

Turbotville Elementary School



2018-2019
Student-Parent Handbook

MISSION AND GOALS OF THE WARRIOR RUN SCHOOL DISTRICT

District Mission Statement

Our Warrior Run mission is to cultivate a culture of lifelong learning and continual growth where students are invested in their future, are inspired by rigorous and meaningful learning experiences, and encouraged to think, innovate, and create.

District Vision Statement

Our Warrior Run vision is to be an exemplary, student-centered learning community where students develop knowledge and skills to positively influence a diverse, interconnected, and changing world.

Guiding Questions	WRSD Educational Goals <small>Board Approved 6/27/2016</small>	Principal Goals	Teacher – Team Goals	S T U D E N T I E V E M E N T
<p>What do we want students to know?</p> <p>How will we know when they have learned it?</p> <p>What will we do when they haven't learned it (or refuse to)?</p>	<ul style="list-style-type: none"> • Students will engage in a challenging, relevant, and personalized curriculum based on clearly-defined, authentic, meaningful learning targets using 21st century learning skills. • Classrooms will consist of a wide range of instructional strategies that address the diverse learning styles and needs of all learners emphasizing communication, collaboration, critical thinking, and student choice. • Ensure that every child can articulate the academic, creative, and/or athletic interests and talents that make him or her unique in and outside of school. Provide opportunities for members of our community to recognize, nurture, and mentor each student's skills and talents through activities, clubs, ensembles, and teams sponsored by our schools, businesses, and outside organizations. • The Warrior Run community will have access to safe, current, and well-maintained facilities and infrastructure which maximize teaching, learning, and recreational opportunities that serve as the center of the whole community. • Students from kindergarten through graduation will explore, understand, and develop a post-secondary plan (i.e. workforce, military, technical training, 2 or 4-year degree) that aligns to their individual academic, social, personal, and unique abilities. • Foster a safe, caring, and inclusive school community that preserves Warrior Run's heritage, embraces diversity, and promotes civic responsibility, respect, dignity, and character. 	<p style="text-align: center;">Principal: <i>What does my data and knowledge of my teachers and students tell me we have to "do" to help our district meet our Educational Goals.</i></p>	<p style="text-align: center;">Teacher: <i>Knowing what our school goals are, what can my grade-level or content-area team do to help us meet our school goals?</i></p>	

Disclaimer:

As new policies are adopted the current policies will be modified in part or whole. The District reserves the right to apply current policies as guidelines.

SPECIAL EDUCATION SERVICES

Warrior Run School District shall provide each qualified student with a disability a free, appropriate public education (FAPE). This includes provision of education and related aids, services and accommodations needed to afford the qualified student with a disability an equal opportunity to participate in and obtain the benefits of an educational program and extracurricular activities without discrimination, to the same extent as a student without a disability, consistent with federal and state regulations. *(Refer to WRSD Policy 103.1 for further detail).*

Warrior Run School District shall offer each student identified with an educational disability educational programs and services to appropriately meet the student's needs for educational, instructional, transitional and related services. A student who requires special education services according to an individualized education program (IEP). The IEP shall provide access to the district's general curriculum, participation in state and local assessments, and supplementary aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers. The district shall provide a continuum of placement options to appropriately meet the needs of students with educational disabilities. *(Refer to WRSD Policy 113 for further detail).*

Child Find

The Warrior Run School District provides a variety of opportunities for the screening and evaluation of students thought to have disabilities. In kindergarten all students receive screenings on readiness as well as standardized indicators of early literacy. Turbotville Elementary School has identified and trained academic and behavior coaches. The coaches work with school staff to provide screening in various areas (cognitive, emotional, social, motor, vision and hearing).

Special education services are provided to exceptional students under Chapter 14 of the Pennsylvania Special Education Regulations. Special education is defined as specially designed instruction to meet the needs of an exceptional student including specially designed instruction that is the following: (1) conducted in the classroom, in the home, in community settings, in hospitals, in institutions and in other settings; (2) Provided in an instructional or skill area, including physical education, speech and vocational education. A specially designed program of instruction is available for a student who meets one of the categorical exceptionalities: autism/pervasive developmental disorder, blindness or visual impairment, deafness or hearing impairment, developmental delay under early intervention guidelines, intellectual disability, multiple disabilities, traumatic brain injury, other health impairment, orthopedic impairment, serious emotional disturbance, specific learning disability or speech or language impairment and who needs a specially designed program of instruction.

Parents or teachers may refer students for a multidisciplinary evaluation if a student is thought to need special education services. The district conducts screening to identify students who may need special education through health screenings, brief intelligence and achievement screening assessments. Regularly scheduled coaching and Multi-Tiered Systems of Support (MTSS) Teams review student records and teacher reports for relevant information. These activities are ongoing during the school year. Related services such as occupational therapy, physical therapy orientation and mobility training and specialized transportation are available as deemed appropriate by the Multidisciplinary Evaluation Team (MDT) and Individual Education Plan (IEP) Team. Transition Services, Extended School Year Services, and Assistive Technology Services are provided according to the Pennsylvania Special Education Regulations.

Warrior Run School District
Rights under FERPA for Elementary and Secondary Schools

The Family Educational 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. These rights are:

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

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official 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 the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record they believe is inaccurate. They should write the School principal, 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 rights 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 School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform 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 tasks.

A School official has a legitimate educational interest if the official needs to review an education 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 failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Warrior Run School District
Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use–

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Warrior Run School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Warrior Run School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Warrior Run School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Warrior Run School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Title I - Parent's Right to Know

The Warrior Run School District receives Title I funding and is included under the regulations of the "Every student Succeeds Act" (ESSA) that was signed into law by President Obama on December 10, 2015.

ESSA

- Advances equity by upholding protections for America's disadvantaged and high need students
- Requires-for the first time that all students be taught to high academic standards that will prepare them for college and career
- Ensures that vital information is provided to educators, families, students and communities through annual assessments that measure student progress through standards.
- Helps to support and grow local innovations-including evidence based and place based interventions developed by local educators
- Sustains and expands investments in high quality preschool
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest performing schools where students may not be making progress and where graduation rates are low.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school principal.

ESSA requires State Educational Agencies to adopt written procedures for receiving any complaint alleging violation of law in administration of programs.

Complaint Resolution Procedures

A "complaint" is a written, signed statement filed by an individual or an organization. It must include:

- 1) **Referral** – Complaints against the LEA or appeals regarding LEA decisions will be referred to the superintendent.
- 2) **Investigation** – The superintendent will investigate the complaint.
- 3) **Opportunity to Present Evidence** – The superintendent will, in his discretion, provide for the complainant to present evidence.
- 4) **Report and Recommended Resolution** – Once the superintendent has finished any investigation and taking of evidence, he will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, and recommended resolution, and the reasons for the recommendation. The superintendent will issue the report to all parties involved. The recommended resolution will become effective upon issuance of the final report.
- 5) **Follow-up** – The superintendent will insure that the resolution of the complaint is implemented.
- 6) **Time Limit** – The period of time between receipt of the complaint and its resolution shall not exceed sixty (60) calendar days.
- 7) **Right to Appeal** – Either party may appeal the final resolution to PDE.

Division of Federal Programs
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333

Multi-Tiered Systems of Instruction (MTSS) - Formerly RTII

MTSS is an early intervention strategy and carries dual meaning in Pennsylvania. It is a comprehensive, multi-tiered, standards aligned strategy to enable early identification and intervention for students at academic or behavioral risk. As such, it forms the assessment and instructional framework to organize and implement the

PA Core Standards. MTSS allows educators to proactively identify and address academic and behavioral difficulties. Monitoring student response to a series of increasingly intense interventions assists in promoting success and provides data that may guide eligibility decisions for learning disabilities. The overarching goal of MTSS is to improve student achievement using research based interventions matched to the instructional need and level of the student. MTSS provides all students with standards-aligned concepts and competencies, data-driven instruction and the additional support needed to achieve strong academic results. If there is a failure to respond to instruction and intervention, MTSS can be utilized for the identification of students with a Specific Learning Disability in the area of reading K-3. MTSS is being utilized at Turbotville Elementary School and the Warrior Run Middle School in the areas of reading and behavior for the 18-19 school year.

Behavior Intervention Plans

Behavior Intervention Plans include a variety of techniques to develop and maintain skills that will enhance an individual student's or young child's opportunity for learning and self-fulfillment. Potential causes of behavior problems, such as physical or medical conditions, environmental factors, mental health, staffing and program concerns, shall be reviewed and addressed prior to the development of a behavior intervention program. For each eligible student or young child who exhibits behavior interfering with learning, the behavior coach will consult with the classroom teacher and family to rule out possible causes for behavior and determine the function of the behavior. If necessary, a functional behavior assessment (FBA) may be needed to assist the team in developing an appropriate individual positive behavior support plan.

2018-2019 SCHOOL CALENDAR

2018

August 23 First Day of School
September 3 Labor Day*
October 8 Professional Development Day*
November 8 (Early Dismissal/students) Parent/Teacher Conference
November 9 Parent/Teacher Conference*
November 21-27 Thanksgiving Vacation*
December 21 (Early Dismissal/ students) Winter Vacation
December 24-31 Winter Vacation*

2019

January 1 Winter Vacation*
January 2 School Resumes
January 21 Professional Development Day *
February 15.....Long Weekend*
February 18 Professional Development Day*
March 8 Professional Development Day*
March 11 Long Weekend*
April 17-22 Spring Break*
May 27 Memorial Day*
June 5 (Early Dismissal/students) Student's Last Day
June 7 Graduation

* No School

Make up days:

1 st – February 15	4 th – April 18
2 nd – March 11	5 th – April 22
3 rd – April 17	6 th – June 6

TELEPHONE DIRECTORY

Main Office.....570-649-5164
Principal, Nathan Minium.....570-649-5164
Principal's Secretary, Mary Knopp.....570-649-5164 ext 1002
Office Secretary, Tricia Shaffer.....570-649-5164 ext 1001
School Counselor, Faith Halderman.....570-649-5164 ext 1005
School Nurse, Tracy Golder.....570-649-5164 ext 1004

TURBOTVILLE ELEMENTARY SCHOOL
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GENERAL INFORMATION

The Warrior Run School District provides equal opportunity in all programs offered. The District does not discriminate on the basis of sex, race, handicap, national origin, or color. It is the intent of the district that handicapped students are identified, evaluated and provided with a free and appropriate educational program. If you believe your child may need some services, accommodations or program changes in order to participate successfully in school, please contact the superintendent, at the superintendent's office, for information. All inquiries and information shall be treated confidentially in accordance with state and federal law.

Also, a copy of the Asbestos Management Compliance statement is available in the school offices.

Currently, the district is using PSBA to review all policies in the district in order to comply with No Child Left Behind.

The superintendent is the School District Title IX, Act 504, and IDEA grievance officer. He may be contacted at 570-649-5138, ext. 5000.

School-Wide Positive Behavior Support

The Warrior Run School District has implemented a school wide positive behavior support using the theme of SOAR. The same values and positive character traits will be taught and reinforced grades K-12, striving to create a strong sense of community within the schools. Each building level uses key words to emphasize these core values. The following acronyms are used; CARES at the elementary schools, RESPECT at the middle school and PRIDE at the high school.

RESPECT

COMMUNITY

CARES

PRIDE

Administrative Guidelines for Visitors

Warrior Run schools are closed campuses. Only visitors with school related business are allowed. These visitors are required to sign in at the school office and wear visitors' badges. Visitors will return to the office upon completion of their business and sign out before leaving. Such visitors are subject to administrative approval and escort.

Individuals making social calls during regular school hours are not here on school related business and will be deemed as trespassing. The safety and welfare of our school community is of the utmost importance.

Parent Visitation

The school district encourages parents to visit their child's school. These guidelines are suggested to facilitate your visit:

Call ahead to schedule an appointment with the counselor or principal.

If you wish a conference with a teacher, schedule an appointment through the office.

Report to the main office when you arrive and sign the visitor's book.

Bicycle Riding/Skateboards

While bicycle riding is permitted, activities such as skateboarding, snowmobiling, rollerblading, three and four wheel cycling, etc. are strictly prohibited on any school property. Offenders may be prosecuted.

