUDENT RIGHTS AND RESPONSIBILITIES.....	9
STUDENT RIGHTS	10
STUDENT RESPONSIBILITIES.....	10
SCHOOL GUIDELINES ON STUDENT BEHAVIOR	11
ASSEMBLIES/PROGRAMS.....	11
CAFETERIA.....	11
SCHOOL PROPERTY	12
DISMISSAL DURING THE SCHOOL DAY.....	12
MOVING DURING THE YEAR	13
TEACHER AVAILABILITY/CONFERENCES.....	13
STUDENT TRANSPORTATION AND SCHOOL BUS	13
VIOLATION OF REGULATIONS.....	14
BUS CHANGES	14
CAFETERIA.....	15
CHILDREN'S POSSESSIONS	16
STUDENT ASSESSMENT AND EVALUATION PROGRAM	17
PROGRESS REPORTS.....	17
PROMOTION/RETENTION	17
FIELD TRIPS.....	18
FIRE DRILLS AND CRISIS PLANNING	18
HOMEWORK/PARENT INVOLVEMENT.....	19
HOMEBOUND INSTRUCTION	20
PARENT TEACHER ORGANIZATIONS (PTO)	20
SCHOOL NURSE	21
RELATED ARTS CLASSES	22
PHOTOGRAPHS AND VIDEO TAPING FOR INSTRUCTION.....	22

SCHOOL PICTURES.....	22
GUIDANCE SERVICES.....	22
STUDENT DRESS	23
WEAPONS ON SCHOOL PROPERTY	24
DRUG AND ALCOHOL POLICY.....	25
USE OF CANINES TO SEARCH SCHOOL PROPERTY	30
ELEMENTARY SCHOOL RULES AND REGULATIONS.....	31
SPECIAL EDUCATION.....	33

WELCOME

A school should be a warm, caring place where boys and girls feel comfortable about learning. We are anxious to promote good understanding between school and home. How can we work together?

The school will strive to:

- Provide a safe, healthy, encouraging environment in which each child can learn to his/her potential;
- Provide the best programs possible, carefully planned and ever changing to meet the needs of each child;
- Provide instruction which incorporates a variety of teaching techniques, relevant learning experiences and materials to promote the maximum development of the individual, a formation of a positive self-concept and the recognition and appreciation of individual differences.
- Help each student acquire self-discipline and a commitment to meet personal responsibilities in education, family life and society.

What we expect from you the parents:

- Your encouragement and support of school objectives;
- Your help in exercising fair discipline, impressing upon your child the importance of following all school rules and regulations;
- Your cooperation with your child's teacher in attending conferences.

PUPIL RECORD'S POLICY

The Board of Education has adopted a pupil record's policy. The policy's functions allow (1) school authorities to gather information necessary to facilitate its educational responsibility; (2) assure the student, parent, and/or legal guardian's right to privacy. Copies of the record policy are available in each building and the district office.

In accordance with the pupil record's policy, the Board of Education has approved a testing program designed to provide information concerning the proficiency of all children in the district on standardized tests of academic achievement, ability and aptitude.

In accordance with these guidelines, parents will be notified of the name of the test, the grade, the approximate time and purpose of the test by hand-carried notices if their child is in a class that is being tested. Notifications of tests are also to be made through the news media.

SCHOOL ARRIVAL

Children who walk or are driven to should arrive between 8:35 am and 8:50 am. The school doors are opened for student entry at 8:35 am. Breakfast service begins at 8:35 am and ends at 8:55 am, Students should be in their assigned classroom and prepared to start the school day by 8:55 am.

Tardiness – It is important the children develop good habits of punctuality and responsibility. Students who arrive late to school miss valuable classroom instruction. Prompt arrival at school will also help each student get properly situated for the activities of the day. Any child arriving in school after 8:55 am must report to the school office and will be marked tardy. Consequences for tardiness will be strictly followed.

Children should go directly home after school is dismissed. School dismissal is at 3:35 pm. Parents transporting their children must be prompt. We cannot have supervision beyond 3:35 pm.

SCHOOL CLOSING

We ask your assistance by discussing with your child a variety of situations which could arise due to an unexpected school closing. For example:

- What does your child do if school is closed after you have gone to work?
- Do you have a buddy system in place so your child may go to a classmate's or neighbor's home?
- What does your child do if a bus does not arrive at a bus stop on time?

Developing answers for these and other questions will help your child to overcome a difficult situation.

Please complete early dismissal forms sent home from your child's school to allow us to know your child's destination on those days.

Should it be necessary to close school, start late, or to dismiss early because of inclement weather, or other emergency conditions, an announcement will be made over local radio/TV stations as well as through our automated communication system, School Messenger.

ATTENDANCE

Attending school is an important factor in your child's education and permits the continuity of the educational program. Attendance will be taken by the classroom teacher daily.

Tardiness affects your child's tone for the day. Please try to schedule appointments after school. Should a child arrive after 8:55 am, he/she will be marked tardy. If your child has a doctor's excuse, the tardy will be an "excused tardy". With no doctor's excuse, the child will be "unexcused tardy". This will be indicated in our office records; however, your child will be listed as tardy on the report card.

If a child arrives in school after 10:45 am, but before noon, the child will be marked absent for the morning. The teacher and office will record the time the child arrives for the school records, however, the child will be marked absent for one-half day on the report card.

If a child is in school in the morning, but leaves before 1:15 pm, the child will be marked absent for the afternoon. We will indicate the time the child left for our records.

If a child leaves after 1:15 pm, the child will be marked for an early dismissal.

