

**Western Wayne School District  
Elementary Division Student Handbook  
2015-2016**



**The Western Wayne School District will work for excellence . . .  
for everyone . . . in all things . . . always.**

**EverGreen Elementary School**

**Miss Ellen M. Faliskie, 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/Rtl 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 Elementary 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 EDUCATION RIGHTS AND PRIVACY ACT**

The Family Education Rights and Privacy Act (FERPA) grants parents and students who are over eighteen years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the date the District receives a request for access.

Parents or eligible students should submit to the school principal, or other appropriate school official, a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, a person serving on the school board), a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirement of FERPA. The address of the office that administers FERPA is:

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

## **NOTICE TO PARENTS OF CHILDREN WHO RESIDE IN WESTERN WAYNE SCHOOL DISTRICT ACT 504**

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

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

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

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

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact, in writing, the person listed above or any building principal.

**Confidentiality:** All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The Districts have policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing, the person named above or any building principal.

### **ATTENDANCE POLICY**

Attendance at school is essential for maximum success. **Absences due to illness, quarantine, death in the immediate family, impassable roads, and inclement weather are excused.** Other excuses for absence are classified as unlawful or unexcused. If your child does not want to come to school, please contact the school office immediately.

**ATTENDANCE POLICY (continued)**  
**DEFINITION**

**UNLAWFUL ABSENCE:** Unexcused absence for all students under the age of 17; this includes all elementary students.

**UNEXCUSED ABSENCE:** 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.
2. **Excused absences** for the student includes the following reasons:
  - a. Illness
  - b. Quarantine
  - c. Death in the immediate family
  - d. Inclement weather
  - e. Impassable roads
  - f. Pre-approved observance of religious holidays; Pre-approved family/educational trips.
    - \* **All absences after ten (10) days, by law, whether approved by the office or not, are habitual (example: vacation days). All absences after ten (10) days require Doctor's excuses.**
    - \***After fifteen (15) days, Western Wayne School District requires Doctor excuses for all absences and a Truancy Elimination Plan to be developed.**
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. All unlawful absences after the third (3) absence becomes subject to fines and court costs.

**1. First Unlawful Absence**

After one (1) unlawful absence, a letter will be mailed home. The letter will include:

- a. The date of the unlawful absence(s).
- b. The legal penalties established by law for violation of compulsory attendance requirements.
- c. The name and telephone number of the School Counselors.

**2. Second Unlawful Absence**

After two (2) unlawful absences, a letter will be mailed home. The letter will include:

- a. The dates of the unlawful absences.
- b. The legal penalties established by law for violation of compulsory attendance requirements.
- c. The name and telephone number of the School Social Worker.

**3. Third Unlawful Absence**

After three (3) unlawful absences, a letter will be mailed home. The letter will include:

- a. The dates of the unlawful absences.
- b. The legal penalties established by law for violation of compulsory attendance requirements.
- c. The name and telephone number of the School Principal.
- d. Truancy Elimination Plan (TEP) developed with the parent/caregiver.
- e. Information that three (3) days after giving such notice, the student or parent/caregiver who again violated the compulsory attendance requirements shall be liable without further notice.

**ATTENDANCE POLICY (continued)  
TRUANCY ELIMINATION PLAN (TEP)**

“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 Truancy Elimination Plan (TEP) 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. (PDE, February 2015, p.24).”

**4. Subsequent Unlawful Absences**

After subsequent unlawful absences, a certified letter will be mailed home. The letter will include:

- a. The dates of the unlawful absences.
- b. The legal penalties established by law for violation of compulsory attendance requirements.
- c. Parent/caregiver will be contacted by a School Official.
- d. The TEP information.
- e. Information that three (3) days after giving such notice, the student or parent/caregiver who again violated the compulsory attendance requirements shall be liable without further notice.
- f. All future unlawful absences will be referred directly to the magisterial district judge and/or with Children and Youth Services.

**SUBSEQUENT UNLAWFUL ABSENCES**

After agreeing to a TEP, or if there is not agreement on a TEP, and three (3) days have passed since the parent/caregiver received the official notice of the child's third unlawful absence, if a child is unlawfully absent, at any point within the school year, an official notice of unlawful absence will be sent home. The purpose of this correspondence is to inform the child's parent/caregiver that the child has violated the TEP or, if there is not a TEP, to inform the child's parents/caregiver that the child has again violated the compulsory requirements, and advise the parent/caregiver that a citation will immediately be sent to the magisterial district judge. To ensure the parent/caregiver receives the notice, it is recommended that the notice be sent through certified mail. After this step, the school is not obligated to inform parents in writing of absences, but it is recommended that the school call the parent/caregiver to inform them of additional truant behavior. Schools should refer all future incidents of truancy directly to the magisterial district judge having jurisdiction in the region (PDE, February 2015, pgs. 24-25).

