A HANDBOOK FOR THE STUDENTS AND PARENTS
OF

Andrew G. Curtin Intermediate School



2026-2027 SCHOOL YEAR

Andrew G. Curtin Intermediate School

85 Eldred Street Williamsport, Pa 17701
Phone: (570) 323-4785 Fax: (570) 323-4974
www.wasd.org

Jacob Anderson
Principal

Dear Parents and Guardians,

Welcome to Andrew G. Curtin Intermediate School and the start of the 2026–2027 school year. We are excited to partner with you as we begin another year of learning, growth, and opportunity for our students.

This handbook serves as a guide to help students and families understand the expectations, resources, and opportunities available throughout the school year. We encourage you to review it together, refer to it when needed, and reach out whenever you have questions. Our staff is committed to supporting every student and working alongside families to create the conditions for success.

At Curtin, we believe that strong relationships, high expectations, and a supportive learning environment help students reach their full potential. We are focused on providing a school experience where every child feels valued, challenged, and connected. Achieving that vision requires a partnership between students, families, and staff, and we are grateful for the role each of you plays in our school community.

As we begin this year together, we look forward to celebrating accomplishments, overcoming challenges, and creating meaningful experiences that help students grow academically, socially, and emotionally.

Thank you for your trust, partnership, and support. We are excited for the year ahead.

Be Curtin. Be Your Best.

Sincerely,

Jacob T. Anderson

Principal

STUDENT NAME _____ GRADE _____ ROOM #: ____

WELCOME

The purpose of the Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In a case of conflict between a board policy and the provisions of this handbook, the board policy most recently adopted by the board will prevail. Students and parents/guardians should be aware that this document is reviewed annually, because policy adoption and revision is an ongoing process. These changes generally will supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

MISSION STATEMENT

Developing responsible citizens through excellence in education.

ANDREW CURTIN INTERMEDIATE PHILOSOPHY

The students, parents, and staff of Andrew G. Curtin Intermediate School, believe that proper behavior is essential to an effective educational setting. We believe that everyone in the school community must play a role in contributing to that orderly and productive environment. We believe that rules and regulations are the key to the goals of our program and the success of our students. We believe that the following rules and regulations are both appropriate and essential to our school. It is important that students, parents, and staff join together to assure that these principles are effectively recognized and maintained.

PARENT-TEACHER CONFERENCES

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Parent-teacher conferences are scheduled twice a year. If you need to meet with your child's teacher at another time, please remember to schedule a conference **in advance**, so a time that is convenient for all can be established (i.e., before or after school, during teacher planning periods, etc.).

DAYS 1 – 5 SCHEDULE

Please watch our monthly calendars carefully. You will note that the days are numbered one through five and then the pattern is repeated. You will be able to tell what Unified Arts class your child will have that day by looking at the calendar. This practice was instituted because we tend to miss a lot of Mondays and Fridays due to holidays and teacher in-service days. By numbering the days, students won't miss special classes.

NEWSLETTERS

Throughout the year, school newsletters are published. Please take the time to read our newsletter with your child. We have a lot of interesting programs at Andrew G. Curtin and we don't want anyone to miss them because they did not read the newsletter.

FACEBOOK & WEBSITE

Social Media is the best way to obtain real-time information from our building. You can like Andrew G. Curtin Intermediate on Facebook or check out our website at wasd.org under "schools".

LIBRARY GUIDELINES

Andrew G. Curtin Library is open daily from 8:50 a.m. until 3:00 p.m. for research, browsing and book borrowing.

1. Students may borrow 1-2 books at any given time for a period of one (1) week, depending on classroom assignments and grade level.
2. Overdue notices are sent to the student's classroom weekly. Letters are sent home monthly until the book in question is returned and/or the fine is paid.
3. Students will be charged a fine for lost or damaged books.
4. Students who misbehave while in the library will be sent back to class, and a call to their teacher will be made.

REPORT CARDS

Report cards are issued four times a year, via email, for grades fourth through sixth. The reports are a formal evaluation of each student and are a way to communicate each student's progress and level of development. When you receive your child's report card, do not hesitate to contact your child's teacher if you have any questions. Please ensure your email and contact information is up to date to ensure you receive your child's report card.