Again, it is not advisable to make appointments during the school day. Should a child be in school, and have to leave for a short appointment and then return to school, the parent of guardian must come to school to sign the child out. The child may leave school and then return immediately from the appointment. Students who have a doctor's or dentist's appointment shall not be marked absent if the student is less than half day absent and presents a verification of appointment by a doctor or dentist as to the time and date of the appointment. If the appointment extends longer than half a day, the student will then be marked absent. If the child does not return after the appointment, the child will be marked absent.

Pennsylvania State Law, and Pennsylvania Department of Education recommendations, parents/guardians are required to submit written excuses for student absences within three (3) days of the student's return to school. If no excuse is submitted within three (3) days of the student's return, the absence will be coded as an unexcused absence. In addition, any student who has accumulated ten (10) or more absences, excused or unexcused, will be required to submit a doctor's excuse for all absences after the tenth (10th) absence. Students who arrive late to school may only be marked excused late when there is a documented

medical appointment or other urgent reason; oversleeping, car problems, etc. are not acceptable excuses. Students who accumulate twenty (20) or more absences, excused or unexcused, during any semester, will lose their eligibility to participate in extra-curricular activities (Clubs, organizations, teams, societies, and/or athletics), until that student has attended school for forty-five (45) days. Students who accumulate numerous unexcused absences will be declared truant and/or habitually truant which will result in referral to the attendance officer, the local Magistrate, outside agencies, and/or Child and Youth Services. Families must also be aware that Luzerne County now has a Truancy Court at the County Courthouse and extreme truancy cases will be referred to that court.

If a child is absent, the teacher will provide the child with an excuse blank to be completed by the parent and returned to school the following day. A parental excuse is required for every absence. In cases of irregular attendance or lengthy illness, a doctor's excuse is required.

School law determines that the following reasons for absence are valid and excusable:

- Illness
- Death in the Immediate Family
- Quarantine
- Exceptional urgent reasons such that affect the child

The responsibility for making up work missed during absences rests with the student and the family.

Vacations are considered unexcused absences and must be approved by the school principal.

STUDENT RIGHTS AND RESPONSIBILITIES

All individuals living in our society are governed by rules which serve to smooth the process of working together in order to reach certain goals. Wyoming Area School District guarantees the student's right to an education and the teacher's right to teach without any unwarranted interferences by a student.

In no way can a student's actions be disruptive to the process of education or endanger the health and safety of others. Administrators, teachers, and counselors have the responsibility of regulating student's behavior so as to maintain the order necessary for learning to take place and to protect the rights of other students.

STUDENT RIGHTS

All persons between the ages of six (6) and twenty one (21) years have the right to a free and full education. No student may be denied this right on account of race, religion, sex, national origin.

STUDENT RESPONSIBILITIES

The following students' responsibilities are stated in the Pennsylvania School Code:

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 teaming and living.
2. 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 not to offend or slander others. Students must obey laws governing libel and obscenity and be aware of the full meaning of their expression. They must also be aware of the feelings and opinions of others and give others a fair opportunity to express their views.
4. It is the responsibility of the students to be aware of all school rules and regulations for the student behavior and conduct themselves accordingly. This also applies to all state and local laws. Students should assume that until a rule is waived, altered, or repeated, it is in full effect.
5. Students should assist the school staff in operating a safe school by exercising proper care when using public facilities and equipment. Students should be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
6. Students have the responsibility to keep themselves, their clothes, and their hair clean. Students should dress and groom themselves so as to meet fair standards of safety and health. Extreme or unusual clothing, jewelry, or hairdo, which calls undue attention to the wearer, is considered a disruption to the educational process.

7. It is the responsibility of each student to attend school daily, except when excused, and to be on time for all classes and other school functions. The student should make all necessary arrangements for making up work when absent from school.
8. Students should pursue and attempt to complete satisfactorily the course of study prescribed by state and local authorities.
9. No student should bring large amounts of money, jewelry or valuables to school. The school district is not responsible for lost or stolen valuables.

SCHOOL GUIDELINES ON STUDENT BEHAVIOR

In accordance with the Pennsylvania School Code, the school board has the authority to adopt reasonable and necessary rules governing the conduct of its students in order to carry out the orderly operation of the school. All students are expected to adhere to the following guidelines:

The district has adopted a school wide positive behavior system at all of the elementary schools. This is a researched based program that positively reinforces appropriate behaviors in schools.

ASSEMBLIES/PROGRAMS

Students should enter the cafeteria/auditorium quietly and occupy the seats in their assigned rows. It is important for each student to extend courtesy and attention to the participants involved in the presentation of the assembly program.

CAFETERIA

- Students are expected to exhibit good manners and courtesy both while waiting in the cafeteria line and while eating lunch. Unruly conduct, shouting, or rowdiness will not be tolerated.
- All food or drink must be consumed inside the cafeteria.
- Upon the conclusion of lunch, each student is responsible for clearing his or her area of trays, dishes, and utensils. Trash must be disposed of properly in the large containers and the cafeteria dishes piled carefully in the dishwashing window.

- No student may leave the school grounds during the lunch period. Students must remain in the cafeteria until dismissed. Students may use the lavatories in this area only.
- Although brown bag lunches are allowed, food brought in from fast food chains is not allowed.

SCHOOL PROPERTY

Property belonging to the school district is purchased with federal, state, and local taxes. Money used to repair damaged property will add to the amount needed for general maintenance. Students can help to keep this amount at a minimum by their care and cooperation.

All books issued to the student should be kept covered and free from writing or other damage. Students should not write on or scratch desk surfaces. Stickers should not be placed on the desks.

Lavatories are cleaned each school day. Students using these facilities should maintain their cleanliness for health and sanitary reasons. Paper towels, litter, etc. must not be left in sinks or on the floors. There should be no writing on walls or doors.

To keep our school grounds an attractive part of the community, students should not walk on the grass or damage the flowers or bushes.

Any student who has caused damage to a book, equipment, locker, uniforms or other school property will be charged for its repair or replacement.