**REFERRAL to COUNTY CHILDREN and YOUTH AGENCY**

**Children Under 13 Years of Age:**

- a. Any child who has not attained the age of 13, 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 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. If the parent/caregiver provides written consent, a copy of the TEP should be forwarded to the county children and youth agency (PDE, February 2015, p.25).

## **ATTENDANCE POLICY (continued)**

- b. **Habitually Truant:** The School Code defines habitually truant as absent for more than three (3) school days or their equivalent following the first notice of truancy given after a child's third unlawful absence (PDE, February 2015, p.25).

## **CONTINUED TRUANCY REGARDING UNLAWFUL ABSENCES**

If a child of any age continues to be truant after the above actions have been taken, then school districts are encouraged to file citations with the local magisterial district judge citing the child's continued truancy on a weekly basis. It is imperative that the local magisterial district judge be kept informed if truant behavior continues after a plan is in place (PDE, February 2015, p.25).

## **CUMULATIVE LAWFUL ABSENCES**

After ten (10) absences, a letter will be mailed home. The letter will include:

- a. The student's attendance record.
- b. The legal penalties established by law for violation of compulsory attendance requirements.
- c. The name and telephone number of the School Counselors.
- d. Doctor's notes are required.
- e. Student will be referred to Student Concerns.

After fifteen (15) absences, a letter will be mailed home. The letter will include:

- a. The student's attendance record.
- b. The legal penalties established by law for violation of compulsory attendance requirements.
- c. The name and telephone number of the School Social Worker, requiring parent/caregiver make arrangements for a Truancy Elimination Plan (TEP) meeting.
- d. Doctor's notes are required.
- e. Truancy Elimination Plan (TEP) may be developed.
- f. Student will be referred to Student Concerns.

After twenty (20) absences, a letter will be mailed home. The letter will include:

- a. The student's attendance record.
- b. The legal penalties established by law for violation of compulsory attendance requirements.
- c. The name and telephone number of the School Social Worker, requiring the parent/caregiver to review or develop a Truancy Elimination Plan (TEP).
- f. Doctor's notes are required.
- g. Student will be referred to Student Concerns and the IMPACT/SAP team.

After thirty days (30) a letter will be mailed home. The letter will include:

- a. The student's attendance record.
- b. The legal penalties established by law for violation of compulsory attendance requirements.
- c. The name and telephone number of the Superintendent's Office, requiring the parent/caregiver to review the Truancy Elimination Plan (TEP).
- d. Doctor's notes are required.
- e. Student will be referred to Student Concerns and the IMPACT/SAP team.
- f. The nurse will contact the student's Doctor to clarify any medical needs.

**\*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.**

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.
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:

1<sup>st</sup> incident: Driver warns student.

2<sup>nd</sup> incident: Student assigned front seat if possible.

3<sup>rd</sup> 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 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.

#### **RULES:**

1. Active Listening
2. Respect
3. Truth/Trust
4. Safety
5. Personal Best

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 -\$2.15, 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.**

## **TECHNOLOGY POLICY (continued)**

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
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:

## **TECHNOLOGY POLICY (continued)**

- 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

**VOLUNTEER PROGRAM (continued)**

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.

**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. Hair color is to be a natural color. 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.

**FAMILIES MOVING OUT OF THE DISTRICT**

In order for you to enroll your child in another school district, you must first obtain a transfer card as well as an immunization card 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 will be at 1:00

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

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

**WESTERN WAYNE ELEMENTARY SCHOOLS  
2015-2016  
HANDBOOK FOR PARENTS AND STUDENTS**

I have read and I understand the Western Wayne Elementary Parent and Student Handbook and its contents, including but not limited to: *Student Discipline & Social Skills Program, Family Education Rights and Privacy Act, and Act 504 Notice.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Homeroom

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

If you have any questions or concerns, please don't hesitate to call your building principal.  
Return this form with required signatures to your homeroom teacher prior to September 25, 2015.  
(This form will be placed on file in the Building Principal's Office.)

