

Dear Parents,

Welcome to the Wilmington Area Elementary School! The faculty and staff are excited to begin a new year. We hope that your experience in the elementary school is both a challenging and rewarding one.

The purpose of this handbook is to give students, parents, and teachers information concerning the working details of the Wilmington Area Elementary School. This handbook should be used as a reference when you have questions about activities and regulations at our school. Please take time to read and review it with your child. Discussion of the rules will not only help you understand how our school is organized, but will also confirm in your child's mind the importance of rules.

The school personnel like to have actively involved parents. If you have a particular concern to discuss with a teacher, please write a note or call to arrange a conference time, which would be suitable to your schedule as well as the teacher's. The school staff is very anxious to have you well informed on all aspects of your child's education.

To maintain a happy, positive atmosphere, the students, parents, and school personnel need to work together. We are looking forward to our 2018-2019 school year and to meeting and working with each of you. We are always open to suggestions and/or questions and welcome them at any time.

Sincerely,

Robert E. Kwiat, Jr.  
Elementary Principal

## **MISSION STATEMENT**

To inspire and prepare students to learn continuously and to live purposefully and responsibly.

## **VISION STATEMENT**

Students will compete successfully in taking on life's challenges, knowing they are empowered to make a difference in an ever-changing world.

## **SHARED VALUE STATEMENT**

We believe that...

- All people deserve to be treated with dignity and respect.
- All students learn best in a safe, caring, and supportive environment.
- Education is a collaborative effort involving community, family, and district.
- All students must be prepared as responsible and productive citizens in a local, national, and global environment.
- Learning should be engaging, relevant, and lifelong.
- Acquisition of skills such as research, technology, communication, and critical thinking is essential.
- Growth comes from struggle and perseverance which foster success.
- Various instructional methods are needed to maximize individual student learning potential.
- Students need a variety of opportunities to pursue their individual interests and life goals.
- Students need to develop a confident sense of self and to take pride in their school community.

## Table of Contents

School Board/School Personnel	4	Guide to Infectious Diseases	20-22
Telephone Numbers and Addresses	5	Dress Code	22-23
Staff/PTO	6-8	Lost and Found	24
Daily Schedule	8	Discipline	24
Academics	9	Suspension/Expulsion	24
Homework/Homework Hotline/Tyler Technologies	9	Library Rules	24
Title I Reading and Math	9	Cafeteria Rules	24-25
Music, Art, Library Instruction	10	Breakfast/Lunch Prices	25-26
Speech/Language Therapy	10	Fire Drills	26
Physical Education, Computer Instruction	10	Recess	27
Elementary Counselor	11	Visitors 27-28	
Special Programs/ESL 11		Parties/Invitations in the elementary school	29
Kindergarten	12	Gum Chewing	29
Vacations During the School Year	12	Care of School Property	29
Absences and Excuses/Tardiness	13	Non-Discrimination Policy	29-30
Special Dismissal Requests	14	Bullying/Cyberbullying	30-32
Drop-off/Pick-up Procedures	14	Student Conduct and Discipline Code	33-44
Childcare	15	Smoke-Free/Tobacco-Free Environment	45
Alert Now:Delays/Cancellations/Weather	16	Parent's Right to Know/Spanish	46-49
Rules of Conduct on the School Bus 16		Special Ed/Early Intervention Service/Programs	50
Bus Problems	16-18		
Open House	18		
Telephone/Cell Phones 18			
Student Insurance	18		
Health Services/ Medications/Immunizations	19-20		

## **WILMINGTON AREA SCHOOL DISTRICT BOARD OF EDUCATION**

Dr. Bo DiMuccio	President
Mrs. Lynn Foltz	Vice President
Mrs. Deb Crum	Board Secretary
Mr. Joshua Latore	Business Manager
Mrs. Autumn Miller	Assistant Secretary
Mr. William Taylor	Mr. Joseph Goodge
Mrs. Kathryn Riley	Mr. David Dawson
Mr. Jacob Berlin	Mr. Robert Curry

## **SCHOOL PERSONNEL**

Dr. Jeffrey Matty	Superintendent
Mr. Michael Wright	High School Principal
Mr. George E. Endrizzi	Middle School Principal
Mr. Robert E. Kwiat, Jr.	Elementary Principal
Mr. Kenneth C. Jewell	Director of Curriculum and Instruction
Miss Mary Anne Grubic	Special Education Supervisor
Dr. Michael O'Donovan	School Psychologist
Mrs. Valerie Lewis	Counselor...3050
Mrs. Sara Telesz	Gifted Teacher
Mrs. Kayla Celli	Speech & Language Therapist

Mrs. Corinne Combine	Speech & Language Therapist
Mrs. Cherie Perrine	STEAM & Physical Education
Mrs. Katherine Gardner	Art...Ext. 3351
Mrs. Brittany Campbell	Music...Ext. 3352
Mrs. Amy Ball	Library...Ext. 3040
Miss LeAnn Petro	Technology
Mrs. Jill Postema	STEAM & Art
Mrs. Anna Daugherty	School Nurse...Ext. 3030
Mr. Ed Freer	Food Service Director...Ext. 6075
Mr. Matt Maine	Technology Manager...Ext. 6543
Mr. Aaron McConahy	Infostructor Engineer...Ext. 6544

### **TELEPHONE NUMBERS AND ADDRESSES**

<b>District Telephone Number</b>	<b>(724) 656-8866</b>
<b>Superintendent's Office 300 Wood St., New Wilmington, PA</b>	<b>Ext. 6000</b>
<b>Wilmington Area Elementary School 450 Wood St., New Wilmington, PA</b>	<b>Ext. 3000</b>
<b>Food Service Director-High School 350 Wood St., New Wilmington, PA</b>	<b>Ext. 6075</b>

## **ELEMENTARY SCHOOL PERSONNEL**

Name	Subject	Extension
Mrs. Lisa Carna	Kindergarten	3324
Mrs. Allison Ciavarino	Kindergarten	3325
Mrs. Courtney Lipo	Kindergarten	3350
Miss Nichole Prince	Kindergarten	3323
Mrs. Stephanie Cameron	Grade 1	3320
Mrs. Lori Cox	Grade 1	3314
Mrs. Maria Gill	Grade 1	3321
Mrs. Constance Nych	Grade 1	3322
Ms. Amy Hazlett	Grade 2	3313
Mr. Curtis Nugent	Grade 2	3310
Mrs. Pamela Redfoot	Grade 2	3311
Mrs. Christine Zarone	Grade 2	3312
Mrs. Kimberly Domalik	Grade 3	3364
Mrs. Betsy Martin	Grade 3	3361
Mr. Michael Neurohr	Grade 3	3360
Ms. Tracy Andrews	Grade 4	3363
TBA/Mrs. Valerie Lewis-PM	Grade 4	3365
Miss Martha Shaw	Grade 4	3362
Miss Emily Stock	Grade 4	3366

Mrs. Jeannie Carr	Title I	3305
Mrs. Jackie Sheen	Title I	3305
Mrs. Tawnee Hunter	ESL, LS, Title I	3022
Mrs. Kim McCormick	Title I	3305
Miss Karen Raines	ES/LS	3301
Mrs. Nichole Dickey	AS, Life Skills	3341
Mrs. Amy Rubin	Learning Support	3303
Mrs. Alex Schroder	Learning Support	3304
Mrs. Marlene Hauger	Secretary	3000
Mrs. Julie Shenker	Secretary	3001
Mrs. Kelly Nan	Sp. Ed. Secretary	6503
Mrs. Dawn Serafino	Aide, Secretary	3000
Mrs. Jodi Drake	Teacher's Aide	
Mrs. Darla Hanna	Teacher's Aide	
Mrs. Sally Hilton	Teacher's Aide	
Mrs. Brandy McAllen	Teacher's Aide	
Mrs. Jody Styer	Teacher's Aide	
Ms. Melisa Steiner	Custodian	
Mr. Bob Winters	Custodian	
Mrs. Sarah McBride	Cafeteria	3075
Mrs. Judy Bobic	Cafeteria	
Mrs. Jo Ann DeVite	Cafeteria	
Ms. Samantha Harshbarger	Cafeteria	

## PTO OFFICERS

Mrs. Molly Stephens	Co-President 724.730-7144
Mrs. Stacey Reimers	Co-President
Mrs. Melissa Gardner	Vice President
Mrs. Molly Slick	Secretary
Mrs. Karli Offutt	Treasurer

## DAILY SCHEDULE

8:30	Teachers Sign In
8:45	Students may enter building (not before this time, please)
9:05	Tardy Bell/Start of Instruction
11:20	Lunch Kindergarten
11:50	Lunch Gr. 1, Gr. 2
12:20	Lunch Gr. 3, Gr. 4
3:30	Walkers/Car rider dismissal*
3:45	Bus Loading
4:00	Teachers Sign Out

\*Beginning at 3:30, parents who are picking up their children must enter the Cowden Rd. driveway and line up at the front of the elementary school beyond the main entrance. Staff will dismiss students to your vehicle once they see you in line. Parents must exit the school campus using the Cowden Rd. driveway. **Under no**



**circumstances** may parents exit by the stadium as this will interfere with the buses. (Please send in a note stating how your child is being dismissed.)

Any parent who is **not in line by 3:30** will enter the Cowden Rd. driveway and wait at the stop sign by the elementary driveway until all buses have left.

**NOTE:** Walkers and other non-bus riders are to be in their homeroom by 9:00 A.M. or they will be marked Tardy. Anyone arriving after 10:10 A.M. will be marked with a half-day absence. Anyone leaving school before 2:45 P.M. will be marked with a half-day absence.

