

**WESTERN WAYNE SCHOOL DISTRICT
ELEMENTARY DIVISION STUDENT HANDBOOK
2017-2018**



**Prepared
Respect
Integrity
Dedicated
Extraordinary**

**Western Wayne School
District**

**Will work for excellence...
for everyone. . .
in all things. . .always.**



EverGreen Elementary School

Mr. Justin Pidgeon, Principal

Mrs. Kerrie Fitzsimmons, Assistant Principal

Robert D. Wilson Elementary School

Mrs. Maria Miller, Principal

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ACADEMIC POLICY, PROCEDURES AND RESOURCES

PRINCIPALS' MESSAGE

It is our pleasure to welcome you to our elementary schools. The teachers and staff join us in saying we are happy to have you as part of the Western Wayne Elementary family. We hope this will be a successful and satisfying year for you. This handbook is intended for use by all those concerned with the well-being of the elementary aged child. It attempts to answer basic questions that often arise during the school year that relate to standard school policies and procedures. Please go through the entire handbook with your child. Feel free to ask your teacher or guidance counselor for additional information on or an explanation of the material in this book. Close cooperation between the home and school is essential to promote the best interests of the child. Parents are encouraged to visit school and to attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is a meaningful exchange of the material in this book. It is our hope that this handbook will be helpful to you and promote understanding.

MISSION STATEMENT

The mission of the Western Wayne School District is to educate and prepare each student in alliance with family and community, to be a confident, life-long learner, to strive for personal excellence, and to be a responsible citizen of a global society.

CURRICULUM

The curriculum of the Western Wayne Elementary Schools is designed to offer a wide variety of experiences to your child. Included in these experiences are the fundamental processes needed by all children to promote their development in terms of their own potentialities and to provide the resources that will enable them to prepare for a future. It is for this reason that the curriculum of the elementary schools requires constant revision, change and improvement. Feel free to contact the office regarding curriculum.

It is essential that your child read or be read to 15-30 minutes each evening, Pre-K to 5.

REPORT CARDS

Report cards will be sent out every forty-five school days in grades first through fifth. Prekindergarten and kindergarten report cards will be provided at the completion of each semester.

HOMEWORK

Nightly homework assignments are left to the discretion of individual teachers. The majority of our staff does not give weekend assignments. No homework is ever given over a holiday. If your child is unable to attend school due to an illness and you would like to pick up his/her work or have it sent home with a sibling, please call early in the morning so the teacher has ample time to gather everything needed. **All students, Pre-K-5, are required to read or be read to 15-30 minutes each evening.**

ELEMENTARY COUNSELING PROGRAM

School counseling services are a part of the educational program of the school. The purpose of school counseling is to help children achieve in school and in life. The elementary counseling program at the elementary schools is designed to help children as they grow and develop. Students may receive counseling services through direct counselor contact or indirectly, through parents, guardians, or faculty referral. For further information about counseling services, please contact your child's school.

STUDENT PROMOTION AND RETENTION

The Superintendent of Schools has developed procedures for promotion and retention of students which:

- Require the recommendation of the classroom teacher for promotion or retention.
- Require that parents are informed in advance of the possibility of retention of a student at grade level.
- Assure that every effort will be made to remediate the student's difficulties before he/she is retained.
- Assign to the Child Study/RtI Team and Principal the final responsibility for determining the promotion or retention of each student.

TITLE I

Title I of the Elementary and Secondary Education Act is a federally funded program to provide extra help to students who need additional instruction in reading. Our Title I program at EverGreen and Robert D. Wilson Elementary Schools relies on parental involvement to cooperatively develop effective programs for improvement in reading. Children are selected for the program in several ways. These include teacher and parent recommendation; evaluation by reading specialists, testing and school records. If you have any further questions, contact the building principal or Title I Coordinator at 800-321-9973.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- The Family Education Rights and Privacy Act (FERPA) afford parents certain rights with respect to their children's records. They are:
- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by Western Wayne School District to comply with the requirements of FERPA.
- The right to obtain a copy of the Western Wayne School District's student records policy. You can obtain a copy of the policy from the Principal's office in each school within the District or view on Western Wayne School District's website.