GRADING SYSTEM

Student academic achievement during each marking period will be determined by the following system:

4- Advanced: The Advanced Level reflects superior academic performance. Advanced work indicates an in-depth understanding and exemplary display of the skill or knowledge area that is being scored.

3- Proficient: The Proficient Level reflects satisfactory academic performance. Proficient work indicates a solid understanding and adequate display of the skill or knowledge area that is being scored.

2- Basic: The Basic Level reflects marginal academic performance. Basic work indicates a partial understanding and limited display of the skill or knowledge area that is being scored. This work is approaching satisfactory performance, but has not yet reached it. There is a need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level.

1- Below Basic: The Below Basic Level reflects inadequate academic performance. Below Basic work indicates little understanding and minimal display of the skill or knowledge area that is being scored. There is a major need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level.

SCHOOL VISITORS

No one is permitted anywhere in the school without authorization from the office.
In order to provide a safe environment for the students to learn, all visitors, regardless of their purpose, **MUST** report directly to the office upon entering the building to sign in and receive a visitor's badge. Please remember that to maximize security, all outside doors to the building will be locked during the hours when school is in session. To gain access to the school, you must press the buzzer and wait for the office staff to respond. Please be prepared to give your name and the purpose for you visit. Please understand that we may not answer immediately as we may be helping children or staff members. Your patience is appreciated. After you enter the school, you **MUST** report directly to the office.

Thank you in advance for your cooperation.

PARENT VISITATION REQUESTS

The district respects the rights of parents and the privacy expectations of all children. To balance the needs of both, districtwide visitation procedures are in-place at all school buildings, K-12.

A parent or guardian who requests to visit one or more classes must contact the building principal at least 24 hours in advance to determine a mutually agreeable time and condition for visiting. Visitations will be limited to one (1) classroom period of time per course/subject once each academic year. The request will be made in writing and must specify the purpose of the visit. Building principals will share with parents the district's administrative procedure on classroom visitations and request a signature of receipt. A district employee may accompany the parent during the visit and parents will be asked to maintain confidentiality of students, other than their own children.

1. Parent/guardian visits will be scheduled at the district's convenience and be on a typical school day (i.e., no field trips, assemblies, two-hour delays, or classrooms where substitute teacher is covering the class). Observations will not be scheduled during student testing, the day immediately preceding or following a vacation or holiday or during the opening two weeks of the school term.

2. The principal reserves the right to cancel or reschedule a classroom visitation in the event of unforeseen circumstances or emergencies.

SCHOOL DRESS CODE

1. Clothing that exposes the midriff or buttocks are not permitted.
2. Pants or shorts below the waist are not permitted.
3. Examples of dress not permitted: flip flops, tank tops, spaghetti strap tops, midriff shirts, low-cut tops, muscle shirts, clothing with inappropriate wording, and scanty shorts that do not extend beyond the student's fingertips when the hands are held at his or her side.
4. Clothing with writing across the buttocks is not permitted.
5. Upon entering the building, hats, headbands, and head scarves must be immediately removed. Wearing such headgear while inside the building is not permitted; however, head coverings worn for religious purposes are permitted.
6. Clothing and/or jewelry that exhibit references to drugs, alcohol, tobacco products, violence, sex, profanity, or gang-related activities are not permitted.
7. Proper footwear is required. Sandals and clogs should **not** be worn because of potential injury due to falling and ankle twisting.
8. Jackets and coats may not be worn in the classrooms.
9. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to insure the health or safety of the student.
10. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials reserve the right to impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.
11. The wearing, possessing, using, distributing, displaying, or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in, or affiliation with, a gang are not permitted.

12. Students may bring backpacks to school; however, students must keep them in their lockers or with their coats during the school day. They are not authorized to carry backpacks with them in the building during the day.
13. Heelies are not permitted.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from our school, please call or come by the school a few days prior to the withdrawal date. You do need to complete a withdrawal form. This will give ample time to complete the necessary paperwork.