## **ACADEMICS**

Wilmington Area Elementary School maintains high standards regarding academic integrity. Each student is expected to do his/her own work and is encouraged to put forth their best effort. Report cards will be sent home at the end of each nine-weeks grading period. The report card should be examined by the parent/guardian who needs to sign and return the envelope only.

## **TYLER TECHNOLOGIES**

Tyler Technologies is a software service that permits parents and students to view grades and check on completed assignments. Grades will be updated weekly by teachers and can be viewed from any computer that has internet access. All new students are given information as to how a Tyler Technology account is to be set up, including an Activation Code. Once you have activated your account, and the teaching staff has posted information, you can use Tyler to view up-to-date information on your child's progress. **If you do not have internet access, or want to receive information by other means, please contact the Guidance Office or leave a message with individual teachers.** Teacher's voice mail numbers can be found in the front of this handbook.

## **TITLE I READING AND MATH**

The Title I Reading and Math Programs are federally funded projects operated in accordance with federal and state guidelines. Students in this program receive support from one of our Title I teachers. Reading and math difficulties are diagnosed by the title teachers and the classroom teachers. Students often receive instruction in a small group each week. The Title I teachers and classroom teachers work cooperatively to meet students' needs.

### **MUSIC INSTRUCTION**

All children participate in this aspect of the music program. The music instructor meets with each class accordingly: Time periods are approximately 35 to 40 minutes.

### **ART INSTRUCTION**

The art instructor meets with grades K-4 each week for 35-40 minutes of instruction.

### **LIBRARY INSTRUCTION**

Students in grades K-4 receive instruction and have the opportunity to check out books each week. Time periods are approximately 35 to 40 minutes.

### **SPEECH AND LANGUAGE THERAPY**

The Speech and Language Therapists test the hearing and speech of all the elementary students. Those needing speech correction are grouped according to their weakness and then meet with the therapist for instruction. A progress report to the parents is included every grading period.

### **PHYSICAL EDUCATION INSTRUCTION**

The physical education instructor meets with students in grades K-4 for approximately 35-40 minutes once a week.

### **TECHNOLOGY INSTRUCTION**

All children in grades 1-4 receive instruction in technology. Their instruction may include electronic research, multi-media presentations and graphics.

Computers are also widely used as an instructional tool in the Title I reading and math classes, the special education classes and the regular education classes.

### **ELEMENTARY COUNSELOR**

The elementary counselor meets with all the elementary classes several times during the school year. In these classes, the students are taught skills that help them better understand themselves and effectively deal with their everyday problems.

The elementary counselor also meets with individual students upon request by a parent, teacher or the student themselves. Parents who have questions or concerns are welcome to call the counselor.

### **SPECIAL PROGRAMS**

Special programs are available at the Wilmington Elementary School to meet the needs of children with special learning needs as well as those students who qualify for gifted instruction.

### **ESAP**

Anytime a child is having a school related problem, academic, social, emotional, physical, behavioral, etc., a referral can be made to the Elementary Student Assistance Program by a teacher or parent.

The ESAP team meets and analyzes the problem and formulates goals and strategies to solve or improve the situation.

Permanent members of ESAP are the elementary principal, the School Psychologist, the elementary counselor and the child's homeroom teacher. The child's parents and any other staff member who have close contact with the child also participate as team members.

## **KINDERGARTEN**

The kindergarten program is probably the first school experience for most five year-old children. Those eligible to enter need to be five years of age before September 1 of the present school year. Kindergarten is a place for the child to learn how to get along with themselves and with others. Independent and self-reliance attitudes toward school and learning, and a readiness for formal study are acquired. The basic educational experiences that the child receives are developed around strategies that help guarantee success to the child. Our flexible program enables the child to learn by doing, exploring, discovering, and creating. There are many manipulative playthings, which help stimulate the child in his educational experiences. The classes are full day sessions. The kindergarten classes are included in most activities that occur in the elementary school during the school day.

## **VACATIONS DURING THE SCHOOL YEAR**

Vacations while school is in session are strongly discouraged. A child can never completely make up what they miss by not being in school. Not only does it affect the child who misses but it affects all the others because the teacher must take some class time to do makeup work with the child who has missed.

In an effort to provide time for family vacations during the school year, and still avoid as many absences as possible, we have built a school calendar that provides several one, two or three day breaks. In addition, there will be seven school days off for Christmas, four for Thanksgiving and six for Easter this year.

We would greatly appreciate it if you would make an effort to plan school year vacations on the days that school is not in session.

**If you must take your child out of school for vacation purposes, request a “Pre-Approved Educational Trip Form” from your school office. Approval forms must be completed and returned to the Building Principal at least 5 days prior to the requested trip. Requests made after the trip has been taken will not be approved.**

**Vacations will only be approved as an excused absence if they are with a**

**child's parent or parents. Vacations taken by a student with friends or relatives, not accompanied by a parent, will be marked as an unexcused absence. Educational trips during Pennsylvania System of School Assessment tests**

**(PSSA) will not be approved for third and fourth grade students. (Weeks of April 15-17, April 30, May 1, 2, and 3.)**

Students may request up to five days of absence per school year to take educational trips with their parent/guardian. Absences for more than five days must be approved by the Superintendent. In addition, arrangements for make up work must be made with the teacher involved. If the above conditions are not met, these days will be considered illegal/unexcused absences.

### **ABSENCES AND EXCUSES**

The School Laws of Pennsylvania classify all absences as unexcused or illegal except those for the following reasons: Illness of the student, death in the immediate family, quarantine, and “exceptionally urgent reasons” that affect the child. **“Personal Reasons” is not an excused absence and will be marked as “unexcused”.** An unexcused absence is unlawful for all students under the age of seventeen. The State Laws of Pennsylvania require that legal action be taken after three (3) days of unlawful absence. **Students must present a written excuse within five (5) days of his/her return to school.**

When students are absent from school, they must bring a written excuse to school the first day they return. **If the child does not bring an excuse within five (5) school days, the absence will be marked “unexcused”. After 3 (three) unexcused absences, a letter will be sent to parents warning of possible actions through the magistrate.**

Preprinted excuse forms will be issued to students for parent/guardian convenience. If the form is not used, please be sure to include the date(s) of absence, reason for absence and parent/guardian signature.

Students who arrive after the designated starting time will be marked tardy. Students must have a written excuse explaining the reason for their tardiness. If they don't, the tardy will be marked as unexcused.

Students who arrive /leave after 10:10 am and/or before 2:45 pm at the elementary, will be marked with a half-day absence.

If a student has excessive absences (15 or more), the school district will require that a doctor's excuse be provided for each and every absence.

Dentist and doctor appointments should be made after school hours. If this is not feasible, the appointment should be made as late in the afternoon as possible. In these cases, please provide an excuse from the dentist or doctor.

The annual "**Take Your Child to Work**" day will not be approved as an excuse. Regular school attendance is in the best interest of the student and his/her progress in school. Please feel free to observe that day during the summer months or when school is not in session.

For further clarification we encourage you to read the "Attendance/Absence Procedures and Policies" in the district calendar.

### **SPECIAL DISMISSAL REQUESTS**

In accordance with Wilmington Area School District Board Policy - No. 810 adopted on January 19, 1998 **we cannot:**

1. Honor daily requests to have a child ride any bus except the one he or she is assigned to.
2. Honor daily requests to have a child left off at any other bus stop than the one established as their regular stop.

### **DROP OFF AND PICK-UP PROCEDURES**

In an effort to provide greater safety for your child/children, we are asking that you follow the following procedures when dropping off and/or picking up your children from school. **PLEASE SEND A NOTE WITH YOUR CHILD REGARDING HOW YOUR CHILD WILL GO HOME FROM SCHOOL.**

- Any student arriving after 9:05 am will be marked tardy
- Use the Bus Loop – this is of the utmost importance!!
- Be Patient
- Use the Parking Lot across from the staff lot
- Come to a complete stop at the crosswalk areas
- Do not drop your child off in the middle of the staff parking lot
- Do not park in the staff parking lot

- Do not park in handicapped spaces
- Do not park your car in the bus loop

## **CHANGE IN PICK-UP PROCEDURE**

Children who live within the New Wilmington Borough will be the only students dismissed as walkers. All children living outside the borough will either ride a bus or be picked up as a car rider. If you are picking your child up, **please wait in your car** on the school-access road next to the baseball field off Cowden Road beginning at 3:30. **Due to safety concerns, parents will no longer be allowed to wait for their child's dismissal in the school lobby.**

## **CHILDCARE**

The school district will cooperate with working parents and reasonable child care arrangements. This means the child will be picked up and/or discharged at the same bus stop on the same bus route **EVERY DAY** (Monday through Friday). The child may be picked up at one location and dropped off at a different location; once established, these locations may not be altered unless there exists extenuating circumstances, as presented by the parent(s) and/or guardian(s) and approved by the Superintendent, that necessitated such a change. Parent(s) and/or guardian(s) may request, in writing, that a student be reassigned to a different bus stop or bus route. Each written request must be on the appropriate form available from any office.

Each written request will be considered and evaluated on an individual basis. Additional buses will not be added or established routes altered to accommodate an individual transportation request. Requests for students to ride on an alternate bus or be assigned an alternate bus stop will be approved only if the following conditions are met:

1. There is space on the alternate bus.
2. The requested stop is already designated on an established bus route.
3. The bus route does not have to be changed or extended.
4. The change does not increase the cost to the school district.