DISMISSAL DURING THE SCHOOL DAY

If for some reason you must remove your child from school during the day, please indicate your intent by sending a note to the classroom teacher. The child will be dismissed through the office and not from the classroom. Please adhere to this practice for the safety and welfare of your child. Sign your child out at the office before leaving the building.

MOVING DURING THE YEAR

If you plan to move from the school district or to another address within the district, please contact the appropriate school office. If there are any changes concerning your telephone numbers or emergency contacts, please notify the appropriate school office. In the event of a move, please return all textbooks and other school materials to your child's classroom teacher.

TEACHER AVAILABILITY/CONFERENCES

Parent/Teacher conferences are scheduled to give you an opportunity to discuss your child's progress directly with the teacher. At the conferences after the first marking period, parents are expected to obtain their child's progress report from the homeroom teacher. Parents will be notified of the dates and times.

We encourage you to contact your child's teacher with any questions or concerns. Please feel free to send a note to school with your child or call the office. If you call, the school secretary will take your message and forward it to your child's teacher who will contact you as soon as possible.

STUDENT TRANSPORTATION AND SCHOOL BUS

If there is a need to alter the routine transportation arrangements of your child, please contact the school office prior to 2:30 pm so that arrangements can be made effectively.

School bus transportation is a privilege. District students riding school buses must adhere to school district busing regulations which are established with our bus contractor to ensure pupil safety. We urge you to discuss the following situations with your child and instruct his/her to follow the bus driver's directions at all times.

Possible threats to safety:

- Shouting or otherwise making continuing noise on the bus thus creating a distraction for the driver
- Moving about within the bus while the bus is in motion after having been warned of the danger
- Defacing or damaging the bus
- Insolent or otherwise unseemly behavior to the driver or other person
- Fighting on the bus
- Causing a disturbance by teasing, threatening or insulting

- Smoking and/or use of e-cigarettes
- Throwing or shooting objects in the bus or out the windows
- Throwing an object at the bus
- Unacceptable language
- Other, not specified

If students choose not to follow bus regulations, the school may take the following action:

- Student warned, parents informed
- Assigned seating on the bus
- Transportation privileges suspended for 3-10 days (Parents/Guardians will be informed of a suspension of bus privileges and are notified of their responsibility to provide transportation for their child to/from school during the suspension)
- Removal from bus for remainder of year. Parents are responsible for transporting students. Parents informed.
- School suspension necessary. Parent conference requested.

The driver has complete authority over student passengers and commands the same respect as a teacher in the classroom. Drivers are authorized to assign students to specific seats when necessary.

VIOLATION OF REGULATIONS

Violations of these rules shall be reported by the bus driver on forms provided to the principal or building coordinator of the school that the student attends. The principal will discuss the violation with the student and notify the parents or guardian concerning the violation. The child and/or parent will be financially responsible for any damages to the interior or exterior of the bus, if the child is identifiable.

The principal has the authority to notify parents that the student will not be permitted to ride the bus for a stated period of time. During this period, the parent or guardian will be responsible for providing transportation to and from school.

BUS CHANGES

Students are expected to ride the bus that is assigned to them at the start of the year. Students must get on and off from their bus at their assigned stops. The bus drivers are not permitted to make changes in bus stops or to reassign students to other buses. Written approval

must be obtained from the director of transportation before a bus driver will allow the student to change buses or an assigned stop.

If it is necessary for a student to temporarily change stops or to ride another bus than assigned, parents must contact the school office through a written request stating the reason for the change. If a child is a walker and does not have a bus assignment, they may not ride a school bus.

When a student is not going home on the regularly assigned bus, parents should notify the office in writing. All students will be sent on their regular bus even though a student may verbally indicate that they are being picked up at school.

Mr. Angelo Falzone is the Director of Transportation for the district. Any changes in addresses or bus stops should be immediately directed to his office at 570-655-2836.

CAFETERIA

Students have the option of purchasing lunch from our cafeteria or bringing their own lunch and buying milk or juice. Students may not bring beverages into the school in glass bottles.

For those who qualify, there are free and reduced meals. Applications for these lunches are sent home during the first week of school or may be obtained from the school office at any time during the school year. Meal applications are also available on the district's website.

An orderly cafeteria is essential. Children are expected to obey the following rules:

- Talk quietly and always show respect and obey the lunchtime supervisors and cafeteria workers.
- Stand in line in an orderly fashion.
- Watch your manners and practice neatness while eating.
- Eat the food you purchase. Keep the food on your tray. Never handle other children's food.
- Remain in your seats until the supervisors dismiss the class.
- Clean your eating area. Throw paper away. Return trays and utensils to their proper places.
- Students are not permitted to leave the lunchroom until dismissed by the supervisors.
- When dismissed, move quietly through the halls.

- Remember once you are outside, you cannot enter the building until the recess is over except for an emergency.

A charge balance at any one time on paid lunches are placed at a maximum equal to that of three lunches (\$6.60). As the balance “on account” is paid off, the charge policy will be available to repeat itself to the student. Students and/or parents will be notified via letter if a charge exists on the students account. At no time are students permitted to charge breakfast or ala carte items

If a child has an excess of three meals charged to his/her account, the child will be provided with an alternate lunch consisting of a sandwich, fruit, vegetable and milk.

Parents/students may pre-pay on their child’s lunch account at any time. We do suggest pre-payments are in the form of a check. Please include your child’s/student’s name on the check. Pre-payments are also available via Paypams.com. For more information visit www.paypams.com.

CHILDREN’S POSSESSIONS

Please mark your child’s name on jackets or coats, books, and other possessions. This will eliminate confusion with articles of clothing belonging to other students which are similar to your child’s. This procedure will also help to locate the owner of lost articles. Lost items can be claimed in the office.