Cafeteria Meal Application/POS and Meal Charge Procedures

You are strongly encouraged to complete the Free and Reduced Price School Meals Application form (one per family, please) if you think you may even come close to the Federal Income figures listed on the back of the application based on your household size. Families who currently receive PA SNAP or PA TANF cash assistance qualify for Free meals. Names of students who receive Free/Reduced meals are kept strictly confidential. If your child(ren) received Free/Reduced meals last year, you **MUST** reapply within 30 days of the start of every school year or they will be charged Full price. Meal applications are available at all school main offices, at the WRSD website and may be filled out any time during the school year.

The Cafeterias use a computerized Point of Sale system (POS) for meal and ala carte sales. All students are randomly assigned a PIN number to use until they graduate. This system prevents others from knowing who receives Free/Reduced meals. It also allows parents to pay by check, cash or online for extended amounts of time rather than students carrying cash daily. Online prepayments (for a small fee), and tracking your child's purchase and receiving e-mail notification of your child's low account balance (both services for free), can be done at www.mySchoolBucks.com (obtain your child's 5-9 digit student ID number from the Food Service Supervisor to utilize these services). Parents may also put restrictions on what their child is allowed to purchase from the account by calling or emailing a brief note to the Food Service Supervisor with the limitations clearly indicated (restrictions carry over from year to year). Prepayments **MUST** be given to the Cafeteria by 10 AM and will not be accepted during the serving line. Once money is deposited in an account, it cannot be withdrawn (unless the student is leaving the district or graduating) and it cannot be used by parents when visiting their child(ren) at lunch time. Any money in a student's account at the end of the school year will be carried over to the next school year (this also applies to unpaid meal charges).

Students are informed of meal charges daily by the cashier. Students are also offered prepayment envelopes when account balances are low or have meal charges. Meal charge notices are also periodically distributed in homerooms, emailed/mailed home, and also communicated home using the One Call system. Prepayment envelopes are available at all times in all cafeterias.

In the Elementary Schools and Middle School, meal charges are limited to the equivalency of 4 lunches (4 full price lunches or 4 reduced price lunches); High School meal charges are limited to the equivalency of 2 lunches (2 full price lunches or 2 reduced price lunches). If a student has a meal charge, the student is **not** allowed to buy snacks/extras or second meals until the meal charge is paid off.

If meal charges are not taken care of in a timely manner or get out of control, parents/guardians will be contacted directly by the Food Service Supervisor and the school principal will be made aware. If still no payments are received, the next step taken will be to take the past-due account to the District Magistrate's Office where the parents/guardians will incur additional fees.

If you have any meal application or POS questions, please call the Food Service Supervisor at 570-649-2005.

Care of School Property/Textbooks

Students should be very proud of the excellent buildings and facilities provided for them by their parents and other taxpayers in the community. These buildings and equipment need considerate care in order to remain attractive and functional for students, their classmates, and the students who will follow them through the Warrior Run school system. With care, the school will remain clean and beautiful and, therefore, a pleasant place in which to study and learn.

Should students cause damage or breakage to items of school property (windows, lockers, desks, teaching equipment, etc.) they will be expected to bear the responsibility of the loss by paying for repair or replacement. Any damaged or broken items should be reported to the teacher or office at once. Students are responsible for the textbooks issued to them and for their return in proper condition, beyond normal wear, at the end of the school term. Charges will be made for books that are damaged or lost. The amount due will be based on the number of years the book has been in use and the condition of the book when it was issued to the student. Damaged books do not become the property of the student upon payment of damages.

Close or Delay of School

In the case of inclement weather or other emergencies, generally the following radio and television stations will carry the announcement of the close of school:

WNEP– TV Channel 16 WBRE-TV Channel 28 WVLY-100.9
WBZD-93.3 WYOU-TV Channel 22 WZXR-99.3 & 103.7 WWPA-1340 AM
WILQ-105.1

This emergency closing applies to situations when school will not be open for the day or when we have to close the school prior to the regular dismissal time. Students should not call the school, but tune to one of the above radio stations. From time to time a delay in the opening of school will occur because of weather conditions. A two hour delay will be announced over the same radio stations as above. A delay simply means the bus will pick the students up two hours later than their normal pick up time. A cold school breakfast will be served when we have a delay.

In the event school is cancelled for the entire day, please refer to the District’s school calendar in this handbook for the order of make-up days. The school will also use the school notification service to text or call when school is delayed, cancelled, or dismissed early.

Contacting Students at School

Please refrain from texting or calling your child during the day. In the event a parent/guardian must reach their child, please contact the main office. The student will be given the message and allowed to use the phone.

Students are permitted to use their cell phones in the office as long as they are in compliance with the following regulations. Students must have permission from the office staff prior to using their phone.

Emergency Drills

Emergency drills are a necessary part of school safety routine. Emergency drills are extremely important because they help students become accustomed to what to do in the case of a real emergency. For this reason, running, shoving, pushing, or any other kind of thoughtless behavior cannot be allowed.

Field Trips

There will be times when classes, clubs or other groups will be taking field trips, excursions or visitations. A student group sponsoring a field trip must have a faculty sponsor in attendance on the trip. If the group numbers nine or less, the district van should be requested. If the group is eleven persons or larger, then a school bus should be used. All field trips require the approval of the principal and superintendent, and parental permission slips are necessary for all trips. Grades, behavior and/or absentee rate may eliminate a student from going on a field trip. **Selection of chaperones will be solely the responsibility of the classroom teacher, in consultation with the building principal, and with consideration of individual student needs. (Refer to Policy 916, revised by the Warrior Run School Board of Directors 1/19/16)**

All school rules apply while students are on field trips.

Interpersonal Relations (public display of affection)

Signs of affection such as putting arms around each other, holding hands, or kissing are not permitted in school. Parents will be informed of incidents in which students disregard these rules and disciplinary action will be taken when needed.

Lockers/Desks

Lockers/desks are school property and are on loan to students. Students are responsible for the contents in their lockers and for any damage to the lockers/desks. Lockers are provided for the convenience of the students and should be kept locked at all times. This applies to hall lockers and gym lockers. **The school cannot**

assume responsibility for things that are missing or taken from lockers, desks and backpacks. Therefore, all students are advised not to bring valuable items or large amounts of money to school. Lockers/desks are the property of Warrior Run School District and are subject to search by authorized school personnel at any time. Designated authorities may be involved at the request of the school district. The district also reserves the right to search jackets, backpacks, purses, etc.

Refer to Policy #226 revised by the Warrior Run School Board of Directors 7/25/11.

Home Notification System

The district utilizes an automated home notification system. With this system, parents and guardians will be notified on home and cell phones of emergency delays and closings, as well as district and level specific announcements. The district will use telephone numbers provided on the student registration forms. If you desire to change your individual contact information, check your Sapphire account.

Personal Property

Students are not permitted to use personal property during the school day. This includes items such as trading cards, footballs, basketballs, baseballs, stuffed animals, CD and iPods, video games, cell phones, cameras and other electronic equipment. When a need for such articles occurs, the school shall provide the necessary equipment.

At the elementary schools personal property may only be brought to school with the consent of the classroom teacher (e.g., show and tell) and should be transported in a bag or backpack.

Sale of Products

The Warrior Run School Board has a policy prohibiting the sale of articles during school hours. **Students may not bring candy and other articles to school to sell.** Solicitation for cash donations and/or charitable organizations is prohibited.

Club fundraising items may be sold with administrative approval of time and location. However, the sale of food/drink items by a club (or individual person) is prohibited in the cafeteria and serving lines during the serving periods for breakfast and lunch according to Federal Regulations for National School Lunch and Breakfast Programs. Items such as tickets to socials, dances, athletic events, etc. may be sold during Breakfast and Lunch in the cafeteria. Violators of this policy will be held accountable for their actions and may adversely affect the club's ability to use food/drink sales as a fundraiser.

School Security and Safety

To provide for the safety of the students, access to the buildings after 8:05 a.m. will be only through the main entrance of each building. All entrances will be locked.

Use of School Building

Individual students, student groups, and/or parent groups must secure permission from the school principal before scheduling or using the school building for activities when school is not in session. Such students or groups must be under the direct supervision of a faculty sponsor, and the sponsor is responsible for the conduct of the individuals under his/her supervision. **The Facilities Request Form is available under Community/Forms then select Public Forms on the district website.**

School Volunteers Policy 916

Purpose: The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

Definition: Volunteer - any individual who voluntarily provides services to the school district in connection with school district activities, including but not limited to an individual who does any of the following: (1) works under the general direction and supervision of a coach, teacher or administrator employed by the district; (2) chaperones an overnight field trip; (2) directly supervises or instructs students engaged in an activity or may, from time to time, be reasonably expected to have direct contact with students; (3) serves on the coaching staff of an athletic team; or (4) is responsible for a student's welfare.

Volunteers may be utilized for the following purposes:

1. Tutoring of students.
2. Supportive supervision of students.
3. Instructional materials preparation.
4. Clerical assistance.
5. In classroom assistance for students with special needs.
6. Chaperones.

All volunteers shall be supervised by the principal or other designated district employees.

Policy 916-Refer to policy #916 adopted by the WRSD Board of Directors, revised 1/19/16 (adopted 2/27/06). All volunteers will be expected to obtain the appropriate clearances and adhere to all rules, regulations, and policies of the district, including those concerning confidentiality of student information. Volunteers must have board approval. The volunteer information is available under the parent tab on the District website.

ATTENDANCE POLICIES AND PROCEDURES

The Warrior Run School District requires that school aged pupils enrolled in the schools of this District attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and participation in well-planned instructional activities under the supervision of competent teachers is vital to this purpose.

Warrior Run School District follows pupil accounting procedures established by the Pennsylvania Compulsory School Attendance Laws. Since good attendance and grades are highly correlated, each school attempts to build close contact with parents through student attendance accountability. Students are reminded that attendance records become part of their permanent record and can have beneficial or detrimental results depending upon the record established. *Refer to Policy #204 and #204.1 revised by the Warrior Run School District Board of Directors 6/23/14 (adopted 7/25/05).*

Attendance Guidelines

There are only seven reasons why a student may be legally excused from school:

1. Death in the immediate family.
2. Sickness of the pupil.
3. Needed at home in an extreme emergency as outlined in this handbook.
4. Assist with family owned or operated enterprises as outlined in this handbook.
5. 4-H attendance at a sanctioned event as outlined in this handbook.
6. Release of pupils for religious instruction, up to 36 hours according to the School Code.
7. Student educational travel as outlined in this handbook.

Any of the seven above reasons will be accepted as a legal excuse. If the principal has any reason to doubt the validity of an excuse, the school has the right to require a doctor's excuse in the case of future absences. In other words, the school reserves the right to require a doctor's excuse from students whose attendance is irregular, excessive, or questionable.

If a student is absent from school on a scheduled half-day of school, that absence is counted as one full day of absence from school. If the absence is illegal, that day is one full day of illegal absence.

A maximum of fifteen (15) days of cumulative absences, including absences due to pre-approved family educational trips, verified by parental notification shall be permitted during a school year. All absences beyond fifteen (15) cumulative days shall require an excuse from a licensed physician.

Family Business (Farm Day)

It is a policy of the school district to permit students to be excused up to three days per semester to assist on the family farm or with other family owned or operated enterprises. This is excused only **if the request is made in advance of the day of the anticipated absence.**

It should be noted that **this applies only to work on the home farm or in the family business.** This privilege may be revoked due to irregular attendance, illegal absence, school behavior, etc.

4-H Attendance

A legal excuse will be tendered for students who participate in 4-H sanctioned projects outside school and find it necessary to be absent from school during school time for purposes of participation. The legal excuse will be granted upon **proper documentation of the event being attended.** This should be presented to the school **prior** to the absence.

Student Travel

Students who travel with parent(s) or guardian(s) may be legally excused if the trip is educational in nature, approved by the building principal and the following requirements are met:

1. The required form should be obtained from the school office, completed, and returned to school office **at least three school days in advance of the start of the vacation.**
2. The student must arrange with all of his/her teachers for the completion of homework assignments while traveling.
3. All work must be given to the teachers the first day back in class, and scheduling of make-up work is at the discretion of each teacher.

The number and duration of tours or trips for which excused absences may be granted to a student during the school term may be limited. Student travel is strongly discouraged during the administration of state assessments and final exams. Note: Students should submit travel forms for all trips regardless of duration. The principal has the right to recommend or not recommend the trip depending upon the student absences to date.