### **Emergency Requests**

Emergency requests in writing from a parent and/or guardian for an alternate bus or an alternate bus stop may be approved by the Building Principal for the following reasons:

1. Death in the family.
2. Hospitalization of an immediate family member.

### **SCHOOL DELAYS/CANCELLATIONS/WEATHER EMERGENCIES**

The District has implemented an automated telephone system to notify parents of school delays, cancellations, or emergencies. If you do not receive the automated call early enough for your schedule, feel free to call the school at (724) 656-8866 and press 8 to hear the most up-to-date delays or closings. Also, the district will continue to use the radio stations, television stations, and television websites.

Remember, some stations do not announce delays and closings as received but make the announcement when their regular programming schedule permits. The following radio and television stations will be used to broadcast this information:

WKST (1200 AM New Castle), WBZY (1280 AM New Castle), WPIC (790 AM Sharon), WWIZ (103.9 FM Mercer), WKBN (570 AM Youngstown), Y103 (102.9 FM Youngstown), and TV stations Channels 2, 11, 21, 27, and 33. **A two hour delay means buses start 2 hours later than usual and school starts 2 hours later than usual.** During a two hour delay situation, please stay tuned to your radio or TV station in case the delay is changed to a school closing.

Specific weather problems, such as your lane or area, are not always known. **Sending your child on severe days is always your decision.**

### **RULES OF CONDUCT FOR STUDENTS RIDING WILMINGTON AREA SCHOOL BUSES.**

School buses are extensions of regular school facilities and students are expected to conduct themselves on the buses as they do when they are in the school buildings. School bus drivers have the same responsibility and authority as the classroom teachers to enforce rules and regulations. Students who do not obey the bus drivers will be referred to the principal for further action. Remember, transportation by the school bus is a privilege, not a right, and this privilege can be suspended for any student who violates the rules. Video cameras have been installed on buses transporting Wilmington Area students to help ensure student safety.

**Students who ride Wilmington Area buses are expected to:**

- Demonstrate proper respect for the bus driver and to obey all of the driver's rules, regulations and instructions.



- Be on time at the designated school bus stop and walk in front of the bus within the bus driver's field of vision when crossing the road.
- File onto the bus, be seated immediately in seats assigned by the driver, conduct themselves properly, and exit from the bus in an orderly and well-disciplined manner.
- Remain seated while the bus is moving and stay seated until the bus comes to a complete stop.
- Maintain their voices at a moderate level of volume.
- Operate the emergency doors at the rear of the bus only when it is necessary to vacate the bus during an emergency or at the direction of the bus driver.
- Not litter or throw objects while at a bus stop or while on or outside of the busses.
- Practice good safety rules, refrain from putting hands or head out of the windows
- Refrain from using any device that might impair the safety of the riders or the safe operation of the bus.
- Refrain from fighting, using profane or obscene language, acting in an immoral manner, or being insubordinate to the bus driver.
- Remain in the bus unless otherwise directed by the driver in cases of road emergencies.
- Take proper care of the school bus vehicles.

### **Penalties**

**The following consequences may be used for minor infractions of the bus policy. More serious infractions may result in suspension of bus riding privileges as determined by the building principal.**

***First Offense*** - Students will be corrected by the bus driver, student's parents/guardian will be contacted by the contractor, and a bus discipline report filed by the driver.

***Second Offense*** - Students will be corrected by the building principal, student's parents/guardian will be contacted by the bus contractor and a bus discipline report filed by the driver.

***Third Offense*** - Students will lose his/her bus riding privileges for one (1) day, student's parents/guardian will be contacted by the bus contractor and building principal, and a bus discipline report will be filed by the driver.

***Fourth Offense*** - Students will lose his/her bus riding privileges for three (3) days, student's parents/guardian will be contacted by the bus contractor and building principal, and a bus discipline report will be filed by the driver.

***Fifth Offense*** - Students will lose his/her bus riding privileges for five (5) days, student's parents/guardian will be contacted by the bus contractor and building principal, and a bus discipline report will be filed by the driver.

**Sixth Offense** - Students will lose his/her bus riding privileges for ten (10) days, student's parents/guardian will be contacted by the bus contractor and building principal, and a bus discipline report will be filed by the driver.

**Seventh Offense** – Student will lose his/her bus riding privileges for the remainder of the school year, student's parent/guardian will be contacted by the contractor and the building principal, and a bus discipline report filed by the driver.

\*\*Penalties for fighting, vandalism, insubordination, and any other acts which in the opinion of the bus driver and the building principal constitute a serious action of misconduct will be initiated as the fourth offense level, three (3) days loss of bus riding privileges.

## **BUS PROBLEMS**

If you have a problem or question dealing with school bus transportation, you should first call the bus contractor. Krise Transportation, Inc. is the current bus company. Tim Krise is the owner and Earl Hogue is the Bus Manager. Mr. Hogue can be reached at 724.901-7126 or 724.901-7129. If you cannot get it resolved or answered at that level, call the office of the elementary principal at (724) 656-8866 (ext. 3000).

## **OPEN HOUSE**

Open House is held early in the school year for the purpose of meeting the teachers and staff. Students are welcome to attend. This year's dates are September 11th for Grades K-2 and September 13th for Grades 3-4 at the elementary school.

## **TELEPHONE**

Children are not permitted to call home. Calls may be placed for the child by school personnel and then the child may talk.

## **CELL PHONES**

Students are not permitted to use cell phones or pagers in school in any manner. They must remain completely off and out of view during school hours. If used, it will be confiscated and parents must come to retrieve it.

## **STUDENT INSURANCE**

All students may acquire the form for student accident insurance available through school, but parents are informed that the policy should be read carefully. Student insurance is an agreement between the insurance company and the parents.

The school can only provide the needed forms for settlement in case of accidents during the school term.

In accordance with school board policy, all elementary students that participate in an intramural sports program must either purchase student accident insurance or complete a "Certificate of Comparable Insurance" endorsed by their insurance agent and/or company representative. Alternative proof of comparable insurance may be one of the following:

1. Copy of Blue Cross/Blue Shield Card
2. Copy of Other Insurance Company Card
3. Copy of Insurance Policy
4. Other proof of insurance - Must be reviewed by an administrator.

## **MEDICATIONS**

The Wilmington Area School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given at home, it realizes that the health of some children requires that they receive medication while at school.

The School Board has adopted an updated policy regarding the administration of medications. The "Use of Medications" policy and "Authorization of Medication" form has been updated to reflect current safe practices for School Health programs.

Please ensure that you are familiar with this updated information. The Authorization form must be used when your child takes **BOTH** prescription and over-the-counter medicines not covered by Wilmington Area School District standing medication orders from the school physician. This form requires the signature of **BOTH** the parent **AND** the physician.

Some of the requirements have changed and/or additions have been made. Please take note of the following requirements:

Ø Parents are required to bring medication to school and give it to the appropriate school personnel.

Ø All medications must be in the original labeled pharmacy container or the original over-the-counter medication container.

Ø Medication will not be transported to and from school daily. Medications cannot be transported on the bus (unless otherwise approved).

Ø The parent/guardian shall pick up any unused medication or it will be properly destroyed by the nurse.

Ø The parent/guardian must assume responsibility for any changes in the student's health or change in medication. A new medication form must be completed by the parent and physician for each new change in medication.

This policy is now in effect. If you have any questions, please feel free to contact Anna Daugherty, Elementary School Nurse at (724) 656-8866, ext. 3030 or Sarah Vincent, MS/HS Nurse at ext. 1030.

Use of medications policy is available at any school office, or district website for review. "Authorization for Administration of Medication" form is located at any school office, from the school nurse or the district website.

## **IMMUNIZATIONS**

State Law requires that before they enter school, students must have had the following immunizations:

4 doses TD, or DT (Diphtheria, Tetanus, Pertussis) at least four weeks apart.  
Fourth dose must be given on or after fourth birthday.

4 doses Oral Polio Vaccine (one dose after 4<sup>th</sup> birthday)

2 doses of M.M.R. (Live Measles, Rubella, Mumps Vaccine)  
First dose must be given at **12 months** of age or older

3 doses of Hepatitis B. Doses 1 and 2 **must** be at least 1 month apart.  
Doses 2 and 3 **must** be at least 2 months apart.

2 doses of Varicella (Chickenpox vaccine) or date of chickenpox illness required. (Month/year or age of child).

Dates for these immunizations must be presented at the time the child is enrolled in school. If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion.

## **GUIDE TO INFECTIOUS DISEASES**

### **CHICKEN POX**

**Incubation:** 2-3 weeks  
**Period of Communicability:** 1-4 days before onset of rash/blisters  
**Control:** Exclude from school until vesicles become dry

### **CONJUNCTIVITIS (Pink Eye)**

**Incubation:** 24-72 hours  
**Period of Communicability:** Duration of active infection  
**Control:** Exclude from school until 24 hours after start of treatment.

### **FIFTH DISEASE**

**Incubation:** 4-20 days until development of rash  
**Period of Communicability:** Until rash appears  
**Control:** Not excluded from school since they are not contagious once rash occurs.

### **GERMAN MEASLES**

**Incubation:** 14-23 days  
**Period of Communicability:** Highly communicable from a few days before to at least 4 days after onset of rash.  
**Control:** Exclude from school for at least 4 days after onset

### **HEAD AND BODY LICE**

**Incubation:** Eggs will hatch in one week. Sexual maturity is reached about 8-10 days after hatching.  
**Period of Communicability:** While lice and nits (eggs) are alive.  
**Control:** Exclude from school until adequately treated and cleared by the school nurse.