Children should carry a school backpack so books can be protected and so loose papers will not be lost. Students shall not bring items of value to school without the principal’s permission. Wyoming Area no longer requires clear backpacks for all students (K-12).

Students shall not bring more money to school than is needed for the day. Any monies brought to school should be placed in a sealed envelope with the student’s name, teacher, amount and purpose indicated on the envelope.

Students should not bring toys to school unless permission is given by the teacher.

Items not allowed in school are trading cards, handheld games, cell phones, etc. The district cannot claim any responsibility for lost, broken, or damaged items brought to school.

STUDENT ASSESSMENT AND EVALUATION PROGRAM

In our school there is a regular program of standardized achievement tests administered during the school year to obtain information on student performance. These are as follows:

- I-Ready
- Otis Lennon Test (1st Grade Only)
- Stanford Test
- CDTs
- PSSA Exams
- Keystone Exams

Results of these standardized tests are kept in the guidance offices and a parent copy will be sent home.

Parents will be notified of tests dates and grades to be tested.

PROGRESS REPORTS

Progress reports are issued every nine weeks. The grading system is explained on the report. In addition to letter grades, the report also indicates the child's behavior and work habits.

Attendance is also indicated on the report.

PROMOTION/RETENTION

At the end of the school year, most children will advance to the next school grade. However, since learning and maturation take place at different rates for children, some children need more time to learn basic concepts necessary for success in later grades. For this reason, some children may be required to repeat a grade.

If it seems likely that a student will be retained, the parent will be notified during the year, as per board policy.

The decision to retain the child shall be that which is in the best interest of the child.

Parents will be notified at the end of the second marking period if their child is in danger of being retained.

FIELD TRIPS

During the school year there will be times when the classroom teachers feel that a field trip will be of some value to reinforce the regular classroom activities. (Most of these trips are paid through the generosity of the P.T.O.)

Prior to each trip you will receive a permission slip and a letter explaining the nature of the trip. The permission slip must be signed and returned to the school before your child will be permitted to go on the trip.

Parents should be aware that Field Trip participation are not required. Participation is not a right and may be denied to any student who has demonstrated disregard for school rules, (and/or has shown a poor work ethic).

In effort to provide the safest environment, Field Trips for Kindergarten students will require a chaperone for each student or family.

FIRE DRILLS AND CRISIS PLANNING

Fire drills are extremely important and required by law. Rules of behavior during fire drills are:

- At any given signal move quickly and quietly in the manner you have been taught.
- Always walk, keeping your hands to yourself.
- Do not talk! You must be able to hear any directions being given. Your life may depend upon them.
- Never push, run, or crowd.

The District has also implemented a Crisis Planning in the event of other non-fire related emergencies occur during the school day. Teachers are provided a copy of the plan and trained how to respond to these types of situations.

Students are requested to follow the directives of the teacher or school employee in the event the crisis plan is activated.

If there is an emergency incident, parents will be notified as soon as possible and as to what actions to take. Parents are asked NOT to report to the school until the situation has been resolved and the district has notified parents as to what steps to take regarding the situation.

HOMWORK/PARENT INVOLVEMENT

A child's education is enhanced when home and school work together. It is important that your attitude toward education is positive and encouraging.

Homework is a constructive tool in the teaching/learning process and is an aid to reinforce the learning that takes place in the classroom.

Homework assignments have these important purposes:

1. To reinforce that which was learned in the classroom. Homework should help the student assimilate, practice, and apply concepts which have been taught under the direction of the teacher.
2. To develop a sense of self-discipline, personal responsibility, and independent thinking.
3. Homework helps students develop independent work habits.
4. Homework provides the parents and opportunity to evaluate their child's progress

The student has the following responsibilities in regard to homework assignments:

1. The student is responsible for knowing what the homework assignment is
2. The student should know how to do the assignment before leaving school. If there is any doubt by the student on what is to be done or how to do it, the child should check with the teacher before leaving school.
3. The student should understand that the teacher uses homework in helping to determine his or her progress

Parents are encouraged to cooperate with the school in making homework effective by:

1. Parents will provide suitable study condition for good concentration and establish a specific homework time.
2. Parents will help the child with drill exercises such as (A) math facts (B) spelling lists (C) vocabulary lists.
3. Parents will remember that the assignments are designed for the child and not the parent.
4. Parents will limit after school activities to allow time for both homework and family time.
5. Parents will encourage the child to take notes concerning homework assignments and communicate any concerns regarding the amount or type of homework assigned with the child's teacher.

6. Parents will check and review completed homework assignments.

The four types of homework to be assigned are:

1. Practice assignments are given to provide the student an opportunity to continue that which has been presented and practiced in class and to reinforce newly acquired skills. For example, the math teacher assigned the student additional problems for homework after the math concept has been both presented and practiced in class. (These assignments can be effective when a skill needs practice).
2. Preparation assignments are aimed at preparing the student for the next lesson in that subject; for example, the science teacher assigned material in the textbook to read/study in order to discuss and ask questions in class. (Students should understand not only what to read but also what is to be accomplished by the reading).
3. Extension assignments are made to extend a previously teamed skill or body of knowledge; for example, the social studies teacher assigns the student to read library reference material in order to gain additional insight into the concept being studied. (Aimed at individual application, research and study, this type of assignment may be long-term and focus on student production, not merely reproduction). Students must apply previous teaming to complete these assignments, which may include projects and writing assignments.
4. Creativity assignments are provided to allow a student to apply previously learned knowledge; for example, the English teacher provided an opportunity for student to respond to a piece of literature through written, artistic, or dramatic expression.

HOMEBOUND INSTRUCTION

Homebound instruction is provided for pupils who are unable to attend school in accordance with the rules and regulations set forth by the Pennsylvania Department of Public Instruction. If this service is needed, please contact your child's guidance counselor to complete the appropriate paperwork.