College Days/Job Shadowing

Students who plan to visit a college or would like to request a day to job shadow must obtain and complete a request form from the office to be completed (top half) with a parent/guardian signature. This form must be returned to the office at least one day prior to the visit for administrative approval. When the student returns to school, he/she must submit the signed verification form (bottom half) with a signature from a representative of that college/business to the attendance officer.

Excuses for Absences

Students who have been absent from school are required to bring a signed excuse to school immediately upon returning after the absence. Students are considered to have an illegal/unexcused absence until the school receives a legal excuse. **Failure to present an excuse within three school days of return will result in the absences being permanently recorded as unexcused or illegal.** The excuse is to contain the following information:

1. Date(s) of absences
2. Reason for absence
3. Signature of parent or guardian

If a student is sent home from school because of the symptoms of any contagious disease, re-admission to school can be secured only by a permission slip from a doctor.

Illegal or Unexcused Absences

Absences for any reason other than those listed above will not be excused. If the student is not yet seventeen years of age, the absences will be designated as illegal absences. If the student is seventeen or older, the absences will be designated as unexcused absences.

In the case of any student who has accumulated three days of illegal absence, the parents will receive an official notice, and any further absence of this kind will oblige the school to take legal action to enforce the compulsory attendance laws. Additional days of illegal absence will result in the school requiring a medical excuse for future absences and/or a fine/arrest to be initiated with the courts to comply with the compulsory attendance laws.

Parents and/or guardians of children seventeen years of age and over who accumulate three days of unexcused absence will be notified by mail that any further violation will result in in-school suspension until an understanding is reached with the student and parents or guardians. Students 17 and over with 4 or more unexcused absences are subject to losing their driving privileges.

Extreme Emergency

Students who are needed at home due to an extreme family emergency are expected to have their parents **call the school the day of or no later than the morning after the absence.** The absence is excused, but the privilege may be revoked due to irregular attendance.

Make up Work Following Excused Absences

On the day of return from an excused absence, **the student** should check with his/her teachers (during the class period) and make provisions to make up the work missed. Work should be made up as soon as possible and, with few exceptions, within the marking period for which it was assigned. If a student has an extended illness of three (3) days or more, parents or guardians may call the school office and ask for assignments.

Errands

Students are not permitted to leave the school premises during school hours without permission from the principal or the assistant principal. Students who have been properly excused, however, must remember to sign out in the office when leaving the building and to sign in when returning. At the high school, an administrator may escort students to their vehicles.

Early Dismissal/Appointments

A student who finds it necessary to be excused from school must bring a written excuse from home, signed by the parents, and explaining the reason for the early dismissal. The only accepted appointments are doctor, dentist, or legal obligations. **Students must present appointment slips from physicians, dentists, or hospitals along with a note from the parents. The note must be given to the appropriate attendance person prior to 8:15 a.m.** All dismissal excuses are subject to verification by an administrator. The doctor's name and phone number are to be readily available for contact.

A student who has permission to leave the building before dismissal time must sign out in the main office. Those returning during the day must remember to sign in and pick up an admittance slip to class where appropriate. Students who are signing in during the morning from an appointment must have a signed excuse from the parents. **If the absence was for a dentist or doctor, the appointment slip must also be presented.** Students who sign in after 9:30 a.m. or are dismissed before 2:00 p.m. will also be deemed to have a half-day of

absence. Students leaving for an appointment and returning to school will incur a half-day of absence for any length of time missed beyond 90 minutes.

Parent Call-In Program

Due to concerns about the safety of students as they travel to and from school, Warrior Run School District requires parents/guardians to call the appropriate school to report the absence of their students. This is designed to insure that students who leave home for school do arrive at school.

Whenever students are absent from school, parents or guardians should call the school (HS 570-649-5166, MS 570-649-5135, Turbotville 570-649-5164) as soon as possible but no later than 8:30 a.m. with the following information: Student's name, grade, reason for absence. Students are not to report themselves absent nor should friends, neighbors, siblings, etc. make such calls.

If a parent has not called the school by 8:30 a.m., school officials will be calling parents at home and/or work to verify the absence. The call-in system is available 24 hours for your convenience.

Failure to present an excuse within three school days of return to school will result in the absences being permanently recorded as unexcused or illegal.

Change of Name, Address, Telephone, or Employment

It is extremely important that the office have the correct name and address for each pupil. **Any** change of residency requires a new residency affidavit to be on file for the student to remain enrolled.

Please access your Sapphire account in the parent portal to update any phone numbers for contact purposes. For assistance, please contact the office secretary.

Withdrawal from School

If a family moves from the Warrior Run School District or for some other reason must withdraw a student from a Warrior Run School District school, the following steps must be taken before the last day of attendance:

1. Bring a note from parents to the school office stating the last day of attendance and giving the name and address of the new home and school.
2. Secure a withdrawal form from the school office to be signed by parents and teachers indicating an accounting for all books, locks or other obligations.
3. Return the signed withdrawal form to the office. All obligations (i.e., textbooks, library materials, etc.) must be met before any school records are forwarded.

SCHOLASTIC INFORMATION

Administrative Guidelines for Grade Progression

The Warrior Run School District is guided by concerns about the academic progress and instructional needs of each student. To facilitate the educational process, teachers will use progress reports as the primary means of communicating with the parents or guardians of students who are failing or in danger thereof. The implementation of this policy and parental responses that contribute to the strengthening of the home/school partnership will assist in an orderly and equitable progression of students through the grades.

High School: Students must have obtained 25 credits in designated areas of the curriculum.

The courses must include:

- 4 credits in English
- 4 credits in social studies
- 4 credits in math
- 3 credits in science
- 1 credit (2 courses) in physical education

.25 credits in health

Electives to complete the requirements

Promotion from one grade to the next will be based on the credits earned in appropriate classes and completion of the graduation project.

Middle School: Pupils who have successfully completed the academic program outlined for a particular grade level will be promoted to the next highest grade for the ensuing school year.

Pupils who fail a subject must make up the information in summer school.

Core subjects:

1.5 credit Language Arts

1.5 credit Math

1 credit Science

1 credit Social Studies

Enrichment subjects:

¼ Art

¼ credit Applied Arts

¼ Music

¼ Health

¼ credit Physical Education

Pupils who fail summer school will be retained in the same grade. Final decisions are made by the principal.

Elementary School: Pupils who demonstrate mastery of the academic standards of a particular grade level will be promoted to the next highest grade level for the ensuing year.

The educational team will evaluate students who are having difficulty learning in the classroom. Families of students who are struggling will be notified as soon as possible to allow time for additional academic assistance. Final recommendations on promotion are made in May. Parents will be notified by mail and may request a conference.

Special Education: Decisions on grade progression will be made through the yearly review process. Final decisions at all levels will be made by the principal except for areas promulgated by law.

Make-up Work: There are a variety of opportunities for students to make up subjects failed during the school year. Some of these include approved tutoring or summer school programs, correspondence courses, completion of course requirements, and alternative education programs. All costs are to be borne by the student and/or the family.

Internet/Computer Network and Facilities

The purpose of the Internet is to support research and the educational program in the schools of the Warrior Run School District by providing access to unique resources and the opportunity for collaborative work. The primary use of the Internet is educational purposes, and it is considered a privilege, not a right. The inappropriate use of the Internet may result in the denial, revoking, suspension, or cancellation of a user's privilege to utilize the Internet or any other district computer facilities. Disciplinary action will be based on acceptable use guidelines as outlined in this document and shall be the responsibility of the administration. Illegal activities will be reported to law enforcement officials.

The following guidelines have been established for the use of the Internet connection of the Warrior Run School District:

1. Users will access computer communications technology equipment only after proper training has been supplied by a staff member.
2. General school rules for behavior and communications apply.
3. Network accounts are to be used only by authorized owners of the account for authorized purposes.

4. Internet users shall refrain from accessing any news groups, links, or other areas of cyberspace that are offensive to any persons because of the pornographic content; racial, ethnic or minority disparagement; encouragement of violence; or illicit/illegal content.
5. Plagiarism is unacceptable.
6. Internet users shall not reveal personal information about themselves or make personal purchases while connected to the Warrior Run School District network.
7. Electronic mail is not guaranteed to be private. The system administrator has access to all mail and will report to appropriate authorities all messages relating to illegal activities.
8. Users shall not invade the privacy of others by accessing and/or vandalizing their computerized data.
9. Transmission of any material in violation of a Federal or State Regulation is prohibited.
10. Users shall not use these resources for a commercial, political, or profit making enterprise.
11. Users shall not interfere with the maintenance of the district web site(s).
12. Users shall not violate copyright laws.

Internet users **must take full responsibility for their actions**. Therefore, the decision to allow Internet use rests with the family, and all Internet users must sign the *Warrior Run School District Internet/Computer Network and Facilities Usage Contract* prior to initiating access to the Internet using district communications technology.

Refer to Policy # 815 revised 4/11/16 and 815.1 adopted by the Warrior Run Board of Directors 2/27/06.

Technology Policy

Rationale

Our students use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, and collaboration that we see in today's democratic societies. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This acceptable use policy (AUP) supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

How We Use Technology

The integrated information technology program at Warrior Run School District develops in our students the literacy and spatial skills they need to contribute in a connected world. We use technology to facilitate creativity and innovation. We use technology to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data and to solve problems. We develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative and we encourage students to use technology to do what they could not otherwise do. We create a safe online environment for everyone. Filtering software keeps unwanted sites off our computers, and adults supervise our students' computer activities at school.

Our Hardware and Software

Our students can access the Internet wireless connections that cover the entire school campus. We are a PC and Mac school with more than nine hundred computers distributed throughout our campuses. Digital projectors and interactive whiteboards facilitate group viewing and discussions. All students have access to a standard suite of software to support their learning needs. Students are also allowed to bring their own laptops provided they have current anti-virus and their machines have been registered through the technology department. The school is not responsible for technology devices that are brought to school from home by students or faculty members.

Electronic Device Policy

Electronic Devices include, but are not limited to: Pagers, Cellular Phones, CD Players, PDAs, Handhelds, Kindles, Nooks, iPads, Laptops, Tablets, Mp3 players and similar devices: Please turn these off during class and keep them hidden from sight. If your electronic device disrupts the class or is seen by the teacher, it will be confiscated. These devices are expressly forbidden during an exam except when otherwise directed by the instructor. If you are caught using one to cheat, you will receive a zero for the assignment or exam, and may be subject to further disciplinary action.

Cellular Telephone and Electronic Signaling Device Policy

Student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses and school buses, at school sponsored activities, and while under the supervision and control of school district employees is permitted under circumstances described herein. All students (K-12) may use these devices on campus **AFTER** school ends. There will be **NO 3G/4G or cell service access** (including texting) while school is in session.

These devices must be kept out of sight and turned off during the instructional program and in the classroom. Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. At the middle school cell phones are to be stored in lockers during the school day hours of 8:03-3:06. High school students may carry phones but are not permitted to use them during the school day. School officials, including classroom teachers, may take the device away from students if seen during the times not permitted. Repeated unauthorized use of such devices may lead to disciplinary action.

Students and parents are reminded that during an emergency situation, cellular sites may be overwhelmed due to a high volume of calls. Should this occur, emergency communication could also be affected. It is important that cell phones and other devices be used sparingly so that emergency services have priority to assist the students and staff on the site.

Being a Digital Citizen

We use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

Respect Yourself: I will select online names that are appropriate, and I will adhere to District Guidelines when posting information and images online. I will not share inappropriate information or graphics with others.

Protect Yourself: I will not publish my personal details, contact details or a schedule of my activities.

Respect Others: I will not use technologies to bully or tease other people.

Protect Others: I will protect others by reporting abuse and not forwarding inappropriate materials or communications.

Respect Intellectual Property: I will suitably cite any and all use of websites, books, media, etc.

Protect Intellectual Property: I will request to use the software and media others produce.