### **IMPETIGO**

**Incubation:** indefinite  
**Period of Communicability:** Onset until sores are healed.  
**Control:** Exclude from school until 24 hours after appropriate treatment has begun.

### **MEASLES**

**Incubation:** 7-18 days

**Period of Communicability:** From slightly before onset of symptoms until 4 days after rash appears.

**Control:** Exclude from school until at least 4 days after rash appears.

### **MUMPS**

**Incubation:** 2-25 days

**Period of Communicability:** 6-7 days before swelling occurs until up to 9 days from onset of swelling.

**Control:** Exclude from school for 9 days or swelling is gone.

### **RINGWORM**

**Incubation:** 4-10 days

**Period of Communicability:** As long as lesions are present.

**Control:** Exclude until cleared by physician.

### **SCABIES**

**Incubation:** 2-6 weeks after first infestation. Reinfestation within 1-4 days.

**Period of Communicability:** until adequately treated.

**Control:** Exclude until adequately treated.

### **SCARLET FEVER**

**Incubation:** 1-3 days, rarely longer

**Period of Communicability:** with adequate treatment - 24 hours

**Control:** Exclude from school until 24 hours after start of appropriate treatment.

### **STREPTOCOCCAL SORE THROAT**

**Incubation:** Usually 1-3 days, rarely longer

**Period of Communicability:** with adequate treatment - 24 hours

**Control:** Exclude from school until 24 hours after start of appropriate treatment.

## **DRESS CODE**

All students are encouraged to be appropriately dressed and groomed in order to promote pride in oneself and the school he/she attends. Each student must be neat, clean, and wear clothing that is not disruptive to the educational process, or that constitutes a threat to the purpose of education, safety and health.

This dress code provides specific expectations for appropriate dress at Wilmington Area School District.

### **ACCEPTABLE DRESS**

1. Footwear must be worn at all times. Due to safety concerns, we are asking that children **not wear flip flops and shoes with wheels**. Sandals are permitted, however, alternate footwear must be sent with student to be worn during gym class and recess.
2. Pants and shorts must be worn at waist level.
3. Skirts, dresses, and shorts must be worn at a length of not more than three inches above the knee (even with leggings worn underneath).

### **UNACCEPTABLE DRESS**

1. Untied or unfastened shoes or flip flops
2. Garments with suggestive or questionable language such as designs, wording, or advertising with implications concerning tobacco, alcohol, illegal drugs, violence, racial/ethnic slurs and/or sex.
3. Spaghetti strap tops, see-through tops, tank tops, tops that expose midriff, chest, or back while sitting or standing, tops that expose undergarments, tops with low necklines which expose cleavage.
4. Sagging pants or shorts, pants or shorts worn in a manner that exposes undergarments, pants, or shorts that inhibit leg mobility, pants with inappropriate holes or tears, pajamas.
5. Biker shorts, spandex shorts, boxer shorts, swim shorts
6. Heavy coats or outerwear designed to be worn outside
7. Oversized outerwear
8. Headgear that includes, but is not limited to hats, caps, scarves, bandanas, sweatbands, hoods, sunglasse
9. Spiked jewelry, exposed chains

For reasons of health and safety, additional restrictions may be required for students participating in certain activities or classes. These restrictions will be determined by the person in charge of the activity or class and reviewed by the principal or other district administrator.

Any hairstyles, hair colors, clothing, footwear, jewelry, visible tattoos, body piercings, outerwear, bags or purses that are determined by school district administration to be disruptive, a safety concern, or inappropriate for an educational setting will not be permitted.

The principal or other district administrator will determine the appropriateness of any questionable violation of this dress code. Students in violation of the dress code will be referred to the principal's office and will be subject to appropriate discipline.

### **LOST AND FOUND**

Any item found by a student, which has no identification label, is to be turned into the office. Any student who has lost an item is encouraged to check in the office to see if it has been found. **We highly recommend that you place labels on your child's possessions including: garments, lunch boxes, etc., so that they can be identified if misplaced.**

### **DISCIPLINE**

Corporal punishment, namely physically punishing a student for an offense, shall not be permitted. However, reasonable force may be used by teachers, administrators, other school employees, school contractors and employees of school contractors in any of the following situations:

1. to quell disturbances
2. to obtain possession of weapons
3. in self-defense
4. for the protection of persons or property

### **SUSPENSION AND EXPULSION (WASD Policy 233)**

The principal may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended. A mandatory meeting will be scheduled within three (3) school days of the suspension between the child's homeroom teacher, building principal, elementary counselor and parents before the child is permitted to return to school.



## **LIBRARY RULES**

The library is the quiet place in the school. Help keep it that way. The library books are for you to use and enjoy. Take good care of the ones you sign out. You are responsible for returning them in good condition. Return or renew all books on library day.

## **CAFETERIA RULES**

1. All eating must be done in the multi-purpose room.
2. Talking over the lunch table is a very normal thing and should be permitted as long as it does not become unruly.
3. Pupils are expected to pick up papers under and around their table before being dismissed.
4. Lunch should be a happy, pleasant activity for all. The general behavior of pupils in the cafeteria should be commensurate to the way they would conduct themselves in a restaurant.
5. Parents/guardians are welcome to enjoy a school lunch with their child **once a month, beginning in October**. Please call the school by the following time to order your lunch on the morning of the day you plan to visit. You must call by the following times:  
**Wilmington Area Elementary School by 9:30 a.m. or  
you may call the day before.**

## **WILMINGTON AREA FOOD SERVICE**

Food Service is operating under a computer Food Service Point-of-Sale System "MEALBOX." All elementary students have the ability to pay for meals in advance through the "Mealbox System." This technology allows us to provide debit accounts for student meals and has improved meal-tracking capabilities, and the overt identification of students who are eligible for free or reduced meal benefits. To help us with this process, we are asking ALL Kindergarten and First Grade Students, DISTRICT WIDE, to send their money in a sealed envelope or ziplock baggie marked with the student's name and the teacher's name. You are able to pay in advance for meals and milk items with information being stored electronically. However, students may continue to have the option to pay cash on a daily basis. If your child would like to pay day-to-day, we encourage them to do so in the morning once they arrive to school. We discourage students from paying for their lunch as they go through the lunch line. Please remember any (debit/credit) balance is carried forward to the next year. The identification of students will be made by the lunch lady or by the student placing his/her ID number in the keypad. This number is the same number that is used throughout the school system. Information stored on the "Mealbox System" is only for use in the Food

Service Department. There are several layers of security built into this software and the school district network.

**Lunch Lady Charge Person at your school:**

Sarah McBride

**STATE GUIDELINES HAVE BEEN CHANGED ON FLUID MILK SUBSTITUTIONS.**

This system will alert food service employees of any allergies or substitutions required.

**A lactose free substitute is used as a milk alternative.** ORANGE JUICE IS NO LONGER OFFERED AS A SUBSTITUTE FOR MILK. Students with disabilities and/or special dietary needs must now complete a current and new form that is included in the packet sent home with your child or available at your local school office. This form will be kept on file, but must be **UPDATED AND CURRENT ON A YEARLY BASIS.**

A complete packet of the Free/Reduced Meal Application can be picked up at any of the school offices. You can also visit the state COMPASS website to apply for social service programs, which include the Free and Reduced Meal Application online. You do not have to complete both!

**BREAKFAST MENU:**

“Grab ‘N Go” Breakfast

<b>Breakfast prices:</b>	\$1.10 daily	\$5.50 weekly
Reduced:	\$0.30 daily	\$1.50 weekly
Adults:	\$1.60 daily	

**LUNCH MENU:**

Main menu, brown bag or salad lunch

<b>Lunch prices:</b>	\$1.75 daily	\$8.75 weekly
Reduced:	\$0.40 daily	\$2.00 weekly
Adults:	\$3.00 daily	

**Milk price:** \$ .50

You can find the menu on the school website. A monthly menu is also sent home with students.

We are proud of the Food Service Program here at Wilmington and we do our best to provide quality meals for students and faculty. If you have any questions or would like to check your child/children’s balance, please feel free to call the Food Service Director:

Ed Freer

Food Service Director

(724) 656-8866 ext. 6075

## **FIRE DRILLS**

Fire drills are held regularly to comply with the state laws. When the alarm rings, everyone must leave the building. Move rapidly, but walk. Because it is necessary to hear instructions in the event of an actual fire, it is important that no one talks.

Your teacher will lead you to an assigned area and remain there until the fire drill is over.

## **RECESS**

Fresh air and exercise are vital to a child's development and well being. Therefore, outdoor recess is a very important part of the school day. If the weather is too cold or inclement, the children will not be taken out for recess. Please do not send excuses asking to have your child stay in at recess unless they are recovering from an illness. It is very important that your child dresses appropriately for the weather. **Please send coats, hats, boots, gloves, and tennis shoes for playing outside.**

## **TEMPERATURE GUIDELINES FOR WINTER RECESS**

We feel it is in the best interest of our students to go outside during recess. Physical activity is essential for healthy growth. Fresh air is extremely important in improving the health of individuals, esp. in the winter months. Releasing excess energy by running and playing can improve a student's attention and concentration. The following guidelines are used during the winter months.

### **30 minutes of outdoor recess:**

- An ambient temperature of 20 degrees or above, with proper attire
- Wind chill above 0 degrees

### **15 minutes of outdoor recess:**

- An ambient temperature of 10 to 19 degrees, with proper attire
- Wind chill above 0 degrees

Note: Students are to be wearing coats, hats, boots and snow pants if there is snow and/or it is wet outside.