PARENT TEACHER ORGANIZATIONS (PTO)

The Wyoming Area PTO's exist to promote the welfare of our children. They sponsor many educational opportunities for our youngsters, family programs and donate gifts to our schools. Parents are encouraged to join, participate in the activities and financially support the PTO in your area.

SCHOOL NURSE

The school nurses are on duty during the regular school day.

Please keep the following rules and general information in mind when considering your child's health and the school:

- When your child is diagnosed as having a communicable disease (such as measles or mumps), he/she must remain at home for the required length of time specified by the PA Department of Health.
- Whenever possible, parents should administer medication to children at home. However, when this is impossible, parents must notify the school nurse with a note authorizing school personnel to give the medication. All medication must be clearly labeled. The label must have the child's name, name of medication, time medication must be given, dosage, and the doctor's name.
- Parents/Guardians should bring medication to the school, no student shall bring their own medication, this includes over the counter and prescription drugs.
- If a child is too ill to remain in school, the parent/guardian is responsible for his/her transportation home.
- If a pupil is injured or becomes ill while at school, the parent/guardian will be contacted.
- It is the responsibility of parents (not school personnel) to fill out insurance forms.

All of the above procedures are in accordance with the school district policy on medication.

The Wyoming Area School District does not carry a health insurance policy for students. During the first week of school you will receive information on how to obtain insurance coverage. We strongly urge that if you do not have health insurance for your children, that you look very carefully at this policy.

Parents/Guardians of fifth and sixth grade students will be informed in writing when their child will be viewing and discussing materials regarding adolescence and maturity. They may exclude their child by sending a letter which indicates that they do not want their child involved in these presentations.

RELATED ARTS CLASSES

Library – Library is offered to all students grades K-3. Please have children return books promptly on scheduled library days. Children in grades 4-6 will have opportunity to take books out on loan from library.

Art – Art is offered to all students grades K-6. Please provide your child with an old shirt for art class.

Computer Classes – Offered to students grade 4-6.

Music – Music is offered to all students grades K-6.

Physical Education – Gym class is offered to all students K-6. The children should wear or carry sneakers to school on the day they have gym class. If a child must be excused from gym class, a note is needed from a doctor.

Health Education- Offered to all students K-6.

PHOTOGRAPHS AND VIDEO TAPING FOR INSTRUCTION

Photographs, audio recording and/or video recording for public relations is used within the curriculum to enhance educational outcomes. Please sign public relations permission form and return to child's teacher. If there are any questions regarding videotaping in a school setting, please contact the principal's office.

SCHOOL PICTURES

Individual pictures will be taken during the school year. Information will be sent home on the specific date so that you can prepare your children for the picture.

GUIDANCE SERVICES

The school counselor is available for individual counseling for students, parents and staff upon request or referral.

Guidance activities are provided for classrooms throughout the year. These group activities are designed to help students to:

- Develop a sense of personal worth and healthy self-concept;
- Learn how to solve problems;
- Increase their ability to define, and deal with feelings, particularly the negative feelings;
- Make intelligent choices; and
- Clarify their own values.

The guidance counselor is also available for consultation with parents regarding test results, learning problems, referral for psychological services, behavior problems, etc.

STUDENT DRESS

The following are mandatory regulations governing dress and grooming at the Wyoming Area School District. This code was jointly developed by student, faculty, and administrative representatives and adopted as official policy by the Wyoming Area Board of School Directors. Infractions of these regulations will result in disciplinary action in accordance with school policy.

The board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational programs of the schools or the health and safety of others.

In keeping with this board policy, these guidelines for appropriate dress and grooming will be followed. Since it would be impossible to address everything that is acceptable, the list contains only those items of unacceptable dress.

Guidelines:

The board, in order to reduce disruption of the educational process and the risk of potential health and safety hazards, directs the staff and administration to enforce the following student dress guideline:

1. There shall be no clothing worn depicting the following:
 - a. Drug, alcohol or tobacco messages.
 - b. Messages with implications of a sexual nature.
 - c. No clothing or insignia related to racist or hate groups.
 - d. Clothing depicting violence.

2. Consistent with the current weapons policy, there shall be no chains worn, other than those designed as jewelry.
3. All clothing shall be worn as designed. Specifically, pants, slacks, and shorts shall be worn with the belt line at the waist. Additionally, pants and slacks shall be worn so as not to extend over the heel of the shoe.
4. Body piercing – for the overall well-being and safety of our students, jewelry which involves piercing is allowed only in the ears. All other body piercing must be removed before entering the school.
5. Hair color of a fluorescent or non-typical color shall not be permitted.
6. No half-shirts, cut-off shirts, halter tops, shirts with revealing necklines or spaghetti straps, or any clothing that reveals a midriff on any student.
7. No boxer shorts, short-shorts, sweat-shorts, or any kind of shorts that are not to mid-thigh or are considered to immodest.
8. No dresses or skirts that are not to mid-thigh or are considered immodest.
9. No spandex of any kind of length. Spandex may be worn under acceptable shorts, dresses, or skirts. **Yoga pants are not permitted.**
10. No cut-up jeans, cut-off jeans, cutout jeans, ripped or torn jeans, pajama bottoms, cut-off sweats, or any type of cut-off apparel, regardless of length.
- 11. No sunglasses, hats, hoods, or caps of any type are to be worn inside the building. Sunglasses may be worn only for medical reasons.**
12. Coats and jackets are to be stored in classroom and not worn in school.
13. Out of respect for fellow students and faculty, all students are required to maintain their personal hygiene.
14. Heels on shoes should be no higher than 2 inches. No open back shoes without straps. Specifically, no flip flops or sneakers with wheels.