Cynthia A. LaRosa, Director of Special Education
Western Wayne School District
1970 Easton Turnpike
Lake Ariel, PA 18436
1.800.321.9973 Option 6

ATTENDANCE POLICY

Western Wayne School District requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve standards and consistent educational progress.

DEFINITION

Compulsory school age shall mean the period of a child's life from the time the child's parents/ guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. [8][9]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance. **Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[9]

Unlawful absence shall refer to an unexcused absence for all students under the age of 17; this includes all elementary students.

Unexcused absence shall refer to an absence for all students over the age of 17.

1. After an absence, students must return a written excuse or a Doctor's note to the office within three (3) school days. If an excuse is not returned within three (3) days, it is unlawful. Parents/Guardians will receive an automated call when their student is absent from school.
2. **Excused absences** for the student includes the following reasons:
 - a. Illness
 - b. Quarantine
 - c. Death in the immediate family
 - d. Family emergency
 - e. Inclement weather/Impassable roads
 - f. Required court appearance
 - g. Pre-approved observance of religious holidays; Pre-approved family/educational trips.

ATTENDANCE POLICY (continued)

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. The district may limit the number and duration of non-school-sponsored educational tours or trips.

3. **Unlawful absences** for the student includes, but is not limited to, absence for such reasons as the following:

- a. Absence due to parental neglect
- b. Car troubles
- c. Shopping
- d. Parent/Child overslept
- e. Parent illness

UNLAWFUL ABSENCE

The school district will notify parents/caregivers after each unlawful absence by letter.

Unlawful Absence First Notification/Action

- Letter sent to parent/guardian outlining Pennsylvania School Code Provisions for school attendance and the Western Wayne School District attendance policy

Unlawful Absence Second Notification/Action

- Letter sent to parent/guardian informing them of Pennsylvania School Code/Western Wayne Attendance Policy violation

Unlawful Absence Third Notification/Action

- Letter sent home to parent/guardian informing them of Pennsylvania School Code/Western Wayne School District Attendance Policy and SAIP procedures
- Parent/guardian contacted to attend a conference with the SAIP team

SCHOOL ATTENDANCE IMPROVEMENT PLAN (SAIP)

“School districts shall coordinate a school/family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon plan to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child’s educational environment, current academic difficulties, physical or behavioral health issues, and family/environment concerns. At the end of the conference all parties should sign a comprehensive School Attendance Improvement Plan (SAIP) that is agreed to by the school representative, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

SUBSEQUENT UNLAWFUL ABSENCES

Unlawful Absence Fourth Notification/Action

- Parent/guardian contacted by the SAIP team to review the truancy elimination plan that is in place as well as to review the progression of actions following additional unlawful absence(s)
- Formal invitation for SAIC will be issued if a SAIC has not already been held

Unlawful Absence Fifth Notification/Action

- Letter sent to parent/guardian informing them of Pennsylvania School Code/Western Wayne Attendance Policy violation

Unlawful Absence Sixth Notification/Action

- Citation filed with magistrate for truancy
- Copy to be provided to Wayne County Children and Youth Services and SAP team

If parent(s)/guardian(s) do not participate in a SAIC meeting after the Unlawful Absence Fourth Notification/Action

- Complaint filed with the magistrate

Every Three (3) subsequent unlawful absences

- Complaint Filed with the magistrate

REFERRAL to COUNTY CHILDREN and YOUTH AGENCY

CHILDREN UNDER 15 YEARS of AGE

Any child who has not attained the age of 15, who fails to comply with the compulsory attendance requirements and is habitually truant, shall be referred by the school district to the local county children and youth agency for services, which may

ATTENDANCE POLICY (continued)
CHILDREN UNDER 15 YEARS of AGE

include addressing family issues that may be responsible for the child's truant behavior, or possible adjudication as a "dependent" child under the Juvenile Act. The referral to the county children and youth agency may be in addition to proceeding against the parent/caregiver by sending the citation to the appropriate magisterial district judge or a school may decide to refer a family to the local county children and youth agency instead of sending a citation to the appropriate magisterial district judge.