**Indoor Recess:**

- An ambient temperature of below 10 degrees and/or the wind chill is below 0 degrees or it is raining

**VISITORS**

Security doors are operational at the elementary building. Outer doors will be locked and anyone wishing to enter this building must press a button on a speaker box mounted on the outer door frame. Doors will open only after visual identification is made by office personnel.

The following procedure will continue to be enforced:

1. Once inside the building, a visitor must enter the office to obtain a visitor's pass. Direct access to other areas of the building are prohibited.
2. Visitors, in order to be issued a Visitor's Badge, must be known by someone in the office or they must produce personal identification. Visitors will also be wanded by the security guard.
3. With the issuance of a Visitor's Badge, the visitor will leave an item of value with the office such as a driver's license, college ID, or car keys. The item will be returned to the visitor when the Visitor's Badge is returned to the office.
4. Visitors will record the following information when signing for a Visitor's Badge – date, badge number, time-in, name, reason and location of visit, time-out.
5. Visitors will be permitted to visit only those areas for which permission has been granted.
6. Visits must be scheduled to ensure the least disruption of the educational program. (If a parent would like a conference, then arrangements should be made in advance so that the conference comes at a time, which will be convenient for the teacher.)
7. The following progressive discipline procedure will be utilized for any visitor who violates the School Visitor Policy and Guidelines:
  - a. Verbal warning
  - b. Written warning by Building Principal
  - c. Upon written notification by the Building Principal, loss of visitor privileges
  - d. Prosecution through local law enforcement agencies
8. Any visitor who becomes belligerent, disruptive, or in any way threatening will be prosecuted to the fullest extent of the law.

Children not enrolled in the Wilmington Area School District will not be permitted to visit the school as guests of students now in school or accompany the class on field trips, parties, etc. These restrictions also apply to the closing days of school.

### **PARTIES IN THE ELEMENTARY SCHOOL**

1. Only two major parties are authorized during the school year. (These parties are not to exceed one hour and thirty minutes in length.)
2. In addition to the two major authorized parties, smaller classroom parties not exceeding forty-five minutes may be planned for the other established holidays. (The established holidays for which parties may be planned are: Thanksgiving, Halloween, Christmas, Valentine's Day and Easter.)
3. Pupils are discouraged from giving gifts to teachers because of the many conditions it creates in the school. Your appreciation to the teachers can best be expressed by working closely and cooperating with them on your child's progress in school throughout the year.
4. Parents are discouraged from bringing siblings to parties.

### **INVITATIONS TO PARTIES**

Invitations to birthday parties outside of school cannot be distributed in school if each child in the class is not invited. Your assistance with this is appreciated.

### **GUM CHEWING**

Chewing gum anytime during school hours is forbidden.

### **CARE OF SCHOOL PROPERTY**

Students are fully responsible for any equipment or materials issued to them by the school district. Except for normal "wear and tear," the costs of repair and/or replacement caused by damage to or loss of the equipment or materials will be borne by the student. The teacher or activity advisor will determine what constitutes normal "wear and tear." If students are not satisfied with the teachers'

or advisors' determination, they may appeal the decision to the Building Principal, whose decision shall be final.

## **ASSURANCE STATEMENTS**

### **NON-DISCRIMINATION POLICY**

It is the policy of the Wilmington Area School District not to discriminate on the basis of race, color, national origin, age, sex, religion, ancestry or disability in employment or in the administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations. For information about your rights and grievance procedure, contact the Superintendent's Office, Wilmington Area School District, 300 Wood Street, New Wilmington, PA 16142, phone (724) 656-8866 ext. 6000.

### **Records Policy-Family Educational Rights and Privacy Acts**

The Family Educational Rights and Privacy Act (FERPA) provides parents and some students with the right to review and correct educational records and protects the privacy of those records by limiting disclosure. No individual or agency outside the school system will be permitted to inspect your child's school records without parental permission. Should you wish to examine your child's record file at any time, you may arrange to do so by scheduling an appointment with the principal or elementary counselor.

The district is also required by the No Child Left Behind Act to disclose "directory information", names, addresses, and telephone numbers, to military recruiters upon request. Parents have the right to opt out of release of this information by informing the district in writing by June 30<sup>th</sup>, prior to the student's senior year.

## **CHANGE OF ADDRESS**

If a student moves from the district or changes his/her address within the same school district, he/she should immediately give the new information to the building secretary along with proof of the change.

## **BULLYING/CYBER BULLYING: BOARD POLICY 249**

The Board of School Directors for the Wilmington Area School District 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** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting 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**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

### **CONSEQUENCES FOR VIOLATIONS**

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, school bus, or alternatives school setting.
- Exclusion from school sponsored activities.
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials.

**References:**

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 000, 218, 233, 236

**WILMINGTON AREA ELEMENTARY BULLYING DISCIPLINE RUBRIC**

<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
	completed by teacher	completed by school counselor	completed by principal	completed by principal and team (teacher, counselor, principal, parent, school psychologist)
<p><b>Teasing:</b> Name-calling, insulting, or other behavior that would make someone feel bad about themselves.</p> <p><b>Exclusion:</b> starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends.</p>	<ul style="list-style-type: none"> <li>- Written warning on incidence log.</li> <li>- Think About It form completed.</li> <li>- Notify school counselor.</li> </ul>	<ul style="list-style-type: none"> <li>- Written warning on incidence log.</li> <li>- Think About It form completed during recess.</li> <li>- Student calls parent.</li> <li>- Notify principal.</li> </ul>	<ul style="list-style-type: none"> <li>- Written warning on incidence log.</li> <li>- Think About It form completed during recess.</li> <li>- Student calls parent.</li> <li>- Student misses 2 recesses.</li> </ul>	<ul style="list-style-type: none"> <li>- Written warning on incidence log.</li> <li>- Think About It form completed.</li> <li>- Student calls parent.</li> <li>- Suspension.</li> <li>- Develop individual plan.</li> </ul>



<p><b>Hitting:</b> pushing, slapping, grabbing.</p>	<ul style="list-style-type: none"> <li>- Written warning on incidence log.</li> <li>- Think About It form completed.</li> <li>- Student calls parent.</li> <li>- Notify school counselor.</li> </ul>	<ul style="list-style-type: none"> <li>- Written warning on incidence log.</li> <li>- Think About It form completed.</li> <li>- Student calls parent.</li> <li>- Student misses 2 recesses.</li> <li>- Notify principal.</li> </ul>	<ul style="list-style-type: none"> <li>- Written warning on incidence log.</li> <li>- Think About It form completed.</li> <li>- Student calls parent.</li> <li>- Student misses 4 recesses.</li> <li>- Further consequences at discretion of principal.</li> </ul>	<ul style="list-style-type: none"> <li>- Written warning on incidence log.</li> <li>- Think About It form completed.</li> <li>- Student calls parent.</li> <li>- Suspension.</li> <li>- Develop individual plan.</li> </ul>
---	--	---	--	---

<p><b>Severe Hitting:</b> punching, kicking, any other behavior that may cause injury.</p> <p><b>Threats of serious violence</b></p> <p><b>Harassment:</b> racial, ethnic, sexual name-calling or other severe harassment.</p>	<ul style="list-style-type: none"> <li>- Written warning on incidence log.</li> <li>- Think About It form completed.</li> <li>- Student calls parent.</li> <li>- Notify school counselor.</li> </ul>	<ul style="list-style-type: none"> <li>- Written warning on incidence log.</li> <li>- Think About It form completed</li> <li>- Student calls parent.</li> <li>- Student misses 4 recesses.</li> <li>- Notify principal.</li> </ul>	<ul style="list-style-type: none"> <li>- Written warning on incidence log.</li> <li>- Think About It form completed.</li> <li>- Student calls parent.</li> <li>- Suspension.</li> <li>- Further consequences at discretion of principal.</li> </ul>	<ul style="list-style-type: none"> <li>- Written warning on incidence log.</li> <li>- Think About It form completed.</li> <li>- Student calls parent.</li> <li>- Suspension.</li> <li>- Develop individual plan.</li> </ul>
--	--	--	---	---

**\*Students in Kindergarten and First Grade will receive one additional warning.**

**\*Severe behaviors may lead to more serious consequences. If student has broken the law, the school will inform the police.**

# **STUDENT CONDUCT AND DISCIPLINE CODE**

## **General Statement**

The Student Conduct and Discipline Code is designed to codify the responsibilities of the students, the parents, the administration and the employees of the school district in order to maintain and support a thorough and effective system of public education. Everyone's compliance and support is needed to create an atmosphere conducive to learning and to protect the rights of our students. This Discipline Code is designed to provide a guide, which is reasonable in dealing with discipline problems, and to establish the parameters for students and staff so that all parties know what is expected.

## **Areas of Responsibility**

Students share with the administration, faculty, and parents the responsibility to develop and maintain a climate within the school that is conducive to wholesome learning and living. In order to create pupil respect for the educational process and the total school environment, the entire community must accept certain responsibilities.

### **Parents and/or guardians should provide an atmosphere at home that is conducive to learning by:**

- Encouraging their children to be enthusiastic about obtaining an education.
- Impressing upon their children the importance of an education.
- Encouraging their children to respect the rights and property of others.
- Encouraging their children to respect all school personnel, administrators, teachers, service employees, community leaders and adults generally.
- Encouraging their children to be regular and prompt in school attendance and to complete their homework assignments and tests in a timely fashion.
- Teaching their children that disciplined behavior is necessary at home, at school, and in the community at large.
- Insisting that their children bring home communications from the school.
- Teaching and encouraging their children to maintain personal cleanliness and a good appearance.
- Teaching their children to respect themselves so they will understand why they must show respect for the law, the rights of others and public property.