SUMMARY

- Students may possess cell phones, pagers, and other electronic signaling devices on school campuses and school buses, at school-sponsored activities, and while under the supervision of district employees.
- All students (K-12) may use these devices on campus before and after school.
- These devices must be kept out of sight and turned off during the instructional program and in the classroom **except when otherwise directed by the instructor.**
- **School officials, including classroom teachers, may take the device away from students if used during the times not permitted. Repeated unauthorized use of these devices may lead to disciplinary action.**

A. Devices Prohibited

1. Devices classified as “Prohibited” are listed for the following reasons:
 - a. Potential hazard
 - b. Excess energy consumption
 - c. Heat production that interferes with the operation of the building’s controlled air conditioning or heating systems, infrastructure, or digital network.
 - d. Laser or intense flashlights
2. If a prohibited device is found in a Warrior Run School District facility, a diligent attempt will be made to discover the identity of the owner. The owner of the device will be given an explanation of the potential hazard and asked to remove the device from the facility. This warning will be documented with copies to the Principal of the School and the Superintendent of Schools.
3. If the prohibited device is not removed by the owner within 24 hours of written documentation or is subsequently found in operation following documentation, it will be removed and stored until the owner retrieves it for personal use outside of the school facilities or until the end of the school year, whichever comes first.
4. Warrior Run School District Schools shall not be the insurer of stored personal property.

B. Devices Conditionally Approved

1. Devices listed as Conditionally Approved must meet the following conditions:
 - a. Display the manufacturer’s label
 - b. Display a label stating that the device has been certified by a recognized national testing laboratory (e.g. Underwriters Laboratory (UL)).
 - c. Have an original, properly grounded power cord.
 - d. Be inspected by Warrior Run School District Facilities personnel and tagged as Conditionally Approved.

Warrior Run School District Schools reserves the right to deny the use of any personal item that draws electricity or produces a signal because of:

Possible interference with curriculum-based energy consuming devices

1. Possible interference with the operations of the facilities.
2. Possible interference with wireless network technologies.

Warrior Run School District will not permit students to power their own devices within the building/complex. All devices will be powered before entering the school building/complex.

Chromebook Use

All students in grades 5-8 have been issued Chromebooks for use at school. Students in grades 7-12 have access to a Chromebook for use at home AND at school and students are responsible for bringing their Chromebook to school fully charged. A complete guide to 1:1 usage with a complete list of guidelines is available on the Middle School and High School website under the Our School tab or at this link [Chromebook 1:1 Guide](#).

A 1:1 device in the Warrior Run School District is a personal computer provided to our students for the support in accessing and using the digital resources and activities embedded in the learning experience. The device our students receive depends on the building and learning experience necessary at those grade levels. All students grades 5 through 12 will receive a Google Chromebook.

Physical Education Requirements

Physical education is required by state law and is to be taken by all students, regardless of grade, who are

not excused for medical reasons. Only a medical excuse is accepted as a legitimate reason not to take physical education. A licensed medical practitioner must supply the excuse. It must be returned to the physical education teacher and will be placed on record. It must state for what period of time and for what reason the student is to be excused from physical education activities.

Each student who takes physical education (grades 5-12) may be required (at the judgment of the instructor) to take a shower at the end of the class period. Excuses from taking showers must be given to the physical education teacher and are to be issued by a doctor.

Students in grades 5 - 12 will be assigned lockers for their use. Locks for the lockers are distributed by the school and are the responsibility of the students. Students must pay for any lock lost or broken. The replacement cost is five dollars (\$5.00). Students are encouraged at all times to keep their locks on their lockers and locked. To be sure a lock is locked, spin the dial and pull down to see that it is secure.

MEDICAL INFORMATION

A comprehensive Health Record is maintained on each student as required by the PA School Code. Health information for each student is kept confidential unless such disclosure is necessary for the health of the child. A parent's written consent is required to share health information about their child with their child's teacher(s). Student health information that is to be strictly confidential, should be brought directly to the nurse in a sealed envelope, marked "confidential health information". Student health records will be maintained for a period of three (3) years after a child ceases to be enrolled, after which they will be destroyed.

Parental Responsibilities: It is the responsibility of parents with children who have special needs (e.g., asthma, seizures, diabetes, severe allergies) to contact the school nurse with any special needs or medications their child may need while in school. The School Nurse's website provides medication forms and health care plans for students with special health needs. (e.g., asthma, diabetes, seizures, and bee stings).

Please be understanding of staff and students who are sensitive to scents (perfumes, strong odors, etc.) as these conditions may inhibit a person's ability to work and learn in such an environment. Your consideration is appreciated.

Emergency Form/Registration

Each student must have on an account through the parent portal on Sapphire listing all emergency contact information. The emergency information includes a list of the student's illnesses or medical conditions for the school nurse. In the event of an emergency, students without emergency information will be transported to the nearest hospital.

Health Screenings

As part of the school health program, certain screenings and examinations are required. Every student must have the following:

1. A complete medical examination upon entry into school, during the sixth and eleventh grades, and prior to issuing a work permit;
2. An annual vision screening;
3. Annually measuring the student's height and weight with BMI percentile according to state regulations;
4. Periodic hearing screening;
5. Periodic scoliosis screening;
6. A dental examination on entry into school and during the third and seventh grades.

Students not in compliance with the mandated physical and dental exams will not be able to attend school until the mandated requirements are met.

Illness

It is difficult to function up to normal capacity when ill. Students should be kept home if any of these symptoms are present: fever 100 degrees or above, vomiting, unusual skin eruptions or sores, inflamed or swollen eyes with drainage, diarrhea, and lice. Students with any of these symptoms will be excluded from school until deemed non-infectious by the school nurse or a physician. Children should not return to school until they are fever-free for 24 hours without using a fever-reducing medication. Students should also be free of vomiting and /or diarrhea for 24 hours before returning to school. Students receiving antibiotics should be on medication 24 hours before returning to school.

Immunizations

All students are required to have a certificate of immunization on file. Students entering school for the first time in kindergarten or first grade are required to have a certificate of immunization on file before entering school. The only exemptions to the school laws for immunizations are medical reasons, religious beliefs and philosophical/strong moral or ethical conviction. If your child is exempt from immunizations, he or she may be removed from school during an outbreak. The required immunizations are:

1. 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after 4th birthday)
2. 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
3. 2 doses of measles, mumps and rubella**
4. 3 doses hepatitis B
5. 2 doses of varicella (chickenpox) vaccine or history of disease; first dose administered at 12 months of age or older.

7th grade through 12th grade:

6. 2 doses meningococcal conjugate vaccine (MCV)
 - a. First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade
 - b. If the dose was given at 16 years of age or older, only one dose is required.
7. 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

*Usually given as DTP or DTaP or Td

** Usually given as MMR

Students not in compliance with the mandated immunizations as required by the Department of Health will not be able to attend school until the mandated requirements are met.

Lice

Head lice can happen to anyone. It is not a sign of poor health habits or poor hygiene. The most important thing is to treat it quickly to prevent the spread of infestation to other students and family members. Students with head lice will be excluded from school until deemed non-infectious by the school nurse or physician. The student will not be permitted to ride the school bus. Students must be deemed non-infectious by the school nurse in order to return to school. **It is important that the parent/guardian transports the student to school to be checked by the nurse prior to him/her returning to class or riding the school bus.**

Health Program

The school health program is the responsibility of the school nurse. The nurse provides ongoing preventative and emergency care for students, as well as the following duties:

1. maintain current medical records on all students,
2. make home visits for health education and/or unexplained medical absences,
3. organize physical/dental examinations and/or unexplained medical absences,
4. ensure that mandated screenings are completed,
5. ensure that student immunizations are completed,

Medication Policy

The Warrior Run School District Board of Education has instituted a policy pertaining to students taking medication while at school. If a student **must** have medication of any type given during school hours, (other than those approved by the school physician) the procedures for the school nurse or other authorized personnel to administer any medications are:

1. A written request must be brought from the doctor that includes the student's name, the name of the medication to be administered, the effective date, dosage to be administered, and frequency of administration.
2. Parents or guardians must submit a written request for the medication to be administered as prescribed by the physician. A new medication form must be completed for each school year.
3. Medication brought to school is to be taken to the nurse's office or building office. Medication will be kept in the nurse's office. **Students will not be permitted to carry pills or medication during school hours.** Any exceptions to this policy should be in doctor's written instruction accompanied with the parents consent and documentation that the student has demonstrated competency, as in the case of an inhaler or epipen.
4. The medication must be received in the original labeled container.
5. Unused medication should be picked up at the end of the time period stated on the form. All other medications should be picked up at the end of the school year. Unused medication not picked up will be destroyed.

Refer to Policy #210 adopted by the Warrior Run School District Board of Directors 7/25/05.

Student Insurance

Accident insurance is available to all students of the Warrior Run School District, and school directors urge the parents to consider this coverage.

Should a student be injured, the incident should be reported immediately to the school nurse. All bills resulting from treatment should be sent by the parents or guardian to the insurance company. Complete details concerning the limitations of coverage are clearly stated on each of the insurance pamphlets the student receives upon school entry and should be read thoroughly before insurance is purchased or making later claims.

The school has no obligation to process and follow up claims or pay for any medical needs as a result of injury or sickness.

Integrated Pest Management Policy

The Warrior Run School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school buildings and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present.

From time to time, it may be necessary to use chemicals to manage a pest problem. Pest control materials will only be used when necessary, and will not be routinely applied. When pest control materials are used, the school will try to use the least toxic product when possible. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parent(s) or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the district in writing. Please include your email address if you would like to be notified electronically. Contact Gary Williams, IPM Coordinator 649-5138 with any questions.

Refer to Policy #716 adopted by the Warrior Run School District Board of Directors 12/19/05.

Asbestos Hazard Emergency Response Act (AHERA)

A copy of the asbestos management compliance program is available in each of the school offices. A Right-to-Know compliance program is in place and workers have been trained to perform lead safe work practices.

EXTRACURRICULAR ACTIVITIES

Introduction

Extracurricular activities are all those carried on by the school as a part of the school program which are not directly related to the instructional program. Interscholastic athletics, intramural activities, club activities, and Student Council, are considered extracurricular activities. All school rules apply to students attending extracurricular activities and/or sporting events.

Activity Fee

All students who participate in sports and cheerleading must pay a \$40.00 activity fee at the beginning of the season. This is a one-time fee for the year.

Illegal or Unexcused Absences

A student who is unexcused or illegally absent from school more than 3 times shall not be allowed to represent his/her school in the next public appearance of the activity of which he/she is a member. This regulation will be enforced for five (5) school days from the date of the published absence. The school principal or assistant principal will notify the athletic director if any athlete is unexcused or illegally absent from school.

Other Absences

Any absence from school on the day of a public appearance, not approved by the principal, will make the individual ineligible to appear on that same day regardless of whether the absence is legal or illegal. It is administrative policy that a student who is absent from school due to illness should not be permitted to practice with the team or organization. A student who is ill and leaves school may not participate in the event or practice that day. **A student who arrives after 9:00 a.m. without an appointment slip may not participate in the event or practice that day unless prior approval was given by the building administrator for a legal absence of school.**

Academic Eligibility

A student must be passing four full-credit courses on a weekly basis to participate in interscholastic competition. A student is ineligible to participate in interscholastic competition and other school-sponsored activities (i.e. dances) if they are failing 2.5 credits or more on a weekly basis. A student who is ineligible at the end of a marking period may not participate for fifteen (15) school days beginning on the first day report cards are issued. On the fifteenth day the student should take a form to each of the teachers of the subjects the student failed. If, at this time, the student is passing four full-credit courses for the current marking period, he or she may be considered eligible to participate.

During a season, the grades of all athletes will be checked every Friday. The athletic director will inform the coaches of any students who are ineligible to participate the following week with a week going from Sunday through Saturday.

At the end of the school year, final grades should be used to determine eligibility for the beginning of the next school year.

A student who is academically ineligible to participate may practice with the team or activity, but may not dress or participate in any public appearance until he or she is declared reinstated.

Interscholastic Athletics

The interscholastic athletic program will be carried on under the rules and regulations established by the Pennsylvania Interscholastic Athletic Association, a copy of which is available in the main office, except where the regulations of the Warrior Run School District are more stringent than those of the Pennsylvania Interscholastic Athletic Association.

All head coaches have established training rules to which all athletes are expected to adhere. The head coach of the individual sport is permitted to impose whatever reasonable penalty he/she feels is necessary for violation of training rules. Students may be removed from athletic teams for breaking training rules outside of school such as underage drinking, use of illegal drugs, etc.