CUMULATIVE LAWFUL ABSENCES

Medically excused and school approved absences do not count towards the 10 cumulative absences regarding truancy, however they do count towards a student's total attendance record. Notice of cumulative absences will be sent home after 10, 15, 20 and 30 days of accrued absence. Notice will include the student's attendance record, and legal penalties established by law for violation of compulsory attendance requirements. In addition, Doctor's notes are required for absences beyond 10 accrued days of absence. School nurses have the authority to contact a student's Doctor to clarify any medical needs.

After ten (10) absences:

- a. Student may be referred to Student Concerns.
- b. School counselor will be notified.

After fifteen (15) absences:

- a. The name and telephone number of the School Social Worker will be provided.
- b. A School Attendance Improvement Plan, (SAIP) may be developed.

After twenty (20) absences:

- a. The name and telephone number of the School Social Worker, requiring the parent/caregiver to review or develop a Truancy Elimination Plan (TEP).
- c. Student will be referred to Student Concerns/SAP team.

After thirty days (30) absences:

- a. The name and telephone number of the Superintendent's Office, requiring the parent/caregiver to review the Truancy Elimination Plan (TEP).
- b. Student will be referred to Student Concerns and the IMPACT/SAP team.

***Once a Doctor's note is required, any absence after, that does not have a Doctor's note, is unlawful.** Pennsylvania Department of Education. (2015). School Attendance Improvement and Truancy Reduction, 21-25.

TARDINESS – All students are expected to be on time. Excessive tardiness could result in court action according to state law.

STUDENT TRANSPORTATION
BUS TRANSPORTATION

It is understood that parents assume the responsibility of supervision prior to the time when their children board the bus in the morning and when children leave the bus at the conclusion of the school day. Arrive to your assigned bus stop 5 minutes prior to scheduled pick-up/departure times. Students may only board/depart the bus at approved bus stops, unless alternate arrangements have been made with school personnel. Western Wayne buses are equipped with video and audio surveillance.

Children who ride school buses are required by school policy to follow bus rules posted in each bus:

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the bus driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands, and feet inside bus,
10. Do not fight, push, or shove.

STUDENT TRANSPORTATION (continued)

BUS TRANSPORTATION

11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Have a safe trip.
16. No cell phones.

Failure to comply with bus rules will result in the following consequences:

1st incident: Driver warns student.

2nd incident: Student assigned front seat if possible.

3rd incident: Bus misconduct report submitted to the assistant principal/principal.

Major Infractions: Bus Misconduct Report filed immediately with assistant principal/principal. Parent contacted. Suspension of bus privileges may result. The bus rules are reviewed in each classroom at the beginning of the school year. All buses are monitored with audio and visual equipment.

PARENTS TRANSPORTING STUDENTS

Parents transporting students to and from school must escort the children in and out of the building. Children must be signed in and out at the office. If you must pick up your child before regular dismissal time, please send a note in with your child in the morning or, in the case of an emergency, please call the school before coming.

DISCIPLINE POLICY

DISCIPLINE

It is our goal to consider age level when dealing with behavioral problems. However, we expect all of our students to conduct themselves in a manner that is conducive to learning. Reprimands may include the withholding of recess and/or privileges.

Children exhibiting frequent behavioral problems will be dealt with on an individual basis by the grade level team, guidance counselor, and building principal. Parents will be notified in writing and may be requested to attend a conference to develop a behavior management plan for the student. (After-school or morning detention is a discipline option for fifth grade students.) Please check with building for specific discipline plan.

ABUSE OF SCHOOL PROPERTY

Anyone apprehended willfully causing damage to school or school related property will be subject to disciplinary action, which may include restitution.