**PARENTS AND/OR GUARDIANS ARE FINANCIALLY RESPONSIBLE FOR THEIR CHILDREN'S MISDEEDS.**

Keep in mind that parental attitudes and opinions often are adopted by their children. If parents and/or guardians feel that their rights and/or the rights of their child(ren) have been aggrieved, they should follow the steps below until their concerns are resolved:

**Step 1** - Make an appointment and discuss the problem with the teacher or the individual involved.

**Step 2** - Make an appointment and discuss the problem with the principal.

**Step 3** – Make an appointment and discuss the problem with the superintendent.

**Step 4** – Write a letter and request to be placed on the agenda of the Wilmington Area Board of Education.

**Students should be accountable for their actions by:**

- Respecting the rights of others.
- Recognizing that school teachers and administrators assume the authority of parents to all school children during school hours and at all school functions requiring supervision.
- Attending school regularly.
- Being prompt to all classes.
- Maintaining habits of personal cleanliness and appropriate dress.
- Obeying the school's regulations.
- Obeying the directions and instructions of the administration, teachers, and other school personnel.
- Accepting the responsibility for their personal property.
- Respecting school property and the property of others
- Respecting the right of other students to pursue their education without distraction
- Respecting the right of other students to pursue their education without distraction.
- Being honest, fair and understanding with fellow students, teachers, administrators, and other school personnel

## **MISCONDUCT DISCIPLINARY GUIDELINES AND ACTIONS**

Violations of these standards will be dealt with through discipline that takes into consideration:

1. The nature of the misconduct involved
2. The age of the student
3. The cumulative misconduct of the student
4. Available alternative disciplinary measures

Cooperation with an investigation may result in a reduction of disciplinary action. Failure to cooperate with an investigation may result in more serious disciplinary action.

While the following list identifies types of misconduct and explains the standard discipline for the violations, the school reserves the right to impose any other available disciplinary or corrective action.

### **LEVELS OF MISCONDUCT**

#### **Level I**

Level I offenses are misconduct on the part of the student that impedes orderly classroom procedure and/or interferes with the orderly operation of the school. Such misconduct will be handled by the individual staff member but sometimes may require the intervention of other school personnel.

#### **Level I offenses will include but are not limited to the following:**

- Unexcused Tardiness to School
- Disturbance behavior
- Inappropriate language/profanity
- Non-defiant failure to carry out reasonable directions
- Hall pass violation
- Bus violation
- Violation of school/class rules
- Public displays of affection
- Failure to bring required materials to class
- Disrespectful to peers

- Sleeping in class
- Pushing/shoving
- Bullying
- Profanity

**Minimal Administrative Response:**

- An administrative record will be maintained of any infraction so reported.
- Verbal reprimand
- Parental contact

**Level II**

Level II offenses are defined as misbehavior that, because of "frequency" or "seriousness" tends to disrupt the learning climate of the school. Infractions at this level could involve the welfare of others. Misbehavior at this level will always require intervention by an administrator.

**Level II offenses will include but are not limited to the following:**

- Continuation of previous level I behavior
- Not reporting to an assigned area
- Trespassing
- Leaving school grounds without permission
- Disrespect, insubordination or profanity to faculty or staff
- Theft/vandalism
- Destruction of school property
- Bullying, intimidation, hazing, or harassment
- Forgery
- Truancy
- Persistent disobedience

**Minimal Administrative Response:**

- One (1) day suspension
- Parental contact

### **Level III**

Level III offenses are defined as acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. In some cases it may be necessary to involve the proper law enforcement agency, but in most cases these infractions can be handled by the disciplinary mechanism within the school.

#### **Level III offenses will include but are not limited to the following:**

- Continuation of previous level II misconduct
- Intentional acts that cause bodily harm
- Fighting
- Sexual harassment
- Inciting a disturbance
- Verbal or written threat of bodily harm to another person
- Possession of tobacco products while on school property or drug-free zones
- Profanity or insubordination toward faculty or staff
- Leaving school grounds without permission
- False accusations or slander against faculty or staff
- Acts that endanger the safety of another person
- Gross misconduct
- Theft, possession, or sale of school district, staff or student property
- Vandalism
- Extortion

#### **Minimal Consequences:**

- Three (3) days suspension
- Notification of law enforcement authorities- fines, if applicable
- Restitution for damages, if applicable

## **Level IV**

Level IV offenses are defined as acts which result in violence to another person or property, or which pose a direct threat to the safety of others within the school. These acts are usually criminal and are so serious that they could result in the immediate removal of the student from school, the intervention of law enforcement authorities and possible action by the Board of School Directors.

### **Level IV offenses will include but are not limited to the following:**

- Continuation of level III misconduct
- Possession of a look-a-like weapon
- Possession of intoxicating beverages, drugs, look-a-like drugs, or drug paraphernalia while on school property, drug-free zones, or at a school district function
- Possession of small fireworks
- Physical assault or battery of another person

### **Minimal Administrative Response:**

- Five (5) day suspension
- Parent conference within the first three (3) days of suspension
- Notification of law enforcement authorities – fines, if applicable
- Restitution for damages if applicable

## **Level V**

Level V offenses are defined as acts of the most serious nature that will not be tolerated by the school district. These acts are criminal and are so serious that they require the immediate removal of the student from school, the intervention of law enforcement authorities, and a recommendation to the Board of School Directors for expulsion.

### **Level V offenses will include but are not limited to the following:**

- Continuation of Level IV misconduct
- Arson
- Placement of false alarm
- Bomb threat

- Terroristic threat
- Possession of explosives, or explosive devices
- Possession or transfer of a weapon
- Theft or vandalism resulting in formal charges.
- Distribution of intoxicating beverage, drugs or drug "look-a-likes\*" while on school district property or at a school function
- Under the influence of intoxication beverage(s), drugs or drug "look-a-likes" while on school district property
- Use of a weapon or look-a-like weapon to threaten or intimidate another person

**Minimal Administrative Response:**

- Immediate removal of the student from school
- Up to ten (10) days suspension
- Restitution for damages if applicable
- Notification of law enforcement authorities
- Referral for Expulsion

Other disciplinary or corrective actions that may occur in addition to or as a portion of a discipline for any misconduct level may include, but are not limited to after school detention, restricted schedule assignment, alternative education assignment, parent conference – involvement, care team referral, counseling referral, outside agency referral, restitution, loss of social or athletic privileges, magistrate notification, law enforcement notification, in-school suspension, out-of-school suspension and expulsion.

**Mandated assessment/treatment by a Licensed Drug and Alcohol Counselor is required before returning to school for all drug and alcohol use/possession offenses.**



## **Student Discipline Records**

Student discipline records shall be maintained in a separate file and not be made part of a student's permanent record. Student discipline records will be maintained until the student graduates and will then be destroyed.

## **DEFINITIONS OF DISCIPLINARY ACTIONS**

- 1. In-School Suspension** – A student is given written notice to report to a before school detention assignment at 8:05 AM, or during another period of time during the regular school day as determined by administration.
- 2. After-School Detention** – A student is given written notice to an assigned area at 3:35 PM for a 45 minute detention period.
- 3. Conference** – A formal conference is held between the student and the teacher, principal, or counselor to discuss the student's behavior. A record of this meeting will be kept.
- 4. Parent Involvement** – The parent, or legal guardian, is notified by telephone or letter. A conference is held between the school official and the parent. A record of this meeting will be kept. Parents may be held financially responsible for damage or loss to school or personal property. As appropriate, intervention steps for behavior modification will be discussed.
- 5. Restricted Schedule Assignment** – A student is placed on restricted schedule assignment for a stated length of time. During this assignment, a student is not permitted access to regular school settings, class exchanges, or after school activities. Students are assigned to the school office and directed to educational classes as determined by administration.

**6. In-School Suspension** – The student is removed from classes and kept in a supervised area to do assigned work. Parents are notified as soon as possible.

**7. Out-of-School Suspension** – The student is excluded from school and related activities for a period of time not to exceed ten (10) consecutive days. Parents and administrators are notified of the action taken.

**8. Expulsion** – Removal of the student from school, school district property and related activities for an extended period of time. Board action is required for expulsion. Parents are notified.

**9. Law Enforcement/Magistrate Involvement** – Local law enforcement authorities and magistrate are notified as appropriate.

## **DEFINITIONS OF MISCONDUCT**

**Arson** – The willful or malicious burning of, or attempt to burn, any building or part of any building structure, or property of the district, staff or student.

**Assault, Physical** – Intentionally causing or attempting to cause physical harm to another through force or violence.

**Assault, Verbal** – Any willful verbal, either oral or written, threat to inflict injury upon another person, under such circumstances which create a responsible fear of imminent injury, coupled with an apparent ability to inflict injury. Any bomb threat or similar threat directed at a school building, other school property, or a related event is included in this definition.

**Battery** – An unlawful physical attack upon another by beating, wounding, or touching in an offensive manner without his/her consent.

**Bomb Threat** – See Assault, Verbal

**Bullying, Intimidation, Harassment, Hazing** – Infliction of physical, verbal, written, electronically transmitted or emotional abuse, or physical, verbal or emotional attacks upon the person or property of another which could include: verbal taunts,

name-calling, and put downs, religious, ethnically, gender based or sexual orientation put downs, extortion, threats or similar conduct.