Athletic Physical Examinations

According to the Pennsylvania Interscholastic Athletic Association, students may not practice or participate in interscholastic athletics until there is evidence of a physical examination and parental permission.

Physical examinations may be given by the school doctor or the family physician prior to the beginning of each season. There will be no charge for examinations by the school doctor; however, parents may prefer to have the family physician give the physical examination. The school cannot be held responsible for any fee charged by your personal physician.

When physical examinations are scheduled at the school for a sports season, the student must be present on that designated date with a parent's signature on the required form and his or her athletic fee paid. If the student fails to report with the appropriate paperwork, or come out late for a sport, he or she must secure a physical examination at personal expense from their private physician using the approved PIAA physical form.

Athletic Insurance

The school district purchases accident insurance for participants in all interscholastic athletics, cheerleading, and senior high band. This insurance covers the student **only while participating in the listed activities**. Participants are covered by this plan after payment of the activity fee. The school district has no liability and will not be responsible for any medical payments in the event of injury for any student not covered by insurance. If a family has additional insurance coverage through parents at work or other sources, a claim should be filed with the insurance company as an assurance.

SPECIFIC REGULATIONS

Child-Care Transportation Service

Service provided to a location other than the district recorded place of family residence.

Elementary, middle school students and walkers in areas already served by existing routes are eligible for child-care transportation services. Applications for child-care transportation arrangements must be submitted yearly for review and approval to the Superintendent of schools or his or her designee. Requests will be accepted through the first week in August.

The following criteria will apply:

1. Service requests must be in the service boundaries for the school the student attends.
2. Space must be available based on the rate capacity of the bus.
3. Request will be honored in the order they are received.
4. Approval for services on buses which are operating within fewer than ten students of their rated capacity shall include notice that services may subsequently be canceled if the capacity of the bus would be exceeded because of an obligation to provide services to additional students who are eligible under the provisions of the law for transportation by the school district.
5. Requested stop must be an established stop listed on the transportation schedule.
6. The bus and bus stop location must be consistent each day of the week.
7. Requests that are occasional rather than regular or which involve a portion of the week will not be approved.

Conduct on Buses

The school bus driver shall be responsible for the discipline of students while they are being transported. The driver can safely fulfill this responsibility only if all students cooperate. Any improper behavior on the part of a student while on a school bus may mean the loss of the student's bus privileges. The bus driver is in charge of the vehicle. It is the driver's responsibility to generate a report using the District's form to facilitate the administrative response. The appropriate building administrator has the responsibility to investigate the driver's concerns and develop an appropriate consequence. **To assist with the maintenance and discipline and to enhance security, school buses and school vehicles may be equipped with audio recording and video recording equipment.** (See policy #810.2). Parents will be informed of discipline problems occurring on the buses. The rules for conduct on the buses follow:

No passenger may:

1. Consume food or beverages.
2. Change seats while the bus is in motion.
3. Use loud or vulgar talk.
4. Throw any objects.
5. Possess or use tobacco products, drugs, or alcohol.
6. Light matches, lighters or other flammables.
7. Take a guest home without prior permission in writing from the parent or guardian and from the principal or the principal's designee.
8. Engage in conduct that jeopardizes the safety of any other occupant of the bus, including fighting.
9. Possess water pistols, other spraying devices or laser pointers while on the bus.
10. Leave the bus at any stop other than his or her own without written permission from parent or guardian and formal approval by the building administration.

Each passenger will:

1. Remain silent at all railroad crossings.
2. Keep all parts of the body inside the bus.
3. Sit in the seats assigned by the driver.
4. Be at the bus stop at the proper time.
5. Obey any and all other rules in the student handbook.

Refer to Policy #810.2 adopted by the Warrior Run School Board of Directors 2/27/06 revised 1/23/17.

Administrative Guidelines for the Disposition of Discipline—Bus Misconduct

Riding District transportation is a privilege. Students who fail to obey the rules of conduct on the bus will face the following consequences. Consequences will be the responsibility of the student's school administrator.

Bus Discipline Procedures

1. When a referral is received, school official will review referral and gather any other pertinent information (i.e. interview student, witnesses, phone bus driver or request video)
2. After reviewing the information, school official will determine the level (1, 2 or 3) of the inappropriate behavior.
 1. If it is deemed a Level 1 infraction, a lunch or after school detention will be assigned.
 2. If it is third Level 1 infraction for a given semester for a secondary level student or a third Level 1 infraction for a given marking period for an elementary level student, a more severe punishment (ISS or Bus Suspension) will be assigned.
 3. If it is a Level 2 infraction, punishment to be considered will be after school detention, ISS or temporary bus suspension (or a combination thereof).
 4. If it is a Level 3 infraction, punishment to be considered will be OSS, temporary bus suspension, permanent bus suspension, expulsion or criminal charges pressed.

2. Once appropriate discipline has been determined, school official will return Bus Discipline Referral Form with noted action to Adam Murray through email.

*Note: No bus suspensions for Level 1 or 2 infractions will be assigned until after a conference between school officials, parents/guardians, students and driver

Refer to policy #810 adopted by the Warrior Run School Board of Directors 2/27/06.

Dress Code

It is the responsibility of each student to be neat in appearance and well groomed. A student must dress in an appropriate manner for school, being careful to wear clothing that is moderately fitting and in good taste. The school must provide the best possible climate for the understanding and development of good grooming habits. Certain provisions governing dress have been established. These provisions specify that:

1. Appropriate footwear must be worn at all times. Footwear that constitutes a safety hazard is not allowed.
2. Bare midriffs, see-through blouses or shirts without proper undergarments, extremely low cut blouses (either front, side or back), and shirts/blouses without sleeves worn as outer garments are prohibited. Clothing with suggestive words or pictures, immodestly short skirts or shorts, pajama bottoms or pants too low on the hips are not appropriate attire.
3. General outdoor wear is prohibited for inside wear unless worn for reasons of health and approved by the school administration.
4. Clothing, buttons, drug or alcohol related attire or other insignia that are suggestive or obscene or that mock, ridicule, or demean gender or ethnic groups are not appropriate.
5. Clothing that presents a safety hazard or interferes with the educational process is not appropriate.

368907376. Clothing must be loose fitting and school appropriate. Biking shorts, short-shorts, swimming suits, cutoff sweatpants are not appropriate for school. It is the responsibility of the school administrators to determine whether or not shorts and other form-fitting clothing are acceptable.

368907377. Elementary students are allowed to wear shorts to school in periods of warm weather. They must be at least mid-thigh length.

368907378. Pocket chains and wallet chains are prohibited.

368907379. Hats, bandanas, and other headwear are not allowed in school.

368907380. Students should be aware that principals reserve the right to have students change clothing that is in the judgment of administration inappropriate for regular school use.

Students who violate the dress code will subject themselves to disciplinary action. ***Refer to Policy #221 adopted by the Warrior Run School District Board of Directors 7/25/05.***

Administrative Guidelines for Exclusions/Suspensions from School

Suspension from school is a serious matter which is to be handled by administration when a student violates school rules outlined in this student handbook or school board policy. When an offense violates state and/or federal laws, appropriate law enforcement agencies will be contacted, and the student may face prosecution.

During the period of any suspension, students will be permitted to make up work. Suspended students will not be allowed to participate in or attend school activities during the period of suspension. This includes athletes!

Suspension starts the moment an administrator deems a student has committed a suspendable offense. Suspension periods end the day of a student's return to school. Students remain ineligible for participation in extra-curricular activities until such time as they have returned from suspension. Participation in extra-curricular activities will resume only when students have been in attendance after coming off suspension.

The following measures will apply to student suspensions:

1. Step One - Up to three (3) days suspension; student may be readmitted following a conference among

the principal, the student, and the parent(s) or guardian.

2. Step Two - Three (3) days to ten (10) days suspension for offenses beyond the first suspension. The three (3) days to ten (10) days will be at the discretion of the principal depending on the seriousness of the offense and/or the number of suspensions for an individual student. Depending on the seriousness of the suspension the principal may request a meeting with the superintendent, the suspended student, and the parent(s) or guardian to determine whether or not additional action beyond the current suspension will be taken. The suspended student may be readmitted following the meeting with the principal and/or superintendent.
3. Step Three - The superintendent may refer the suspended student to the board for expulsion.

If an offense is deemed to be extremely serious, step two may be waived and step three invoked immediately.

As an alternative to out-of-school suspensions, the following types of situations may be considered for in-school suspensions:

1. For students in the due process stream for suspension or expulsions and the time line for school law or regulations cannot be met.
2. For students who become involved in a suspendable situation and there are mitigating circumstances, the school level principal will make the decision as to which students will be suspended out-of-school or will be referred to in-school suspension.

Some Reasons for Exclusion from School include, but are not limited to:

1. Disrespectful, bullying, harassing, abusive behavior towards another student or staff member.
2. Possessing and/or using tobacco products in the building, on the school grounds, or on the school buses.
3. Possessing, using, buying or selling alcoholic beverages, drugs, drug look-alikes, drug paraphernalia, as well as over-the-counter medications.
4. Possessing, using, or transferring of dangerous weapons and/or replica of weapons, or dangerous chemicals, fireworks, or firecrackers, laser pointers, or any other instrument that could cause harm.
5. Possessing, using, or transferring of pornographic materials and/or accessing of such materials using district computer resources.
6. Reporting or making false fire alarms or bomb threats
7. Leaving the building during the school day without administrative permission
8. Abusing school property
9. Failing to follow reasonable instructions
10. Cutting classes, truancy
11. Fighting
12. Stealing or possessing stolen articles
13. Arson
14. Accumulating excessive unexcused absences
15. Behaving in an unreasonable manner
16. Using obscene/vulgar language or gestures
17. Using racial slurs or intimidation
18. Making terroristic threats

Refer to Policy #233 adopted by the Warrior Run School District Board of Directors 7/25/05.

Refer to Policy #249 revised by the Warrior Run School District Board of Directors 6/22/15.

Administrative Guidelines for Hazing

Hazing is defined as any activity that endangers or reasonably might be supposed to endanger the mental health, physical health, or safety of a student when the purpose of such activity is initiation or membership in or affiliation with any organization within the purview of the Warrior Run School District Board of Directors.

ANY HAZING ACTIVITY, WHETHER BY AN INDIVIDUAL OR A GROUP, SHALL BE PRESUMED TO BE A FORCED ACTIVITY, EVEN IF THE STUDENT WILLINGLY

PARTICIPATES.

The result of such activities may be a recommendation by the superintendent for expulsion by the Board of Directors.

Refer to Policy #247 adopted by the Warrior Run School District Board of Directors 7/25/05 revised 8/22/16.

Administrative Guidelines for Harassment

It is the policy of the Warrior Run School District to maintain a learning environment that is free from harassment of an individual's race, color, sex, national origin, or disability.

Harassment includes, but is not limited to, slurs, jokes, bullying, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, national origin, handicap/disability, or sexual preference.

All employees must report all reported or observed incidents of harassment to a building administrator. Students are encouraged to report harassment complaints to a building administrator, teacher, counselor or nurse. **Violators of this policy will be subject to disciplinary action.**

Refer to Policy #248 adopted by the Warrior Run School District Board of Directors 7/25/05 revised 11/20/17.

Bullying/Cyberbullying-Policy 249

Purpose: The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions SC 1303.1-A: Bullying means an intentional electronic, written or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting when the effect 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.

SC1303.1-A: 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.

Authority SC 1303.1-A 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.

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 or school bus.
- { } Exclusion from school-sponsored activities.
- { } Detention.

- { } Suspension.
- { } Expulsion.
- { } Counseling/Therapy outside of school.
- { } Referral to law enforcement officials.

Administrative Guidelines for Weapons and Dangerous Instruments

The Warrior Run School Board believes that the physical safety of students, employees and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. Based on this premise, the School Board seeks to provide a safe environment free from weapons for students, school personnel, and persons using and visiting school property.

It shall be the policy of the Board that possession or use of a weapon by students is prohibited in any Warrior Run School District building, or on any grounds of the Warrior Run School District, or on any vehicle providing authorized transportation of students or at district sponsored functions, activities or events whether held on Warrior Run School District property or at sites approved by the district, with the exception of the following:

1. A weapon being used as part of a program approved by a school by an individual who is participating in the program, or
2. A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.

"Weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchucks, firearm, shotgun, rifle, or replica of weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. The registration shall be maintained as part of the student's disciplinary record.

The district shall expel, for a period of not less than one year, any student who is determined to have brought and/or used a weapon on any school property, or to any school-sponsored activity or on to any public conveyance providing transportation to a school or for school-sponsored activity.

The Superintendent of the school district may recommend discipline short of expulsion on a case-by-case basis. The Superintendent, in the case of an exceptional student, shall take all steps necessary to comply with the individuals with disabilities education act (Public Law 91-230, 20 U.S.C. ° 1400 et seq.)

Each school within the district shall maintain updated records of all incidents of violence, incidents involving possession of a weapon and convictions or adjudications of delinquency for acts committed on school property by students enrolled therein. Records maintained under this section shall be contained in a format developed by the Pennsylvania State Police in cooperation with the Office for Safe Schools. A statistical summary of these records shall be made accessible to the public for examination by the public during regular business hours.

Refer to Policy #218.1 revised by the Warrior Run School District Board of Directors 8/26/13.

Administrative Guidelines for Tobacco Possession and Use

The Warrior Run School Board recognizes that the use of tobacco in any form presents a health hazard which can have serious consequences for both the tobacco and non-tobacco user. Therefore, the purpose of this policy is to protect the health and welfare of all students, employees, and visitors to the Warrior Run School District and to abide by the laws of Pennsylvania.

Authority: Tobacco possession and/or use by students is prohibited in school buildings, on school property, on school buses which are leased, owned, or under the control of the district, or at any school sponsored activity. Because of the exemplar role played by adult members of the school community, the board prohibits the use of tobacco products by all employees and visitors of the school who are in school buildings, on school property, or riding school buses which are leased, owned or under the control of the district at any time.

Guidelines: Students in violation of this policy will be punishable by disciplinary action as outlined in Act 145 of 1996 in the following manner:

1. A student who commits an offense under Act 145 of 1996 shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine for the benefit of the school district in which such student resides, and to pay court costs.
2. A student will also be subject to suspension from school as outlined in Warrior Run School District Policy 233 and this handbook.

Violation of the Tobacco Possession and Use Policy by employees shall be treated as willful violation of school policy. Visitors and other adults who violate this policy shall be subject to such warnings and/or being excluded from events as deemed necessary by the superintendent and/or his designee(s).

Refer to Policy #222 revised by the Warrior Run School District Board of Directors 4/14/14.

Administrative Guidelines for Drugs and Alcohol

I. Management Responsibilities

The Drug Free Schools and Communities Act of 1986, Public Law 99-570 clearly directs the Board of School Directors to establish a program which combats the problems associated with drug and alcohol abuse by establishing substance abuse education and prevention programs.

Recognizing the responsibility to implement the guidelines of the Drug Free Schools and Communities Act, the Warrior Run School District establishes the following policy, including rules, regulations, and prevention programs. As part of a concerted effort to openly and effectively respond to the current uses and abuses of drugs, alcohol, and mood-altering substances by the members of our entire student population, we have established the following:

A. Board of Directors shall:

1. Establish policies governing drug and alcohol abuse in conformance with state laws.
2. Approve the formation of Student Assistance Teams at all levels.
3. Provide necessary support for the Student Assistance Teams so the teams will function appropriately.

B. Superintendent shall:

1. Be responsible for implementation of approved policy and procedures for implementation of the Student Assistance Teams (WRAP).

C. Principal shall:

1. Be responsible for disciplining students who violate the drug and alcohol policy in accordance with the district suspension policy.

D. Student Assistance Teams shall:

1. Identify, intervene, and refer high-risk teenagers who are having school-related problems because of alcohol and drug use or who are at risk of suicide and other mental health problems.

II. Statement of Policy

The Warrior Run School District recognizes its responsibility to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the entire student population.

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Warrior Run School District will work to combat the problems associated with substance abuse that permeates our society.

As an extension of this policy, all school district personnel shall use the following rules, regulations, and

guidelines when responding to drug, mood altering substance, and alcohol related situations.

III. Definition of Terms

Drug/Mood-Altering Substance/Alcohol-- shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance, or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse (annotated within the student's health record and given in accordance with the Warrior Run School District policy for the administration of medication to students in school.)

Warrior Run Assistance Program (WRAP)--is a multidisciplinary team composed of school personnel (teachers, staff, administrators, nurse, counselors). This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Distributing--deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substance, as defined by this policy for one person to another or to aid therein.

Possession--possess or hold, without any attempt to distribute, any alcohol, drug, or mood altering substance determined to be illegal or as defined by this policy.

Drug Paraphernalia--includes any utensil or item which, in the school's judgment, can be associated with the use of drugs, alcohol, or mood-altering substances.

IV. Rules and Regulations

These rules and regulations govern students' behavior while on school grounds, during a school session, or during a school-sponsored activity. Students may not be under the influence of alcohol, drugs, or mood altering substances. Students may not possess, use, dispense, sell or aid in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug. Students in violation will be subjected to discipline pursuant to the provisions and procedures outlined in the District discipline policy and WRAP referral process.

V. School Guidelines

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

VI. Discipline

Any student who is in violation of the drug and alcohol policy shall be subject to sanctions as outlined in the district suspension/expulsion policy. Furthermore, it is mandatory for students found to be in violation of the drug and alcohol policy to be referred to the WRAP team. This includes students found to be under the influence of drugs, mood altering substances or alcohol as well as students who are found to be in possession of drugs, mood altering substances, or alcohol. Students are further subject to any additional rules and regulations established by the coach/advisor of each activity.

Refer to Policy # 227 revised by the Warrior Run School District Board of Directors 6/26/17.

Administrative Guidelines for Pupil Control

Control of pupils is primarily the responsibility of the classroom teacher and other certificated staff under whose jurisdiction the pupil may be. Certificated staff may call for the assistance of the principal or assistant principal if a student control problem that they cannot control arises.

Reasonable force pertaining to all students may be used by staff members for the following reasons:

1. To quell a disturbance
2. To obtain possession of a weapon or dangerous object
3. For the purpose of self-defense or for the protection of person or property.

The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the laws of the state, or which may reasonably be implied are necessary for the orderly operation of the school.

School boards may not make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

School rules are assumed to be “reasonable” until they are rescinded or waived. Students, therefore, should obey school rules while working through channels to help change those of which they do not approve.

State Laws Which Apply to Students

Section 1317 Authority of Teachers, Vice Principals and Principals over Pupils

Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.

Section 777 Defacing, Injuring or Destroying Property Used for School Purposes, Penalty

If any person shall willfully or maliciously break into, enter, deface, or write, mark, or place any obscene or improper matter upon any public school building, or other building used for school purposes or other purposes provided for in this act . . . or shall deface, injure, damage, or destroy any school furniture, books, paper maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes . . . or shall injure, damage, or destroy any shade trees, shrubbery, fences, or any other property of any kind upon any public school grounds, or upon any public school playground, such person shall be guilty of a misdemeanor, and upon conviction . . . be sentenced to pay a fine . . . or undergo an imprisonment . . . or both.

In addition, the school retains the right to demand restitution, as well as exercise disciplinary action.

STUDENT ASSISTANCE

Child Abuse

Under Child Protection Service Law (PA C. S. 23, 6311 & 6313) Section 4 b the following have responsibility for accepting and servicing complaints of child abuse:

Person in Charge – Superintendent of schools

Designated Agent – Principal or School Counselor

Under Child Protection Service Law (Act 151 of 1994) concerning student abuse, the following person has responsibility for servicing complaints of student abuse. Administrator: Superintendent of schools.

Warrior Run Assistance Program

The Warrior Run School District, in conjunction with the Pennsylvania Departments of Education and Health, has established a functioning Student Assistance Program at all school levels.

The purpose of the Warrior Run Assistance Program (**WRAP**) is to identify high-risk students who are having school-related problems because of alcohol and drug use, risk of suicide, or other mental health problems. It is also a method for intervening and referring these students to appropriate community services.

The function of the WRAP team is to identify patterns of behavior that are associated with high risk or usage situations. It is an intervention, not a treatment, program. The WRAP program is a systematic process,

which makes it possible for school personnel to determine which students are having problems and refer them for help. The heart of the program is a WRAP Team. This team is composed of teachers, counselors, and administrators who have been given extensive training.

WRAP interviews and/or services will not be administered to a student whose parents or guardian have notified school authorities in writing that such actions be prohibited with their child.

At the middle school and high school the student agenda is being made available for student use in order to increase their organizational skills, as part of the WRAP program.

The following telephone numbers are made available for student and parent use if the need arises.

Northumberland County Crisis Numbers

Human Services (8am-4pm) 988-4200
Tap Line (4pm-8am) 1-800-222-9016
Drug and Alcohol 988-4420
Children and Youth 988-4237

Montour County Crisis Numbers

Human Services (8am-4pm) 275-4962
Tap Line (4pm-8am) 1-800-222-9016
Children and Youth 271-3050

Union County Crisis Numbers

Human Services (8am-4pm) 523-3216
Tap Line (4pm-8am) 1-800-222-9016
Children and Youth 524-8621



Principal's Welcome

Welcome to Turbotville Elementary School! We look forward to working each day with our faculty, staff, parents, and students to create the best learning environment possible for our school community. We take pride in the rich heritage and traditions of the Warrior Run School District while realizing the need to prepare our learners with the skills necessary to be successful in an ever changing world. We are committed to providing high quality learning experiences in a safe and positive environment that embraces the 4 C's of 21st century learning; communication, collaboration, critical thinking, and creativity. Each student is different, and we look to embrace their individual passions, interests, and strengths through personalized learning while ensuring that all students reach high standards of achievement.

We welcome your involvement in supporting the academic and social development of our students and look forward to celebrating their many accomplishments together. Please review the information provided in our handbook to better understand how the operating procedures and guidelines of our school. We also encourage you to visit our webpage for information and highlights of the educational experiences that are happening here at Turbotville Elementary School.

Sincerely,

Nathan C. Minium
Elementary Principal

BASIC OPERATING INFORMATION

Turbotville Elementary School
301 Pine Street
Turbotville, PA 17772
570-649-5164
Fax 570-649-6160

Hours of Operation

7:30	Doors Open - Breakfast available
7:50	Homeroom begins
8:00	Breakfast ends
8:05	Tardy Bell
2:40	Dismissal for bus 1 students and circle pickup students
2:45	Dismissal for all other early buses
2:50	Dismissal for late buses, walkers and after-school program students

Close or Delay of School

In the case of inclement weather or other emergencies, generally the following radio and television stations will carry the announcement of the close of school:

WNBP- TV Channel 16	WQKX-94.1	WMLP-1380 AM	WWBE-98.3
WBRE-TV Channel 28	WVLY-100.9	WKOK-1070 AM	WKSJ-93.3
WYOU-TV Channel 22	WEGH-107.3	WWPA-1340 AM	WILQ-105.1

This emergency closing applies to situations when school will not be open for the day, when there will be a delay in opening, or when we have to close the school prior to the regular dismissal time. Families should not call the school. A delay simply means the bus will pick the students up two hours later than their normal pick up time. School Breakfast is not served when we have a delay. In the event school is cancelled for the entire day, please refer to the District's school calendar in this handbook for the order of make-up days.

Early Dismissal Schedule

Several times throughout the school year, an early dismissal from school is scheduled. This allows the staff to have in-service training in the afternoon. When this occurs, the lunch schedule is condensed, so children may eat before they depart to go home. Dismissal for early bus students is at 12:45 while dismissal for walkers and pick-ups is at 12:50.

Cafeteria

Cafeteria facilities are available at both elementary schools. Children are encouraged to participate in the breakfast and lunch programs, which guarantee well-balanced meals. The cafeteria, however, is more than a place to eat. It is a place for the student to learn and practice good health habits and good manners. Parental cooperation at home will be sincerely appreciated. Free or reduced price meals are available to those families who qualify. Lunch prices for the 2018-2019 school year are:

- Milk, Water and Juicy Juice boxes: \$0.50 (1 milk included with each meal)
- Student breakfast: \$1.25 (\$0.30 for reduced price students)
- Student Lunch: \$2.40 (\$0.40 for reduced price students)
- Adults: all ala carte prices

It is vital for all families to complete the child meal application form and return it to school as soon as possible. This form is available on the District website.