FIGHTING, WEAPONS, SEXUAL HARASSMENT

FIGHTING resulting in physical harm/injury to another can result in suspension from school. This includes biting, spitting, and any physical harm to another.

WEAPONS and toys resembling weapons are absolutely forbidden on school property. All items covered under this heading will be confiscated, and the parents will be notified. In cases of actual weapons, due process will be followed as set down by school board policy, state and federal law.

SEXUAL HARASSMENT will not be tolerated at any level and will be subject to disciplinary action as set down by school board policy, state and federal law.

BULLYING/CYBER-BULLYING

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. Bullying can occur inside and/or outside a school setting.

BULLYING/CYBER-BULLYING (continued)

Bullying is unwelcome, repeated harmful behavior 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 can be carried out by a single individual or by a group. The target/victim of bullying can also be a single individual or a group. Bullying includes a wide variety of behaviors and generally involves the intent to harm, embarrass or humiliate the other person. Bullying, as defined in this policy, includes the following types of bullying:

- **Physical**-includes, but is not limited to, the following actions, or threats to do such actions: hitting, kicking, spitting, pushing, restraining, and taking or damaging personal belongings.
- **Verbal**-includes, but is not limited to, taunting, malicious teasing, name-calling and making threats.
- **Psychological or Relational**-includes, but is not limited to, spreading rumors, manipulating social relationships, intentionally excluding someone from a group, engaging in social exclusion or intimidations, and any behaviors that can undermine or destroy relationships. These behaviors can be either physical and/or psychological in nature.
- **Cyber-bullying**-forms of verbal and psychological or relational bullying may also occur using electronic device mediums such as, but not limited to, computers, cell phones, and pagers. Cyber-bullying includes, but is not limited to the following misuses of electronic devices: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the District through e-mail, instant messaging, posting comments or pictures on blogs or websites, and text messaging. All forms of cyber-bullying 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 school discipline, as well as legal and/or police proceedings.

Bullying is not mutual confrontation or mutual teasing between two persons or groups of persons.

The terms bullying, in particular cyber-bullying, shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

CONSEQUENCES

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: Counseling within the school, parental conference, loss of school privileges, transfer to another school building, classroom or school bus, exclusion from school-sponsored activities, detention, suspension, expulsion and referral to law enforcement officials.

USE AND POSSESSION OF TOBACCO PRODUCTS

No student, administrator, professional staff, nonprofessional staff, or school visitor is permitted to smoke, inhale, or dip or chew tobacco at any time, including non-school hours:

- in any building, facility, or vehicle owned, leased, rented, contracted, or chartered by Western Wayne School District
- on school grounds, athletic grounds, or parking lots; or
- at any school-sponsored event off campus.

In addition, no student is permitted to possess a tobacco product. The provisions of existing policies that address the use and possession of drugs shall apply to all tobacco products.

USE AND POSSESSION OF DRUGS AND/OR ALCOHOL

Wayne County District Drug and Alcohol Policy, District Policy - Suspension, notification of civil authorities within 24 hours, board hearing, and possible exclusion.

SOCIAL SKILLS PLAN

It is our goal to consider age level when dealing with student behavior. We expect all of our students to conduct themselves in a manner that is conducive to learning. Reprimands may include the withholding of recess and/or privileges, such as class trips. Children exhibiting frequent behavioral problems will be dealt with on an individual basis by the appropriate teachers, guidance counselor, and building principal. Parents will be notified in writing and may be requested to attend a conference to develop a behavior management plan for the students.

DETENTION

Fifth grade students who do not obey building rules may be assigned before or after-school detention as recommended by teacher(s) and assigned by the building principal.

POSITIVE BEHAVIOR GOALS & RULES

1. Prepared
2. Respect
3. Integrity
4. Dedicated
5. Extraordinary

If a student chooses to break a rule, incremental consequences based on grade level card system framework will be enforced. Please refer to your child's grade level team behavior plan.