School officials do reserve the right to individually review students' dress and, if found unacceptable, quietly and privately attempt to settle the problem. When necessary, students deemed will be sent home to change or other appropriate actions will be taken to correct the situation.

WEAPONS ON SCHOOL PROPERTY

It is unlawful for any student to possess lethal weapons in school buildings, on school property, or at a school event.

Pennsylvania crimes code 18 PA C.S. 912 states that it is a misdemeanor of the first degree to possess a weapon in the building or on the grounds of or in any conveyance providing transportation to or from in the elementary or secondary publicly funded educational institution.

No person shall possess, handle or transmit any cane, machete, pistol, gun, rifle shotgun (or any part thereof), pellet gun, metal knuckles, or other dangerous instrument in any school bus or off the school grounds at any school activity, event or function.

It is against school district policy for any person to posse a weapon in the buildings of, or on the grounds, of or in any conveyance, providing transportation to or from an elementary or secondary center of the Wyoming Area School District. A weapon is defined to include but not be limited to any knife, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

The violation of this policy is considered the most serious offense and may result in the expulsion of the student from the schools of the district.

DRUG AND ALCOHOL POLICY

I. INTRODUCTION

The Wyoming Area School District is committed to insuring that every student is provided a safe environment in which to learn. Therefore, the district has enacted a strict drug and alcohol policy of zero tolerance. Students are reminded that the use of drugs or alcohol will not be tolerated by the district at any time. In addition to the development of a stringent drug and alcohol policy, the district maintains a strong working relationship with the Wyoming Valley Drug and Alcohol Services, Inc. to insure that students have the opportunity to access help at any time.

II. DEFINITION OF TERMS

Drugs – shall include alcohol or any malt beverage inclusive of wine coolers; designer drugs, and over the counter drug not authorized by parent and school nurse, anabolic steroids; any drug from any of the four (4) classes of drugs, hallucinogens, narcotics, amphetamines, barbiturates; any volatile solvents or inhalants such as but not limited to, glue, varnish remover, lighter fluid, etc. Any chemical manufactured in a clandestine laboratory such as, but not limited to, amyl and butyl nitrate and any and all substances covered by the Pennsylvania Drug Device and Cosmetic Act and Controlled Substance Act of 1970, as amended.

Note: The above-defined drugs and drug use, in particular, is prohibited on school grounds, at school sponsored functions, and while students are representing the school.

THE FOLLOWING ARE EXAMPLES OF DRUGS COVERED UNDER THIS POLICY:

INHALANTS:

Nitrous Oxide – Laughing gas, whippets, CO2 cartridge
Amyl Nitrate – Locker room, rash, poppers, snappers
Butyl Nitrate – Bullet, Climax
Chlorohydrocarbons – Aerosol Propellants, gasoline, glue, other chemicals containing petroleum distillates such as benzene, acetone, toluene, xylene, carbon tetrachloride, etc.

STIMULANTS:

Cocaine
Crack Cocaine
Amphetamines – capsules, pills, tablets
Methamphetamines
Additional Stimulants – preludin, didres, tenuate, etc.

DEPRESSANTS:

Barbiturates
Tranquilizers
Alcohol
Rohypnol

HALLUCINOGENS:

Marijuana
PCP
LSD
Mescaline
Peyote
Psilocybin

NARCOTICS:

Heroin
Methadone
Codeine
Morphine
Meperidine
Opium
Other Narcotics – percodan, darvon, Percocet, talwin, lomotil, fentanyl

Distribution – To deliver, sell, pass, share, or give any drug, including alcohol, from one student to another.

Possession – Possess or hold or have within immediate control alcohol or drugs defined by this policy. It should be noted that students found with alcohol/drugs in school lockers, desks, student automobile, school bus, lavatories or any other school property, are in direct violation of this drug policy and will be charged with possession. Additionally, possession by students at any school sponsored function shall be considered in violation.

Drug Paraphernalia – Any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, re-packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the body a controlled substance in violation of the controlled substance act. Drug paraphernalia items include, but are not limited to:

- Roach clips
- Rolling papers
- Amyl nitrate (rush, locker room, jock)
- Butyl nitrate (Bullet, toilet water)
- Hypodermic syringes
- Cocaine Spoons – tooters
- Water pipes, marijuana pipes, crack pipes
- Drug conversion kits
- Medicine dropper
- Razor blade

School Jurisdiction – The school property including, but not limited to, school bus, desk, lavatory, lockers, etc., to/from school, on school provided transportation, its grounds and surroundings and all school-related events, and extra-curricular activities such as proms, class trips, football games, etc., and any and all areas considered a drug free zone by statute.

Assessment/Treatment – The Wyoming Area School District has a signed “Affiliation Agreement” with Wyoming Valley Alcohol and Drug Services, Inc. for purposes of providing confidential assessment services to students and their families when a violation of the drug and alcohol policy has occurred.

Reasonable Suspicion – In what is called a “Landmark Case”, New Jersey vs. T.L.O., the United States Supreme Court decided that school officials only require reasonable suspicion to

search a student. The courts have concluded that school officials are exempt from the normal dictates of the 4th amendment (unreasonable searches) by virtue of the special nature of their authority over school children. Teachers and school administrators act in loco parentis and, therefore, are acting as a parent, not the state, and, therefore, are not subject to the restrictions of the 4th amendment. Reasonable suspicion means more than “mere” suspicion. The school authorities must apply an objective test in determining whether reasonable suspicion exists. The basis for reasonable suspicion should include:

- Eyewitness testimony
- A student’s past record or reputation for use or possession of drugs and alcohol
- Information obtained through an informant or through reliable statements which incriminate the student
- Any other independent evidence which gives rise to a reasonable conclusion that the student has engaged in a violation of the policy.