SCHOOL DELAYS AND CLOSINGS

If the weather is questionable in the morning, please turn on the radio. All local stations will broadcast the necessary school news so you have time to make arrangements for your child. Please do not call the school.

If it is announced that there is a delay, do not send your child to school early. Teachers and staff members are experiencing the same weather conditions and will not be on duty to supervise the children.

If the weather becomes severe during the day, an early dismissal may be necessary. Knowing this, have arrangements made so that your child knows where to go. The radio stations will have the necessary information ahead of the actual dismissal time. If you are not sure, listen to your radio. Please do not call the school. Your help is greatly appreciated during this time.

ILLNESS

If a student becomes too ill to remain in class, parents or a designated person listed on the emergency card will be contacted by phone and that student must be picked up from school. The health room is a temporary facility used to provide comfort to sick children who can return to class or for those waiting to be picked up.
If your child is ill before leaving home, please do not send him/her to school. A student who contracts a contagious disease or condition, such as pink eye, chicken pox, ringworm, impetigo, or head lice, will be sent home and must remain home until the condition or disease is no longer contagious.

PHYSICAL EDUCATION EXCUSES

If a student is not physically able to participate in physical education class, the parent should write an excuse to be presented to the physical education teacher. This excuse is limited to one day only. If the physical condition is going to prevent the student's participation in physical education for more than one day, a statement from the attending physician is required. This statement should include the reason for the excuse and the length of time to be excused.

BREAKFAST AND LUNCH PROGRAMS

In the packet you received the first day of school, you should have found an application for free and reduced breakfast and lunches. Only those who wish to apply need to return the forms. Please keep in mind that, we are required to provide every parent with the opportunity to apply. If your financial situation changes through the school year, please call the office and we will be happy to provide you with another form.

HOMEWORK

Homework is defined as daily work assigned in school to be taken home and completed. Homework also includes:

1. Reviewing and studying for quizzes and tests
2. Completing assigned projects

3. Reading take-home books

The purpose of homework is to help the student by providing additional reinforcement and practice for skills and materials that have already been taught.

Homework is the student's responsibility. The student is expected to:

1. Write down all assignments and/or communicate assignments to his/her parents.
   Please note: An assignment book will not be provided for our students.
2. Complete assignments.
3. Bring homework, books, and materials back to school the next day.

FIRE DRILLS

A diagram of the building, indicating the nearest exit, is provided in each room. Leave the building in an orderly manner. WALK, DO NOT RUN, to your designated exit. Remain as quiet as possible so any instructions given may be heard by those involved in the drill. The first student to reach any outside door will open the door and hold it open until the last person has left by that door. Then, the door should be closed. Do not return to the building until notified. Fire drills will be conducted once a month in accordance with school district policies.

GUEST TEACHERS/CLASS SPLITS

Our school is fortunate to have capable people help us whenever our regular teachers are ill or attending conferences. A guest teacher is an important visitor whose impressions of our school will be carried into the community. Be certain that these are good impressions. Please be cooperative, obedient, and polite.

TOYS

It is often hard for students to understand why they cannot bring certain toys or trading cards to school that they are accustomed to playing with at home. Toys often become lost, broken, or interfere with the educational program. Please help by explaining this to your child and seeing that he/she does not bring play things to school. Such items will be taken from the student and sent home with a note in their backpack.

SUBSTANCE ABUSE

The Williamsport Area School District does not allow the possession or use of substance abuse products on district property.

MEDICATION GUIDELINES

Andrew G. Curtin recognizes the problems associated with the misuse of drugs and concerns with product tampering and school liability. Therefore, any medication brought to or consumed at school by students is considered a serious matter. This policy is designed to protect students and to allow provisions for medical care while attending classes. It covers non-prescription as well as prescription drugs.

Generally, a four-times-per-day medication does need to be given once during the school day. Two- or three-times-per day medication does not need to be given during school. Our medication policy is as follows:

1. Students requiring medication during the school day must present a written order from the attending physician, which includes the diagnosis, name of medication, dosage, when it is to be administered at school, and the length of time for school use.
2. The medication must be brought to school in the prescription bottle with the label

intact. Send in only the number of pills or amount of liquid that the student will take at school. We recommend that you ask the pharmacist for a "school bottle" with a complete label and the amount of medication that will be needed at school.