*Consequences will be dealt with in the Social Skills Room and will vary according to grade level. The purpose of the Social Skills Room is to practice, model and discuss appropriate behavior.

BREAKFAST AND LUNCH PROGRAM

The cafeteria service provides a cold breakfast and hot lunch daily for the children to purchase. The lunch menu is sent home monthly. Available breakfast items are listed on the lunch menu. Free and reduced-price breakfast/lunch forms should be completed and returned as soon as possible. Price: Breakfast - \$1.25, Reduced-Price - \$.30, Lunch -\$2.35, Reduced-Price - \$.40. Students who qualify for free or reduced meal benefits, purchasing a milk only for their home lunch must pay \$0.50 for the milk. Meal benefits do not extend to "milk only" prices. Children may bring a nutritious snack to eat while breakfast is offered in their classroom. On days when there is a two-hour delay breakfast will not be served. Students who bring a lunch from home are urged to bring a nutritious meal in a bag or lunch box with their name on the container. Milk may be purchased during lunch for \$.50. Students may substitute orange drink for milk when medically necessary. Morning Pre-kindergarten students will have the opportunity to purchase a breakfast. Pre-kindergarten students in both the morning and afternoon session will have an opportunity to purchase school lunch.

HEALTH SERVICES

Students will receive all health services required by Pennsylvania State Law.

Services include annual screenings in weight, height and vision. The children's hearing will be checked in grades kindergarten through third, with dental screenings completed in first and third grades. A physical exam is required upon entry into kindergarten, but may be completed in pre-kindergarten by your private physician. School physicals are available at no cost to you.

First Aid treatment is provided in case of injury at school. However, we do not provide over-the-counter medication such as Tylenol. In case of an emergency situation, the school nurse or administrator follows the information on the student's emergency card. An emergency card is kept on file for every child in the building. It is essential that it be up-to-date to ensure our ability to contact you or your designee in the event your child becomes sick or injured. **Please contact the office if any of the phone numbers or contacts on this card change during the year.**

We prefer that you administer any medication your child might need. If this is impossible, the school nurse, the principal or their designee will assist the student in self-administering the medication. All medication given in school must be accompanied by the prescription container, along with a completed medical form signed by the attending physician (available in school nurse's office). **NO MEDICATIONS ARE TO BE TRANSPORTED ON DISTRICT BUSES, WAGONS OR VANS! Students requiring use of an inhaler or EpiPen may carry this medication provided a physician's order is on file with the school nurse.**

Students suspected or diagnosed with a communicable disease will be excluded from school pursuant to the Pennsylvania State Department of Health recommendation.

Students are to brush their teeth at home. If a dentist deems it necessary for a student to brush at school, a written request is required from the orthodontist/dentist.

HOMEBOUND INSTRUCTION

Students who have been certified by a physician as being unable to attend school for at least two weeks are eligible for homebound instruction. Requests by parents for this service should be directed to the building principal. It is mandatory that re-certification is provided by the student's physician in the event homebound services are requested for a period of time to exceed sixty (60) days.

TECHNOLOGY POLICY

ACCEPTABLE USE of COMPUTERS and TECHNOLOGY

PURPOSE

The Board supports the use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and development levels of students.

AUTHORITY

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet. **The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.**

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized, and illegal use will result in suspension of those privileges and appropriate disciplinary action. The Board establishes that the following materials, in addition to those stated in law, are inappropriate for access by minors:

- Sexually oriented chat rooms, instant messages, and e-mail exchanges.
- Visuals, texts, and sounds that are sexually oriented, obscene, pornographic, or extremely violent.

DELEGATION of RESPONSIBILITY

The district shall make every effort to ensure that this resource is used responsibly by students and staff. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. The building administrator shall have the authority to determine what inappropriate use is. The superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include, but not be limited to:

- Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the board.
- Monitoring online activities of minors.