III. DUE PROCESS REQUIREMENT

These review procedures provide for student and/or parent the right to contest a charge that the student has violated the district drug and alcohol policy.

The student and parent(s) will be entitled to meet with the designated school administrator(s) at an initial informal hearing.

Should a formal hearing before the school board be in order, the following will be adhered to:

- A reasonable time and date for the hearing
- Notice of the hearing
- The charges to be stated in clear, concise terms
- Opportunity to offer evidence and cross-examine witnesses
- The right to have an attorney present at the hearing

IV. SEARCH AND SEIZURE

Lockers and Desks – Lockers and desks belong to the school district and not the student. They are assigned to students and students have the responsibility to properly care for this school property. Students shall not store any drugs and/or alcohol or drug devices, equipment, and/or paraphernalia in lockers or desks or on school property. The school reserves the right to inspect

a student(s) locker or desk if the school has reasonable suspicion to suspect the student is in violation of the school drug and alcohol policy, identified herein.

Parent(s) will be notified immediately whenever an illegal item is removed from a student's locker and/or desk and law enforcement authorities shall be immediately notified.

Motor Vehicle Searches – Students by virtue of having the privilege of parking a motor vehicle on school property are deemed to have given prior consent for search of a motor vehicle that has been brought by the student onto school premises. The principals or member of the administrative staff, may authorize a search of a motor vehicle on school premises if there is reasonable suspicion that the search will result in the discovery of contraband.

V. HANDLING DRUG RELATED INCIDENTS

- Student suspected of being under the influence of drugs and alcohol
- In such instances the student shall not be left alone. The building principal or designee shall be summoned immediately and he/she, in turn, shall summon the school nurse; and, if such officials deem it necessary, secure additional medical help since a medical assessment is imperative to ascertain the condition of the student.
- Student in possession or with intent to sell or deliver

VI. DISCIPLINARY PROCEDURES TO BE FOLLOWED WHEN STUDENT IS DETERMINED TO HAVE VIOLATED DRUG AND ALCOHOL POLICY

If the district determines that a student is in possession of drugs/alcohol with intent to sell or deliver to another student of the district, the following procedures will be followed.

1. Law enforcement authorities are to be notified and confiscated drugs shall be turned over to them.
2. Parental notification.
3. Referral to Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, PA, for assessment/evaluation. Note: acceptance of referral is a condition for student continuance in school. Additionally, student shall be required to accept and comply with all treatment recommendations.
4. The student will be suspended for a period of ten (10) school days. During this time, further investigation will be conducted. Depending on the information acquired, further disciplinary action may be recommended to the board of

education to include expulsion. Expulsion is exclusion from school for a period of more than ten (10) days up to permanent expulsion from the school rolls.

5. Student suspension from sporting events and school activities for ten (10) days after student returns from serving ten (10) days suspension.

VII. STUDENTS SEEKING ASSISTANCE FOR SELF-REFERRAL

Since all school personnel must be sensitive to the needs of those students who are experiencing problems with drugs and alcohol, it is important to give the student the feeling that they can come forward to seek assistance without retribution.

When a student voluntarily requests assistance for their own drug and alcohol use, they shall be fully informed of services available. Wyoming Valley Alcohol and Drug Services, Inc., 437 North Main Street, Wilkes-Barre, Pa, works cooperatively with the school district in insuring for student access to assessment and treatment in a timely manner. Students will be encouraged to include their parent(s) in any treatment experience.

Note: Students who seek assistance from the district, and who have not violated the school's drug and alcohol policy, will not face disciplinary action.

USE OF CANINES TO SEARCH SCHOOL PROPERTY

I. Purpose

The district supports the elimination of the possession or use of illegal substances and recognizes that illegal substances are a current problem in public schools. The board wants to convey a strong message to the community, faculty, staff and student body concerning the use or possession of illegal substances and to support the Wyoming Area School District Drug and Alcohol Policy.

II. Guidelines

It shall be the policy of the school district to permit the administration periodically invite law enforcement agencies to search school property with dogs trained for the purpose of finding illegal substances:

1. The administration shall authorize the search and have a designee on hand while the search is taking place.
2. Notification of this policy shall be given to parents and students at the beginning of each school year. It shall be included in at least one (1) newspaper article of general local circulation.
3. All school property such as lockers, classroom and storage areas may be search.
4. All vehicles parked on school property may be searched.

5. Individual will not be subjected to a search by canines.
6. Once notification has been given to parents and students, the school district will have met its obligation to advertise the searches. Actual times or dates of planned searches will not be released in advance.
7. The law enforcement agency will be given full authorization to investigate and prosecute any person found to be responsible for illegal substance on school property.

ELEMENTARY SCHOOL RULES AND REGULATIONS SPECIAL EDUCATION

In order to guarantee the best possible learning climate for all students, it is important to follow basic rules of order. Students are expected to cooperate and obey any adult member of our elementary staff. This includes all teachers, aides and all other school personnel.

Parents should constantly remind children of their responsibilities as students to conduct themselves properly while they are in school as well as on their way to and from school.

The following rules and regulations have been established by the staff and administration. They are listed so you know how the students are expected to conduct themselves in each area. Rules concerning busing, the cafeteria, student dress and fire drills are listed under the appropriate heading in other areas of this handbook.

A. CLASSROOM RULES

- a. Be in your classroom on time each day. Children should be seated upon returning from recess, lunch or special classes.
- b. Practice good manners – always be polite to others. Listen politely when others are speaking. Always wait to be called on before speaking out.
- c. Never take someone else's property.
- d. Keep your school clean. Always pick up any paper or waste materials.
- e. Bring to school only those things which are needed for school. No toys.
- f. Children will follow all rules established by the classroom teacher.
- g. When required, homework and other papers must be signed and returned promptly.