**WESTERN WAYNE ELEMENTARY SCHOOLS  
2015-2016  
ATTENDANCE POLICY**

This policy was created collaboratively to assist the EverGreen and Robert D. Wilson Elementary students in improving attendance. In an effort to encourage attendance and to enhance academic performance, it is important to send your child to school daily. It has been researched that those that miss frequently in elementary school have a higher drop-out rate in high school, thereby, limiting the child's true potential (<http://www.nea.org/home/13579.htm> or <http://www.attendanceworks.org/wordpress/wp-content/uploads/2013/05/Early-Intervention-NDPC-SD-webinar-FINAL-5-24-13.pdf>).

Please sign and return this page. By signing this document, you acknowledge that you have read and understand the Attendance Policy. If you have any questions please feel free to contact the Principal, Counselors, or Social Worker at 1-800-321-9973.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade/Homeroom

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Western Wayne School District  
Computer and Internet Use Agreement  
2015-2016**

**PARENT OR GUARDIAN**

As the parent or legal guardian of \_\_\_\_\_, I have read the Acceptable Use of Computers and Technology Policy. I understand that the use of computers and the internet is a privilege and is intended to be used for educational purposes. I also understand that the Western Wayne School District has taken precautions to filter the internet access to block access to objectionable materials in accordance with Federal Laws. However, I also realize that it may be impossible to block access to all objectionable materials and that my child understands that he/she is responsible for using the computers and the internet appropriately for educational purposes in accordance with the policy. By signing below I give permission for a computer access account to be established for my child to use the school's computers and for my child to use the School District computers and network to access the Internet.

---

\_\_\_\_\_  
Parent or Legal Guardian Name (please print):

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date



# DIRECTORY INFORMATION PHOTO NEWS RELEASE FORM



This letter is to inform you of the many opportunities we have to reward and publicize the many student accomplishments throughout the school year. We frequently take photographs of the students and would like to use them in a variety of ways ranging from the newspaper to the school web-site to the television, etc... To do this, we are asking for permission to release items to the media.

Please complete the bottom portion of this letter and we will keep it on file.

Thank you.

- .....
- Building:**
- EverGreen Elementary School
  - Robert D. Wilson Elementary School
  - Western Wayne Middle School
  - Western Wayne High School

## \*\*\*MEDIA RELEASE\*\*\*

- I give permission for photograph/image to be released.
- I **DO NOT** give permission for photograph/image to be released.

\_\_\_\_\_

*(Student's Name)*

\_\_\_\_\_

*(Grade)*

\_\_\_\_\_

*(Parent/Guardian Signature)*

/ /

\_\_\_\_\_

*(Date)*

# PLANNING TO RESPOND AND RECOVER

**\*\*NOTE...This form MUST be returned to the Building Office**

## Emergency and Disaster Preparedness Student Release Procedures

In the event of an emergency/disaster, your children will remain at their assigned student assembly area until you or the person designated by your signature comes to the school and personally signs your child out. The American Red Cross may be requested to assist in locating families of staff and students in a disaster. This is considered family reunification. **NOTE:** This is the only condition under which your child can be released by school personnel. To be certain that we know when the child is released and that the emergency is handled in a calm, orderly way, we ask that you complete this letter which contains the Disaster Release.

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I designate the following three people to who my child may be release in case of emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I release my son/daughter to any adult with whom he/she feels comfortable.

Check one:  YES  NO

**MEDICAL ALERT:** Condition \_\_\_\_\_ Medication \_\_\_\_\_

**\*\*Please send a letter giving the principal or designee permission to administer this medicine in time of emergency.**

If telephone service is interrupted, long distance service will be the first service repaired. Please list a long distance telephone number to call with information in case local telephone service is interrupted. In the event of a catastrophic disaster, this should be an out-of-state number.

Long Distance ( ) \_\_\_\_\_ Name to Contact: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **FOR SCHOOL USE ONLY**

By: \_\_\_\_\_

On: \_\_\_\_\_

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Ms. Rose Emmett, Business Manager

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Mrs. Maria Miller, Robert D. Wilson Principal

Mrs. Cynthia LaRosa, Director of Special Education

Mrs. Mary Jo Price, Assistant Director of Special Education

Mrs. Elizabeth Gregory, Early Intervention Supervisor

Mrs. Maria Liptak, Food Service Supervisor

Mr. Brian Seaman, Network Administrator