GUIDELINES

Network accounts shall be used only by the authorized owner of the account and for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

PROHIBITIONS

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity
2. Commercial or for-profit purposes
3. Non-work or non-school related work

TECHNOLOGY POLICY (continued)

ACCEPTABLE USE of COMPUTERS and TECHNOLOGY

PROHIBITIONS

4. Product advertisement or political lobbying
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
7. Access to obscene or pornographic material or child pornography
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with board policy
9. Inappropriate language or profanity
10. Transmission of material likely to be offensive or objectionable to recipients
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users
12. Impersonation of another user, anonymity, and pseudonyms
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws
14. Disruption of the work of other users
15. Destruction, modification, abuse, or unauthorized access to network hardware, software, and files
16. Quoting of personal communications in a public forum without the original author's prior consent.

SECURITY

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

- Employees and students shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under another student's or employee's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network

CONSEQUENCES for INAPPROPRIATE USE

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks; this includes, but is not limited to, uploading or creating computer viruses.

COPYRIGHT

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

SAFETY

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, instant messaging, e-mail, Internet, etc.

Internet safety measures shall effectively address the following:

- Control of access by minors to inappropriate matter on the Internet and World Wide Web
- Safety and security of minors when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications
- Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities
- Unauthorized disclosure, use, or dissemination of personal information regarding minors
- Restriction of minor's access to materials harmful to them

GENERAL OPERATING PROCEDURES

VISITING THE SCHOOL

Upon entering one of our school buildings, you must register in the office and wear a visitor's button during your stay.

VOLUNTEER PROGRAM

Today's schools embrace a most precious and valuable resource, our students. Preparing them for their future is a complex and sometimes overwhelming task. The magnitude of our students' needs differ from a generation ago and has necessitated a change in the relationship between the school and the community. With your help and the collaboration of our efforts, we can enhance the lives of our students, while providing a richer educational experience. This approach will provide a mutually rewarding experience for everyone concerned.

The invaluable gift of time offered by those of you willing and able to share it, is welcomed, appreciated, and needed in our schools. The presence of community volunteers has a positive, fundamental impact on the welfare of our students. A volunteer sometimes provides an individualized service for a student by being there to listen to him/her read, or enlightens a large group with experiences in a tradition different from his/her own. The lesson that is never lost on anyone is the modeling of true generosity through the gift of oneself. A wide range of volunteer activities have been identified, with new areas of interest coming to our attention regularly. The support and guidance of the school community will be appropriate and continuous. It is our ultimate hope that through the volunteer program there will be a concerted effort to make education more effective and ensure the bright future our students deserve. Please contact building administration for details regarding volunteer opportunities and security clearances.

CUSTODY

It is essential that the school be aware of custody arrangements and changes in custody. In order to best serve all concerned parties, please provide a current copy of any custody papers.

STUDENT DRESS

Student dress is the responsibility of students and their parents except in those few cases where a student's clothing or appearance is judged by the principal to be a distraction to the educational process or a safety or health hazard to the student or to others. Student clothing is to be properly fitted, clean and in good repair. The school believes that there is a direct relationship between a student's dress and grooming habits and behavior in school. Footwear is required at all times; going barefoot is prohibited as a health hazard. Parents will be called for notification of improper student dress and may be asked to provide appropriate attire.

OPEN HOUSE AND PARENT/TEACHER CONFERENCES

During the month of September each building will sponsor an open house. This is a time for parents and teachers to meet in a large group and discuss the year's expectations.

Parent/teacher conferences are scheduled during the year. As a legal guardian you may request a conference whenever you feel there is a need. Please allow the teacher a reasonable amount of time to make the necessary arrangements.

EMERGENCY SCHOOL CLOSINGS

If and when it becomes necessary to close school due to an emergency, such as inclement weather, local radio and television stations will broadcast all pertinent information. District notification systems will be employed. It is imperative to provide, and maintain, current and accurate parent contact information to your child's school.

FAMILIES MOVING OUT OF THE DISTRICT

In order for you to enroll your child in another school district, you must first complete a withdrawal form and obtain an immunization record from the building office. Scholastic and health records will be mailed directly to the new school.