**Bus Violation** - The failure to respond or carry out a reasonable request by a bus driver to remain seated when the bus is moving, to cross at least ten feet in front of the bus when the bus stopped, to keep all parts of the body inside the bus, not to block the aisles of the bus, or any other misconduct while being transported to or from school or school-sponsored activities.

**Drugs, Alcoholic Beverages, Performance Enhancing Substances, etc.** – Possession, use or transfer of drugs, alcoholic beverages or other illegal substances, including performance enhancing substances.

**Ethnic/Racial Harassment** – Behavior directed toward another person’s racial or ethnic background that makes that person feel uncomfortable, threatened, unsafe, angry, powerless or demeaned.

**Explosives, Fireworks, and Foul Substances** – Carrying or possessing or placing in, upon, against or near any district property any article containing an explosive or combustible substance, including fireworks, or foul, offensive, or injurious substances or compounds.

**Extortion** – The use of threats of physical harm, or accusation of crime or other offense, to wrongfully take money, property, or things of value from any other person.

**False Fire Alarm** – Unauthorized activation of fire alarm by student.

**Fighting** – Participating in an altercation with another person.

**Forgery** – The act of making a false statement in writing using the name of another person.

**Gross Misconduct** – The act of deliberate or willful conduct, verbal and/or physical, detrimental or disruptive to normal functions of the program or activity under school sponsorship; the act of threats or physical violence to staff members or to other pupils; acts that pose a continuing danger to persons or property; or acts, physical or verbal, that threaten to disrupt the academic process.

**Insubordination** – The failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school and/or classroom rules.

**Obscenity/Profanity** – Use of obscene, vulgar or profane language by pupils, in verbal or written form, in gestures, or in pictures or caricatures in or on any school property.

**Persistent Disobedience** – Repetition of the same misconduct or accumulation of instances of varied misconduct.

**Public Display of Affection** – Inappropriate touching and kissing

**Sexual Harassment** – Any unwelcome communication or conduct of a sexual nature where submission to the conduct is explicitly or implicitly made a term or condition of the individual's employment or educational opportunity and/or submission to or rejection of the conduct is a factor in any decision affecting the individual's employment, and/or education opportunities, or the conduct unreasonably interferes with the individual's work performance, or educational performance, or creates a hostile or offensive environment on the basis of sex.

**Smoking or Using Tobacco Products** – Smoking and/or the possession of tobacco in any form: chewing, possessing or transferring any tobacco products in any form in or upon any school property and/or at any school sponsored activity.

**Terroristic Threat** – A terroristic threat is a crime generally involving a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. It may mean an offense against property or involving danger to another person that may include but is not limited to recklessly endangering another person, harassment, stalking, ethnic intimidation, and criminal mischief.

**Theft** – The act of acquiring and/or knowingly and willfully having in one's possession the property of another without consent; stealing, receiving or concealing stolen property.

**Trespass** – The willful entering upon the lands, premises, or areas of the facilities of the school district without authority, or willfully being in areas of the facilities or grounds at times when such presence is unauthorized.

**Truancy** – Unauthorized absence from school or any required school activity for any period of time, leaving school grounds without permission, and chronic tardiness may be considered truancy.

**Vandalism** – The act of willful or malicious destruction of school property or property belonging to another.

**Violation of Law** – Violation of any federal, state or local law.

## High School/Middle School

### **STUDENT & LOCKER SEARCHES**

If “reasonable suspicion” exists that a student may be in possession of anything that is in violation of school rules and/or policies, local and/or state laws, the school reserves the right to search that student, that student’s possessions, locker and/or vehicles on school property. Parents will be notified if the search results in the discovery of an illegal object and/or substance. At any given time throughout the school year, state police trained dogs will search the building and parking lot for illegal substances that may be stored in student lockers or vehicles. If the dogs indicate a locker or vehicle may contain an illegal substance, that locker or vehicle will be searched. Dogs will not be used to sniff individual students without suspicion.

### **RANDOM SEARCHES**

In an attempt to maintain a safe school environment, including being free of any drugs, alcohol or weapons, the school district may conduct random searches as students enter the building. Searches will consist of selecting all students or a number of students in a random manner (ie. every 7th student) that enters the building. When a student is selected, a metal detecting wand is passed over a student’s body checking for metallic objects. At the same time, another school official will search the student’s book bag, belongings and/or purse. Parents will be notified if the search results in the discovery of an illegal object and/or

substance.

Elementary School

### **STUDENT SEARCHES**

Student desks are to be kept clean. Desks are the property of the school and are only on loan for student use. Students are not to assume any privacy and desks may be randomly searched. If “reasonable suspicion” exists that a student may be in possession of anything that is in violation of school rules and/or policies, local and/or state laws, the school reserves the right to search that student and/or that student’s possessions (backpack, purse, coat, pockets, and/or desk). Parents will be notified if the search results in the discovery of an illegal object and/or substance.

### **RANDOM SEARCHES**

In an attempt to maintain a safe school environment, including being free of any drugs, alcohol or weapons, the school district may conduct random searches as students enter the building. Searches will consist of selecting all students or a number of students in a random manner (ie. every 7<sup>th</sup> student) that enters the building. When a student is selected, a metal detecting wand is passed over a student’s body checking for metallic objects. At the same time, another school official will search the student’s book bag, belongings and/or purse. Parents will be notified if the search results in the discovery of an illegal object and/or substance.

### **PUBLIC DISPLAY OF AFFECTION**

Public displays of affections in our schools are prohibited. In order to attempt to terminate such behavior the following procedure will be implemented:

**First Observance:**

Students will be told that their behavior is inappropriate and a second observation of this behavior will result in a discipline referral to the office.

**Second Observance:**

Discipline form will be sent to the Principal's Office; Principal will talk to both students.

**Third Observance:**

Principal will call the students' parents and ask them to correct the problem.

**Fourth Observance:**

Principal will implement the Discipline Code starting at Level I.

**SMOKE-FREE/TOBACCO-FREE ENVIRONMENT**

In order to establish a tobacco-free and smoke-free environment and to protect the students and staff from an environment that may be noxious, unpleasant and harmful to them, the Board prohibits smoking or other uses of tobacco in any school district building, in school buses or other vehicles when school is in session or out of session, and on school grounds. For purposes of this policy, any private vehicle used for a school-sponsored/sanctioned event is also subject to these restrictions if students are riding in the vehicle. In addition, smoking or other tobacco use is prohibited in any school building or on school grounds when in use for public assemblies (parent-teacher conferences, PTO/PTA meetings, open houses, athletic events, concerts, adult education classes, elections, etc.) or any other event not mentioned in this policy.

The public-at-large is respectfully requested to honor this policy and not use tobacco products of any kind while on school property for any purpose. The Board desires to make the school district a completely smoke-free/tobacco-free environment at all times and at all events.

**WILMINGTON AREA ELEMENTARY SCHOOL**

Parent Right to Know Information as Required by The Elementary and Secondary Education Act (ESEA)[Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

August 1, 2018

Dear Parent(s)/Legal Guardian(s):

Your child attends Wilmington Area Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Wilmington Area Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Students Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right-to-know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and



- procedures for opting out, and
- Information on required assessments that include
    - \* subject matter tested
    - \* purpose of the test
    - \* source of the requirement (if applicable)
    - \* amount of time it takes students to complete the test
    - \* time and format of disseminating results

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Mr. Robert Kwiat at Wilmington Area Elementary School at 724-656-8866 ext. 3000 or email me at [kwiat@wasd.school](mailto:kwiat@wasd.school).

Sincerely,

Robert E. Kwiat, Jr.  
Wilmington Area Elementary School Principal

## Wilmington Area Elementary School

Padres derecho a conocer la información requerida por la escuela primaria y secundaria Education Act (ESEA) [sección 1112(e)(1)(A)] y cada estudiante tiene éxito ley [sección 1112(e)(1)(A)]

August 1, 2018

Estimado Padre Legal / tutor:

Su hijo asiste a Wilmington Area Elementary School, que recibe Federal título financia para ayudar a los estudiantes en el cumplimiento de normas estatales de desempeño. Durante el año escolar, nos se se le proporciona información importante sobre esta ley y la educación de su hijo. Esta carta le permite saber acerca de su derecho a solicitar información sobre las calificaciones del personal de aula trabajan con su hijo.

En Wilmington Area Elementary School, estamos muy orgullosos de nuestros maestros y sienten que están listos para el próximo año escolar y están dispuestos a darle a su hijo una educación de alta calidad. Como una escuela de título I, debemos satisfacer las regulaciones federales relacionadas con las cualificaciones de un maestro como se define en ESEA. Estas regulaciones le permiten obtener más información sobre formación y credenciales de los maestros de su hijo. Estamos encantados de proporcionar esta información a usted. En cualquier momento, usted puede preguntar:

- Si el maestro cumple estado calificaciones y requisitos de certificación para el grado y el tema está enseñando,
- Si el profesor recibió un certificado de emergencia o condicional a través del cual fueron renunciados la calificación de estado, y
- Qué licenciatura o postgrado el profesor sostiene, incluyendo certificados de postgrado y grados adicionales y major(s) o áreas de concentración.

También puede preguntar si su hijo recibe ayuda de un paraprofesional. Si su niño recibe esta ayuda, podemos proporcionarle información sobre calificaciones de paraprofesionales.