Computer Use

Computers are available in the elementary schools for student use however; there are certain responsibilities that come with that privilege. It is expected that students will treat computers and peripheral equipment (i.e., headphones and power cords) with respect. Willful misuse and damage to computer equipment will not be tolerated and will be subject to disciplinary measures and/or the price of repair or replacement. Students are to access only their own folders while on the network. Internet access is designed primarily for education purposes. Each student and parent/guardian is required to sign an Internet/Computer Network and Facilities Usage Contract annually.

Dropping Off and Picking Up Students

The school doors open at 7:30 in the morning. Please do not drop off your child before that time. There will be no supervision, and the building doors will be locked. Use the following guidelines to:

- assure the smooth operation of getting students to and from school;
- provide a safe process for all children entering and leaving the school;
- clarify any questions concerning children leaving and entering school.

Bus Transportation: Students riding the bus will get on and off the bus at the appropriate and designated stops. If a parent wishes the student to get on or depart the bus at another stop, or if the parent will be picking the child up at school, a note stating the change needs to be sent in to the school prior to the change. In the case of a change in bus stops and/or buses, the change needs to be approved by the principal. **At no time will children be permitted to get off the bus other than at their appropriate stop or leave with anyone on their way to the bus without the school being informed.**

Parent pick-ups: Parents who are dropping off or picking up their children must do so at the kindergarten circle, whether they are walking or driving. All students who are picked up by their parents/guardians will enter and leave the building through this entrance. Parents are permitted to either park in the front lot and walk to the circle, or form a line of vehicles waiting for their child. Please make certain that the movement of the line is continued. If parents wish to enter the building for any reason, the parking lot should be used and cars should not be parked in the circle. Students being picked up by their parents will be dismissed at 2:45 PM. If a child is not picked up at the circle by 3:00, the parent must sign the child out at the office. **For the safety of our children, it is required that a note be sent to the classroom teacher the day of the event change when someone other than the usual transporter will be picking up a student/students from school.** In the event of a last minute transportation change, please call the elementary school office as soon as possible with the change. Parents are responsible for informing their child of the change.

Walkers: Students who are town walkers will leave the front entrance of the school at 2:55 P.M. A staff member will escort the students across school property using the sidewalks to cross over Pine Street. **If a parent/guardian wishes to pick their child up from school, they should designate via note that they will be meeting their child, and do so at the student pickup circle.**

Late Arrivals: Students who are tardy to school (after 8:05 AM) or who arrive late due to an appointment, must be signed in at the office by the parent or guardian. **Students who arrive at their classrooms after the 8:05 tardy bell will be marked tardy by their teacher.**

Early Dismissals: If it is necessary for a student to be excused from school during regular school hours then a written excuse from home, signed by the parents, and explaining the reason for the early dismissal should be sent to the child's teacher in the morning. The only excused reasons are doctor and dentist appointments and legal obligations. Students must present appointment slips from physicians, dentists, or hospitals along with a note from the parents. All dismissal excuses are subject to verification by an administrator. The doctor's name and phone number are to be readily available for contact.

Field Trips

There will be times when classes will be taking field trips to support academic topics. All field trips require the approval of the principal and superintendent, and parental permission slips are necessary. Grades, behavior and/or absentee rate may eliminate a student from going on a field trip. Absences just prior to the field trip may result in denial of participation in this privilege. Students participating in field trips must travel with their classes on the provided

transportation, except when deemed necessary by the building principal. All school rules apply while students are on a field trip.

Family members may be asked to assist in chaperoning a classroom field trip. **Selection of chaperones will be solely the responsibility of the classroom teacher, in consultation with the building principal, and with consideration of individual student needs. Family members not selected as chaperones will not be permitted to attend the field trip.** Please refer to the board Volunteer Policy # 916.

Health Program

Communicable Diseases: Students who show symptoms of illnesses that are transmittable to others are not allowed to attend school. You should keep your child home if any of these symptoms are present: fever of 100F or more, vomiting, unusual skin eruptions or sores, inflamed or swollen eyes with drainage; diarrhea, or head lice. Children should not return to school until they are fever free for 24 hours without fever reducing agents. Students receiving medication for strep throat should be on medication for 24 hours before returning to school.

Emergency Care: Students who are injured at school or become ill must secure permission from their teacher before reporting to the health office. If the nurse is not present, the student should report to the school office. The nurse or the office will then decide whether a parent or guardian should be contacted to pick up the student. Students are not permitted to call home to have someone come to get them. Also, injuries or illnesses occurring at home are not the responsibility of the school nurse and should be cared for by the parent or guardian.

Comprehensive Health Record: A complete health record is kept for each student. All of the screening and/or examination results listed above are included in this report, which is maintained by the school nurse. The report is confidential, and its information is released only when necessary. The school nurse will provide any recommendations for health care to the parent.

Library Information: The purpose of the Warrior Run Elementary Library Media Center is to participate effectively in the school program. This is done by furnishing a learning laboratory for students in which print and non-print materials and services are provided that appropriately and meaningfully add to their growth and development as individuals. We strive to make the library experience one in which the students find increasing enjoyment and satisfaction in reading and other educational activities. We also support creative teaching and good learning programs. There are regularly scheduled library classes and all elementary children have access to library facilities for recreational reading and are encouraged to use them.

School-Wide Positive Behavior Support

The Warrior Run School District has implemented a school wide positive behavior support using the theme of SOAR. The same values and positive character traits will be taught and reinforced grades K-12, striving to create a strong sense of community within the schools. Each building level uses key words to emphasize these core values. The following acronym is used; SOS (Respect for Self, Others, Space) at the elementary school.

What is our PBIS program designed to do?

- Teach, recognize and praise the behaviors we want from our student through positive reinforcement.
- Shape student behavior into the positive attributes we want for young citizens
- Establish consistent expectations for our students so that everyone knows what is expected from them at all times and places, regardless of who is with them.

Where does PBIS occur?

- PBIS occurs in all areas of the school environment.
 - Classroom
 - Specials
 - Recess
 - Cafeteria
 - Hallway

- Bus
- Bathroom

What are our behavior expectations?

- Respect
 - Self
 - Others
 - Space

How do we teach our behavior expectations?

- At the beginning of the year and again in January, students are taught the expected behaviors through a series of lessons.
- Teachers help students to learn what the expectations look and sound like in every setting of the school environment.
- These lessons are retaught and reinforced throughout the school year as needed.
- Posters are displayed throughout the school detailing the specific behaviors expected in each area.

How does PBIS work?

- All students are given a Soar Card. Each Soar Card has 10 spaces for a student to receive recognition from any staff member. If a student does not have their Soar Card with them, an Eagle Ticket is given which can be exchanged for a mark on the student's Soar Card. When a student's card is filled, they place it in a jar in their classroom and receive a new Soar Card.
- On Fridays, two student cards are drawn from each classroom jar. Those students' names are sent to the office. Their names are placed on our Defender Board. (Names are placed via a number which coordinates to a number spot on our board. Numbers are randomly drawn for spots.) When one row of names is filled on our Defender Board, students in that row receive an extra incentive.
- Teachers have the option of pulling additional cards for in class rewards/ incentives allowing PBIS to work in conjunction with already established reward systems.
- All completed Soar Cards are kept in the classroom until the end of the month. At the end of the month, all completed Soar Cards should be submitted to the office.
- Extra Eagle Cards will be kept in various locations around the school including the cafeteria, hallways, and the office.

How do we handle discipline when behavior expectations are not met?

Even with clear expectations, sometimes children do not meet the desired behaviors. Behaviors are divided into two categories.

- **Classroom Managed Behaviors** are behaviors that are disruptive to the learning environment and are handled by the teachers. Should these behaviors become a pattern that do not meet school expectations, it becomes an office managed referral.
- **Office Managed Referrals** are issues that are sent to the office. These referrals are tracked in Sapphire. Parents/ Guardians are notified of these referrals. When a student repeatedly receives office managed referrals, a team will meet to develop an effective behavior intervention plan for that child.

Rules of the School We need the help of all families in order to foster an educational environment that is conducive to learning and mutual respect. With trust and positive support, we can work together to help students develop positive interpersonal relationships and respect for one another's right to learn in an orderly school environment. Children learn character traits such as honesty, courtesy, diligence, and respect for others in part from examples set by their parents. Please continue to support our efforts to encourage the growth of these traits in your children by talking to them about their responsibility in keeping our school safe for all children. Together, we can make a more pleasant school atmosphere for all children. In addition to the policies developed by the school district, some building rules for the Elementary Schools include:

1. Students are expected to follow our three behavioral expectations- Respect self, respect others, respect space (Refer to PBIS manual)
2. All students are expected to be prepared for class each day.

3. Students should follow the directions of all adults in charge.
4. Students are not allowed to chew gum.
5. Flip flops are a safety hazard on the playground. Students wearing such footwear will be asked to refrain from using the climbing equipment and play at their own risk.
6. The school assumes no responsibility for personal property brought to school from home.

Discipline Guidelines

The following is a list of student misbehaviors and behavioral intervention/ disciplinary options for staff members. The list has been grouped into levels according to the seriousness of the child’s misbehavior. The frequency of misbehaviors will also be considered when determining the appropriate disciplinary option.

The classroom teacher will first implement the options that follow. If necessary the teachers will make others (guidance counselor, principal, problem solving team) aware of the problems. These individuals will involve any additional professionals they feel are necessary to help the child correct the misbehavior. If a child is referred to the principal, the principal may contact the child’s parent/guardian by telephone or letter. Higher-level options for criminal behavior will require law enforcement involvement and possibly school board action.

Level 1 - These behaviors are generally minor infractions, but interfere with the educational process or school procedures. The teacher delivers the consequence and may need to make contact with parents.

<i>Misbehavior/Infraction</i>	<i>Behavioral Intervention/Discipline Options</i>
1. Unprepared for class	- Verbal reprimand/warning
2. Incomplete homework	- Conference w/ student
3. Inattentiveness/non participation	- Restriction/withdrawal of privileges
4. Interrupting/distracting others	- Time out in classroom
5. Constant talking	- Contact parent
6. Frequently out of seat	- HW completed with supervision
7. Use of toys without permission	- Seat change
8. Inappropriate behaviors (describe)	- Reteach skill
9. Throwing items at others	- Use of classroom recognition system
10. Horseplay	- Structured recess activity
11. Name calling/teasing	- Counselor group to reteach specific skills
12. Lying	
13. Cheating	
14. Student to student disrespect	

Level 2 - Behaviors at this Tier 2 are more serious disruptions to learning and/or teaching. The teacher may communicate with the guidance counselor/intervention specialist/principal to determine corrective actions for a child’s behavior.

<i>Misbehavior/Infraction</i>	<i>Behavioral Intervention/Discipline Options</i>
1. Vandalism	- Continuation of Level 1 options
2. Strong profanity-including gestures	- Teacher designed intervention/behavior plan
3. Extreme verbal abuse of others- including disrespect toward staff	- Written apology
4. Cheating	- Exclusion from non-academic events
5. Stealing	- In-School suspension
6. Bullying	- Out of school suspension

Level 3 - Behaviors at this level are more serious due to having a longer effect on the individual or pose a threat to people or property. The building principal assumes major responsibility for corrective actions. More drastic consequences are required and authorities may become involved. Classroom teacher is responsible for contacting the office for support and remaining with the child until the support (guidance counselor, intervention specialist, psychologist, or principal) arrives. If necessary students will be removed from the setting to a safer environment within the school building.

Misbehavior/Infraction

Behavioral Intervention/Discipline Options

- | | |
|---|---|
| 1. Continuous/repetitive use of profanity | - Continuation of Level 2 options |
| 2. Fighting, physical abuse of others | - Detention after school- parent pick up |
| 3. Verbal/written threats or harassment | - In or out of school suspension |
| 4. Weapon/Substance possession | - Clean up of damage and/or restitution |
| 5. Acts that endanger the safety of self
or others | - Referral to outside agencies
- Contact authorities
- Behavioral intervention plan |

Response to Instruction & Intervention (RTII)

All students in elementary school receive a 30-60 minute period each day committed to RTii. RTii is Response to Instruction and Intervention. During this time period students receive just what is needed to reteach, enrich, or practice skills learned in the classroom to increase student achievement. RTii is a multi-tiered, standards-aligned strategy to enable an intervention for academic or behavior purposes. Interventions and strategies are research-based, and data interpretation, as well as intervention, is a shared and collaborative process among all educators.