ADDRESS CHANGE

Change of address, telephone number or name **must** be reported to the secretary in the office.

INTRAMURALS

These activities will be scheduled throughout the school year and begin following building dismissal. Building Principals will send home to parents special bulletins listing activities, dates, times and places. Boys and girls are encouraged to participate in all programs. Additional programs will be offered in areas of student interest as recommended by Building Principals and District Athletic Director.

LOST AND FOUND

A container for "lost and found" articles is located in the administrative office area. Children should be encouraged to check for missing items. It is helpful if coats, hats, boots and other items of clothing are labeled with your child's name. Proper identification should also be placed in book and lunch bags.

PTA

PTA is always looking for new members to assist in making our school extra special. Parent school organizations have open membership for all interested parents. Bulletins are sent home with the students announcing meetings and program activities.

RECESS PARTICIPATION

Recess periods provide time for students to exercise, socialize and relax from the ordinary classroom routine. Most recesses are outside, and students are required to be outside during these times unless unable to do so because of illness. Any student who is ill, able to attend school, but unable to participate in the outside recess, must have a note from home requesting that he/she is to be allowed to remain indoors during recess. A doctor's note may be required if the request is for a period of time over three days. Students should dress according to weather conditions.

TOYS/EQUIPMENT

Children are not allowed any type of toys, equipment or multi-media devices which include cell phones, MP3 players and hand held gaming systems in school. Toys and equipment are provided by the school district for children's use. A warning will be issued for a first violation. Subsequent violations will result in items being held by Building Principal for parent retrieval.

SCHOOL INSURANCE

Insurance may be purchased at a reasonable rate and is available on a school day basis or a twenty-four hour coverage.

SCHOOL MATERIALS CARE

Textbooks, library books and other school materials used by students should be treated with care and respect. Students are responsible for books or materials which are damaged or lost while in their care and assessment will be made to cover the cost of repair or replacement.

STUDENT PICTURES

A professional photography company comes into the school once a year to take the children's pictures. Please do not feel obligated to purchase any of these photos. The companies require payment prior to pictures being taken. Even if you choose not to purchase any pictures, your child's picture will be taken for school records.

ARRIVAL/DISMISSAL TIME

EverGreen Elementary and R.D. Wilson Elementary arrival time is 8:00 a.m. with dismissal at 3:00 p.m.

*NOTE - Dismissal time may vary.

Early dismissal for a holiday and for an in-service will be at 12:00

Please refer to Western Wayne School District Calendar for additional information.

WESTERN WAYNE BOARD OF EDUCATION

Mr. Donald Olsommer, Jr., President

Mr. Donald McDonough, Vice President

Mr. Jeff Gogolski, Treasurer

Mr. Gary Enslin

Mr. William Gershey

Mrs. Bernice Fiorella

Mr. Rick Hoch

Mr. Roger Shaffer

Mr. Ethan Wood

ADMINISTRATION

Dr. Matthew Barrett, Superintendent

Miss Ellen M. Faliskie, Assistant Superintendent

Ms. Rose Emmett, Business Manager

Mr. Justin Pidgeon, EverGreen Principal

Mrs. Kerrie Fitzsimmons, EverGreen Assistant Principal

Mrs. Maria A. Miller, Robert D. Wilson Principal

Mrs. Cynthia LaRosa, Director of Special Education

Mrs. Jennifer Robinson, Assistant Director of Special Education

Mrs. Elizabeth Gregory, Early Intervention Supervisor

Mrs. Maria Liptak, Food Service Supervisor

Mrs. Kristen Donohue, Western Wayne Middle School Principal & Curriculum Director

Miss Elizabeth Watson, Western Wayne Middle School Assistant Principal

Mr. Paul Gregorski, Western Wayne High School Principal

Mrs. Jennifer Bradley, Western Wayne High School Assistant Principal

Mr. Brian Seaman, Network Administrator