El cada estudiante logra la ley (ESSA) que fue firmada en ley en diciembre de 2015 y reautoriza la ley primaria y secundaria Educación de 1956 (ESEA) incluye además

derecho a conocer las peticiones. En cualquier momento, los padres y miembros de la familia pueden solicitar:

- Información sobre las políticas relativas a la participación de los estudiantes en las evaluaciones y procedimientos para optar hacia fuera, y
- Información sobre las evaluaciones necesarias que incluyen
  - materia de prueba,
  - propósito de la prueba,
  - fuente de la obligación (si corresponde),
  - cantidad de tiempo que tardan los alumnos para completar la prueba, y
  - tiempo y el formato de difusión de resultados.

Nuestro personal está comprometido a ayudar a su niño a desarrollar el conocimiento académico y el pensamiento crítico que necesita para tener éxito en la escuela y más allá. Ese compromiso incluye asegurarse de que todos nuestros profesores y paraprofesionales cumplen requisitos de estado de Pennsylvania aplicables.

Si tienes cualquier duda sobre la asignación de su hijo a un maestro o ayudante, por favor póngase en contacto con Mr. Bob Kwiat en Wilmington Area Middle School en 724-656-8866 ext 2010 o envíeme un correo electrónico en [kwiat@wasd.school](mailto:kwiat@wasd.school).

Atentamente,

**Mr. Bob Kwiat**  
**Wilmington Area Elementary School Principal**

# ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION & EARLY INTERVENTION SERVICES AND PROGRAMS

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA).

The IDEA requires each state educational agency to publish a notice to parents in newspapers or other media before any major identification location or evaluation activity. The IDEA requires this notice to contain certain information. Pennsylvania law requires each school district to fulfill this notice requirement by providing an annual public notice.

The school district is required by the IDEA to provide a free appropriate public education to children with disabilities who need special education and related services.

Pennsylvania has adopted state laws which conform with the IDEA and which school districts must follow. In Pennsylvania a school age child with disabilities who needs special education and related services is identified as a child with a disability. Students are exceptional if they need specially designed instruction and have one or more of the following physical or mental disabilities:

Autism/Pervasive Development Disorder Orthopedic Impairment

Deaf-Blindness Other Health Impairment

Deafness Specific Learning Disability

Emotional Disturbance Speech or Language Impairment

Hearing Impairment Traumatic Brain Injury

Mental Retardation Visual Impairment Including Blindness

Multiple Disabilities

In Pennsylvania, students also qualify as exceptional if they require specially designed instruction and are determined to be mentally gifted. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22

PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

## Early Intervention

IDEA requires the provisions of a free appropriate public education (FAPE) to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above is identified as a child with a disability. Developmental delay is defined as a child who is less than the age of beginners and at least three year of age and is considered to have a developmental delay when one of the following exists: (i) the child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental area, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Program Supervisor at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or (724) 458-6700.

These children are afforded the rights of school age exceptional children, including screening, evaluation, individualized education program planning, and provisions of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to these children under Act 212 of 1990, the Early Intervention Services System Act.

## Screening

Each school district must establish and implement procedures to locate, identify, and evaluate students suspected of being exceptional. These procedures include screening activities, which include but are not limited to: review of group-based data (cumulative record, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded class, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening.

In schools, which have an Instructional Support Team (IST) or child study team or Response to Instruction and Intervention (RtII), the above screening activities may be a consideration used by these teams as another level of screening. Parents and members of the professional staff of the student's school have the right to request screening by the IST or child study team.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary. Telephone numbers and addresses can be found at the end of this notice for more information.

## Evaluation

When screening indicates that a student may be exceptional, the school district will seek parental consent to conduct an evaluation. "Evaluation" means procedures used to determine whether a child has a disability and the nature and extent of the special education and related services that meet the child's needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is called a multidisciplinary evaluation (MDE). It is conducted by a multidisciplinary team (MDT), which must include a school psychologist, a teacher and the parents. The MDE process must be conducted in accordance with specific timelines and use procedural safeguard procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially and culturally biased.

The MDE process results in a written evaluation report called an (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming regardless of whether or not the team recommends that the student is exceptional. Once parental consent for an evaluation is obtained, the school district has timelines and procedures specified by law, which it must follow.

Parents who think their child is a child with a disability may request, at any time that the school district conduct a multidisciplinary evaluation. This request should be made in

writing to the Coordinator of Special Education Office. If a parent makes an oral request for a multidisciplinary evaluation the school district shall provide the parent with a form for written permission. Instructional Support (IS) activities or RtII do not serve as a bar to the right of a parent to request, at any time, including prior to or during the provision of instructional support activities, a multidisciplinary evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children three through five may request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor, at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or by contacting the Preschool Connection at 1-800-345-0033.

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parent, on request, information about where an independent educational evaluation may be obtained.

## Consent

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the school district, intermediate unit or charter school will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

## Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program, and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

## Educational Placement

A single test or procedure may not be the sole factor in determining that a child is exceptional. The IEP team must include a district representative, the student's teacher, special education teacher and the parents. If the student is determined to be exceptional an IEP will be developed.

An IEP describes a student's current educational levels, goals, and objectives, and the individual programs and services, which the student will receive. IEPs are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention and the location of intervention.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

## Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

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 of 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.

The school district or parent may initiate an evaluation of a student under the laws, which protect handicapped students. Parents who wish to have a child evaluated should contact the building principal or the Office of Special Education.

## Confidentiality

Each school district protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The age of majority in Pennsylvania is 21. These rights are:

**1.)** The right to inspect and review the student’s education records within 45 days of the day the school receives request for access.

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

**2.)** The right to request the amendment of student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official) and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for 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 special 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 U.S. Department of Education concerning alleged failure by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

The school district maintains its education records in compliance with the guidelines for the collection, maintenance and dissemination of pupil records. Category "A" data which includes the minimal personal data necessary for operation of the school district will be maintained for a minimum time period of a 100 years. Category "B" data which includes verified information of clear importance, but not absolutely necessary to the school, over time, in helping the child or in protecting others will be maintained until the child leaves school. Category "C" data which includes potentially useful information, but not yet verified or clearly needed beyond the immediate present will be reviewed at least once a year and destroyed as soon as its usefulness has ended.

In addition, the school district may release "directory information" without parental consent unless a prior written objection to the release of such information is provided to the school district by the parent(s). "Directory information" includes the following: student's name, address, telephone listing, date and place of birth, photographs, videotapes, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, duties of attendance, honors and awards received. If you object to the disclosure of this information, you must submit

a written letter of objection to the school district. Written objections for students 3-5 years old should be mailed to Midwestern Intermediate Unit IV at 453 Maple Street, Grove City, PA 16127.

For additional information related to student records, the parent can refer to the FERPA at the following url: <http://www.ed.gov/policy/gen/quid/fpco/ferpa/index.html>

## Procedural Safeguards

Procedural safeguards protect the rights of parents and students.

Parent's consent is always required prior to:

Conducting an initial (for the first time) evaluation or a reevaluation,  
Initially placing a child with a disability in a special education program,  
Disclosing to unauthorized persons personally identifiable information.

The school district must notify parents in writing whenever it wants to begin, change, or discontinue special education and related services. Along with this notification, the school district will provide the parents with a comprehensive, written description of their rights.

Parents who disagree with such actions proposed or refused by the school district have the right to request a hearing by an impartial third party using a procedure called due process.

Before a due process hearing will take place, the district must convene a preliminary meeting with the parent and the relevant member(s) of the IEP team in an attempt to resolve issues without the need for a due process hearing.

Pennsylvania has also made mediation services available throughout the Commonwealth at Commonwealth expense. Mediation services help parents and agencies involved in a dispute over special education to attempt to reach a mutually agreeable settlement with the assistance of an impartial mediator. Mediation is completely voluntary. Mediation does not deny or delay a party's right to a due process hearing.

School districts also have the right to initiate due process in certain situations. During a due process procedure, a student must remain in the last agreed upon educational placement (a status called pendency). Due process procedures are governed by

timelines and procedures in Pennsylvania law. Throughout due process, an attorney may represent parents.

Due process hearings are oral personal hearing and are open to the public, unless the parents request a closed hearing. The decision of the hearing officer shall include finding of fact, a discussion, and conclusions of law. The decision of the hearing officer may be appealed to the appropriate court.

Each school district must make available, upon request, printed information regarding special education programs and services and parent due process rights. This printed information is available from each building principal and/or the Office of Special Education.

## Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district or IU and request an explanation.

The school district or IU will arrange for an interpreter for a parent with limited English proficiency. If a parent is deaf or blind or has no written language, the school district or IU will arrange for communication of this notice in the mode normally used by the parent (e.g. sign language, Braille, or oral communication).

For further information contact:

**Wilmington Area School District**

**Mary Anne Grubic**

**450 Wood St.**

**New Wilmington, PA 16142**

**724.656.8866 x 6503**

The school district, intermediate unit or charter school will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcements of this policy are in accordance with the state and federal laws, including Title VI of the Civil Rights Act of 1966. Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. For

information regarding grievance procedures, services, activities, programs and facilities that are accessible to and usable by handicapped persons or, for inquiries regarding compliance with the above nondiscriminatory policies, please contact the Superintendent of Schools at your local school district, or Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 (724-458-6700).

The school district will make reasonable accommodations to its programs and services to assure access to all persons. If, because of a disability, you require an accommodation please contact the Superintendent of Schools, Americans with Disabilities Act Coordinator at the school district in which you reside listed above or the Director of Special Education at Midwestern Intermediate Unit IV at (724) 458-6700.