Reports to Parents In order to measure academic progress, report cards are issued to students in the elementary schools each nine weeks. Interim progress reports will be sent home at the middle of the grading period if the teacher feels the need to inform the family of a student’s progress.

Parents sign the report card envelope and the student returns it to the teacher as proof that parents have seen the report card. Parents are urged to communicate with the teacher via written comments in the space provided on the report card.

Parent conferences are held at the end of the first marking period. The goal of the parent conference is to provide parents with information about their child, as well as practical suggestions on how they can work as partners with the teacher for the benefit of the child. Some sample questions that parents might want to ask include:

1. What are my child’s strengths and weaknesses?
2. Is my child involved in any special instruction?
3. What is the policy on homework?
4. How can I better help my child at home?
5. Are there any special problems relating to discipline or socialization?

School Counselor Services Every child faces normal developmental difficulties while growing. The foundation of the elementary guidance program begins in Kindergarten and is built each year as the program expands by adding new concepts. Materials are used by the counselor and/or classroom teachers to involve the students in appropriate activities. The counselor may also serve teachers and parents through supportive counseling and/or by providing resource materials to help understand the needs of the child. The School Counselor may be contacted by calling the Elementary Office.

Severe Weather Emergency Procedures In the event of a severe weather (tornado) warning in our area, we will follow the emergency procedures to house the students in as safe an area as possible in the interior of the building. When the students are moved to the indicated area, they should crouch along an inside wall and be as quiet as possible. Students should be kept away from windows.

We will announce when there is a tornado warning or drill. We will not use the fire alarm as students would naturally exit the building.

Speech and Language Support The Warrior Run School District provides speech and language screening, evaluation, and therapy by a state certified Speech and Language Clinician for students demonstrating needs in the areas of articulation, language, fluency, and voice disorders. In order to determine possible speech/language disorders, an informal speech and language screening will be conducted for students newly enrolled in the district, for all students in the first grade, and for students attending Kindergarten Registration. Parent and teacher written referrals can also be made to the Speech/Language Clinician or the Child Study Team at any time. If the results of this screening indicate a possible speech/language disorder, parents will be contacted to obtain permission for a formal evaluation.

Standardized Testing Third grade and fourth grade students will participate in PSSA testing during the spring. Third grade testing assesses reading and mathematics, while fourth grade includes reading, mathematics and science. In preparation for the PSSAs, third and fourth grade students take curriculum-based benchmark assessments three times during the year. Teachers in grade level teams use these results to plan for individualized remediation.

Standardized testing can be a stressful time for children. It is important for the parent to work with teachers to insure that students are given the best possible conditions for being successful. Some suggestions for families are:

1. Try not to schedule appointments during this week. In some cases, this may be unavoidable, but limiting disruptions during testing and ensuring that your child will be present for all parts of the evaluation will be helpful.
2. Make sure your child gets adequate rest and a good breakfast each morning especially during the testing days.
3. Talk with your child about the testing that will be taking place and emphasize that effort and attention to both the directions and test questions are very important.
4. Notify the teacher of any difficulty you feel your child is having which may affect his or her attitude on a given testing day so the teacher will be able to pay close attention and provide additional encouragement to your child.
5. Give your child a chance to talk about the testing experience. Provide encouragement and suggestions for dealing with any frustration that may arise. Remember to focus on effort and attention to questions rather than on performance.

Study Skills and Habits Three important aspects for success in school are completing homework on time, studying for tests, and regular daily attendance. The following study tips will help your child:

1. Study in a quiet place without distractions such as TV, radio, stereo and phone.
2. Organize notes and books before beginning homework or studying.
3. Keep a daily log of assignments.
4. Read assignments carefully; don't just skim for homework answers.
5. Keep notes in a folder or notebook and review them daily.
6. Study the most difficult subject when you are most alert.
7. Be sure assignments are neat, accurate, and submitted on time.
8. Maintain a schedule for long-term projects. Don't put these assignments off until the last minute.

Teacher Requests The goal is for each and every student to be in the best classroom placement, based on the learning needs of the student and the teaching styles of the teacher. Placement decisions are made by the sending team of teachers and the building principal. Specific requests for teachers will not be honored. If a certain student happens to get a "requested" teacher, it is because the sending team of teachers and building principal feel it is the best placement for that child, which is the focus and goal.

Title I Reading and Mathematics Program Students needing extra help to increase reading/math skills are provided services individually or in small groups. Participating students are chosen on the basis of authentic assessment. In each building students receive services from reading specialists and instructional aides.

Interested parents are invited to join the Title I Parent Advisory Council, which meets twice a year to help plan and implement improvements in this program. If you have any questions concerning the Title I program, contact the building principal.

Visitors At the elementary level, family members are encouraged to come in and eat lunch with their children. A note should be written to the classroom teacher or a call made to the school office at least one school day prior to the day of the

lunch visit. Lunch visits are not allowed on days when special/holiday lunches are served. Please refer to your monthly lunch menu for those days. Siblings are not permitted to come with the parents for such visitations.

Parents may purchase a meal at adult ala carte prices or pack a lunch. If you plan on buying food or drinks from the cafeteria, please bring cash because the Cashier is unable to deduct money from a student's account to pay for adult purchases. Please do not bring fast food items into the cafeteria.

To facilitate student safety and supervision, adults are expected to follow school cafeteria rules. Visiting adults are not permitted to participate in recess activities or return to the classroom.

Volunteers Volunteers in our schools enrich the learning process and expand the learning environment of the children. We view volunteers as partners of the staff and special people who donate their time and talents. If you are interested in volunteering in school, please complete the form at the end of this handbook.

Due to the recurring nature of many events in the elementary grades K-4, a homeroom parent may be named to help coordinate activities listed for the year. Homeroom parents are to assist only in homerooms where they have children enrolled. Please refer to the board Volunteer Policy # 916

Photos Throughout the year, Warrior Run students are photographed and videotaped at school events. These images may be used in school publications distributed to families, members of the community and/or the media for promotional and informational purposes. The images may be included on the school Web site, or school social media sites (eg. Facebook, Twitter, etc) to illustrate Warrior Run programs or events. Individual students will not be identified.

If you wish to EXCLUDE your child's photograph or image from use, please send in a letter or note indicating that you would like them excluded. We will assume permission to publish your child's photo has been granted unless a letter is received.

Lifetouch Photos takes individual student portraits in the fall of the year. The students will bring home packets of information closer to that time. Class photos and informal portraits are taken in the spring.

How Do I Become a Warrior Run Volunteer?

Volunteers are parents or community members who voluntarily offer a service to the District without compensation. The following steps must be completed prior to starting actual volunteer services:

- 1) After initial approval from the building principal, you will need to obtain your clearances which include the Pennsylvania State Police Criminal Records Check, the Child Abuse History Clearance and completing an affidavit or the Federal Criminal History Background Check.
- 2) You will need to complete the Act 126 Mandated Reporter Training and submit proof of completion prior to volunteering. The training may be accessed thru a free website: <https://www.reportabusepa.pitt.edu>. Once the website is accessed, please register, print your certificate upon completion, and present certificate to the principal.
- 3) Your name will then be placed on the School Board agenda for approval.
- 4) Once approved, you will be contacted by the building principal to begin your volunteer service.
- 5) Original copies of clearances must be presented to the principal. Copies will be signed and dated, then forwarded to the District Business Office.

Clearances

As a volunteer state law requires clearances every three years. You will need to pay for the clearances.

Annual Approval

You will need to complete the volunteer application each year to assure we have your correct contact information. You must be board approved every year prior to serving as a volunteer.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE INSTRUCTIONS

<https://www.compass.state.pa.us/CWIS>

Directions:

- a. After Clicking on the link above, Click "Create New Account" (Unless you already created an account for recent clearances).
- b. Read the Welcome and then Click "Next".
- c. Create your own "Keystone ID" and answer the questions on the page including the security question (use an email account you can access because they will send you a temporary password that you will need to complete the process).
- d. Check your email for the temporary password they will send to you.
- e. Go back to the main page using the link above (compass.state) and this time click "Log in".
- f. Then Click on "Access My Clearances".
- g. Read the information and then click on "Continue".
- h. Type in your username and the temporary password that was emailed to you.
- i. Then it will ask you to create a new password and click "Continue".
- j. Select "School Employment" as the reason from the drop down list of choices and then fill in the remaining information requested on the screen. It is a secure site so you can enter your social security number.
- k. You can select to have a paper copy mailed to you but you will get an electronic version that you can print off so it is your choice.

- l. You will need to list every permanent address you have lived at since 1975. If you do not remember all the specifics such as zip, or street address just fill in as much as you can. If parents/grandparents are deceased you do not need put an age in for them.
- m. You will need to list everyone you have ever lived with this includes your parent(s), spouse, ex-spouses, etc. You will need to select how they are/were related to you.
- n. You then need to click to verify that what you are submitting is correct.
- o. You will then need to enter credit card information for the \$10.00 Fee.
- p. After submitting, usually within a few minutes, your results should appear right under the account number in a green box that will say "To view the result, click here".
- q. The pdf of the certificate should show up, print out a copy then at the top of the page click "Log Out".

1. PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

<https://epatch.state.pa.us/Home.jsp>

Directions:

- a. Click on the link above.
- b. Click in the middle right of the page on "Submit a New Record Check".
- c. Read the information and click "accept".
- d. Fill in the information requested. For Reason, Scroll down to "School District".
- e. Verify your information and click "Proceed".
- f. Enter your credit card information for the \$10.00 fee.
- g. After submitting, usually within a few minutes, your results should appear, click on view results and print out a copy.

2. FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS

www.pa.cogentid.com//index_dpw.htm.

Directions:

- a. Click on the link above.
- b. In the right hand column, click on "Register Online".
- c. Read and check the box then click "continue".
- d. Fill in the requested information. For Reason select "school district", fill in remaining information then click "Next".
- e. Verify your information and click "Next".
- f. Fill in your credit card information to pay the \$27.00 Fee and click "pay".
- g. Click on Print to print the confirmation page. You will need to take this page with you when you have your fingerprinting done.
- h. You have 90 days to have your fingerprinting done. Please call the fingerprinting center to verify their hours (ask for the fingerprinting hours, they do not do fingerprints the entire time they are open).
- i. Once fingerprinted, you will receive your clearance in the mail.

WARRIOR RUN SCHOOL DISTRICT

4800 SUSQUEHANNA TRAIL

TURBOTVILLE PA 17772

Dr. Alan Hack, Superintendent

High School 570-649-5166 Fax 570-649-5591

Elementary

Middle School 570-649-5135 Fax 570-649-6173

Business Office/Superintendent 570-649-5138

Turbotville 570-649-5164 Fax 570-649-6160

Dear Parent/Guardian,

It is the mission of the Warrior Run School District to provide an educational program in a safe environment that ensures students the opportunity to reach their fullest potential. Unfortunately, some students have health issues that may interfere with their ability to reach their fullest potential without medical attention. It is for this reason, that the school district maintains policies and procedures to assist those in need of medical intervention.

Students who have a medical issue such as diabetes, asthma, seizures, or allergies (those requiring use of an epi-pen) should complete a school health care plan. Students who need to take medications at school should complete a school medication form. These forms can be obtained from the nurse at your child's school or from the nurse's web page on the Warrior Run website (www.wrsd.org).

Should your child have any type of physical or mental impairment that may impede your child's learning, please note this on your child's Health Room Form.

Please review your child's school agenda for all health room policies, including state mandated health screenings, immunization requirements, and illness protocols. Contact your school nurse or school administrator with any questions. Thank you for your attention to this matter. With your assistance, we can achieve the most advantageous learning environment for your child.

Sincerely,

The Warrior Run School District Nursing Staff

Mrs. Tracy Golder, RNC, MS
Turbotville Elementary
(570) 649-5164
tgolder@wrsd.org

Mrs. Emily Showers
Middle School
(570) 649-5166 ext 3008
eshowers@wrsd.org

Mrs. Chris Lynn, RNC, MS
High School
(570) 649-5166 ext 4006
clynn@wrsd.org