B. HALL RULES:

- a. Students will at all times walk silently on the right side of the hallway and stairs.
- b. Walk, don't run.

C. PLAYGROUND RULES:

- a. Obey the playground supervisors.

- b. Play safely without pulling, shoving and chasing other children. Share the playground equipment.
- c. Only balls or other game items should be thrown. Stones, snowballs or other harmful objects are not to be thrown at anytime.
- d. Never leave the playground area or enter the building with adult permission.
- e. Fighting will not be tolerated. Never push or hit another student.
- f. Keep play areas clean.
- g. Line up at the correct time and come back into the building in a quiet, orderly manner.
- h. Students injured on the playground must be reported to the teacher on duty at that time, and if necessary be sent to the nurse immediately for care, not at the end of recess.
- i. Students must report problems on the playground (fighting, pushing, etc.) to the teacher on duty.

D. RESTROOM RULES:

- a. Students will not congregate in the school restroom.
- b. Keep the restrooms neat and clean for yourself and others.
- c. Wash your hands before leaving the restroom.

E. RULES FOR ASSEMBLIES/PROGRAMS:

- a. Enter and leave the room in quiet, orderly manner. Stay in line.
- b. During a program, students will adhere to the following behavior:
- c. No talking.
- d. Clap at appropriate times. Shouting will not be tolerated.
- e. Remain seated until dismissed.

F. MISCELLANEOUS RULES:

- a. Fighting or making threats will not be permitted at any time.
- b. Students who fight or are repeatedly disruptive will meet with the principal who will decide on the consequences.
- c. Gum chewing is not permitted in school or on the buses.
- d. Pupils are responsible for all school supplies, materials and property. If books or other materials are defaced, destroyed or lost the pupils will pay for their replacement.

Consequences for Not Following School Rules:

The classroom teacher in most instances will deal directly with those students who choose not to follow school rules. The teacher may also refer the behavior to the school principal or principal designee to handle the incident.

Situations where the safety and/or security of students is in jeopardy may result in serious discipline consequences.

Depending on the severity and/or frequency of the rules violated, one or more of the following levels of disciplinary action may be administered:

1. Verbal reprimand.
2. Isolation within or outside the classroom.
3. Lunchtime/Playground detention.
4. Letter/phone call to the parent.
5. Parental conference.
6. Referral to Child Study Team and/or outside agency
7. After school detention (prearranged with parents).
8. Out-of-school suspension.

Please refer to our School Wide Positive Behavior System located on our website.

SPECIAL EDUCATION

In compliance with state and federal law, the Wyoming Area School District has developed policies to insure FAPE (Free Appropriate Public Education) to all school-age children residing within the district's boundaries.

The Wyoming Area School District provides no cost screening to children residing within the Wyoming Area School District, who are suspected of having a disability that would interfere with his/her academic progress. Parents/guardians who suspect their child to be in need of specially designed instruction or related services may request a screening or evaluation at any time by contacting any of the following Wyoming Area School District administrators:

Mrs. Janet Serino, Superintendent @ 655-3733 ext. 2426
Mr. Vito Quaglia, Principal JFK & Tenth St @ 655-2146 & 693-1914
Mr. Joe Long, Principal Montgomery School @ 570-654-1404
Mrs. Vanessa Nee, Director of Special Education @ 655-2836 ext.2245
Mrs. Robert Galella, Director of Curriculum @ 655-2836 ext.2457
Mrs. Camilla Granteed, School Psychologist @ 655-2836 ext 2240

The screening procedure may include, but not be limited to the following:

Existing classroom data review.
Cumulative educational records.
Enrollment/attendance records.
Ability/achievement scores.
Vision and hearing screening.
Participation in Child Study.
Medical records review.
Observation of classroom behavior.
Reports/recommendations released by the parent/guardian from outside agencies.

The evaluation process, which will not proceed without parental consent, will include data collected through the screening process along with a multi-disciplinary evaluation. If the parent fails to respond to a request for consent for an initial evaluation or refuses consent, the school district may pursue the initial evaluation by using the due process or mediation procedures.

The multi-disciplinary team (MDT) may consist of the following:

- parent/guardian
- school psychologist
- occupational therapist
- teacher
- director of special education
- principal
- guidance counselor
- speech/language therapist
- other staff as deemed necessary

Results of the evaluation are reviewed by the MDT to determine if the child qualifies as a student in need of specially designed instruction under IDEA. Special Education services will be recommended through an annual development/review of an Individualized Education Program (IEP) to those students who qualify under one or more of the following exceptionalities:

Autism
Other Health Impaired
Blind/Visual Impairment
Deaf and Hard of Hearing
Emotional Disturbance
Intellectually Disabled
Orthopedic Impairment
Specific Learning Disability
Traumatic Brain Injury
Speech/Language Impairment

NOTICE OF GIFTED EDUCATION SERVICES

In compliance with Title 22 PA Code Chapter 16, the Wyoming Area School District conducts ongoing screenings/evaluations of students who may qualify for gifted education. The screening/evaluation process includes, but is not limited to:

- IQ score
- Achievement/ability scores
- Rate of Acquisition/Retention
- Demonstrated Achievement
- Early Skill Development
- Intervening Factors Masking Giftedness
- Parent/guardian/school input

If a parent/guardian believes that a school age child may be in need of specially designed instruction, a written request may be submitted to the Wyoming Area School District. An evaluation will be completed upon receipt of a Permission to Evaluate form.

Upon completion of a comprehensive evaluation, if the child meets the eligibility requirements, the Gifted MDT will convene to develop a Gifted Individualized Education Program (GIEP).

Confidentiality

The Wyoming Area School District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of information gathered on behalf of the screening/evaluation procedure. All information is subject to the confidentiality provisions contained in federal and state laws. Information may be released with signed written consent of the parent/guardian.