At the intermediate level, we prefer that the parent hand-deliver the medication and note to the school office. If this is not possible, the parent should call the principal or nurse to inform them the child is bringing in medication. All medication must be turned in to the school office or nurse's office immediately upon arrival at school.

3. In the case of non-prescription drugs, the physician's written statement must accompany an unopened container of the drug of the same name as written on the physician's statement.

PLEASE NOTE: **If this policy is not followed, no medication will be administered at school.** If there are any questions regarding this policy, please call the school nurse.

SCHOOL INSURANCE

The Williamsport Area School District is not responsible for medical expenses caused by injuries that occur on school property and does not carry insurance that would cover such expenses. The school district does offer an insurance policy to students at a special school rate. This is a service to students and is not mandatory. This policy covers any accident while on the way between home and school, while in the school building or on school grounds, and as a participant in a school-sponsored activity. Parents should review the brochure and student accident insurance policy carefully for coverage and exclusion information.

ANDREW G. CURTIN PTO

It is essential for Andrew G. Curtin Intermediate School to have an active parent and teacher support group whose objectives are to support the school and to act as a forum for communications among parents, teachers, administrators, and students. The PTO will sponsor assemblies, field trips, and many other special events. Also, special projects committees will work to recruit parent volunteers to help as needed at the school.

A board of officers and committee chairpersons, who meet once each month to coordinate activities, heads the PTO. Parents, faculty, and students are welcome to become a vital part of this active school organization and to attend board meetings.

COMPUTERS

All classrooms have been wired for Internet access. Parents must sign a policy before students are permitted to use the Internet on an individual basis. Violations of the terms and conditions of the policy are unethical and may constitute a criminal offense. A violation may result in loss of access privileges, school disciplinary action and/or appropriate legal actions.

Both students and teachers use computers in a variety of ways. Students in all grades receive formal instruction in various aspects of computer literacy as part of the educational program. Computer-aided learning provides students with opportunities for practice, drill, and tutorial assistance. Computer-assisted instruction supplements classroom activities through learning activities. We look forward to increasing the opportunities for all students to make greater use of computer technology.

VIDEO/AUDIO SURVEILLANCE NOTICE

The Williamsport Area School District utilizes video surveillance and recordings in its effort to keep students, staff, and property safe. All District facilities and property have video recorders in

use and all buses used by the District utilize both video and audio recordings. All those entering district buildings and property should be aware that their activities may be video recorded and those using buses may have their activities recorded, by both video and audio at any time.

STUDENT DISCIPLINE

Discipline is a concern of parents, teachers and administrators in all school settings. The goal of all discipline is to assist students in the conscious development of self-discipline and self-direction toward socially desirable ends. Teachers and administrators are responsible for student behavior at school, but without parental cooperation and assistance, our efforts will be less than fully successful. In the disciplining of students, a fair approach will be used, always keeping in mind that self-discipline and self-direction are the goals to which we want students to work.

All students in our district are expected to conduct themselves in accordance with the policies and rules of conduct set forth at the district and building levels. The school administration has the right to adjust the disciplinary action, based on the severity of the infraction. Should a student fail to follow established rules, the following procedure is used:

Teacher Actions:

1. Verbal Redirection
2. Teacher/Student Conference
3. Parent Call
4. Teacher/Parent Conference
5. Behavior Modification Contract/Program
6. Suspension of Privileges
7. School Detention Assigned by Administration

Principal/Designee Actions:

1. Verbal Redirection
2. Parent Call
3. Home Visit/Parent Conference
4. Suspension of Privileges
5. Lunch/Recess Detention Assigned
6. Timeout from Classroom
7. Suspension from School
8. Request Parent Visit to School and Classroom

In each classroom, the teacher and students will establish rules for the classroom, hallway, and stairs, rest rooms, and textbooks.

FIGHTING

An immediate 1–3-day suspension will be assigned to students who are involved in a physical altercation. When both students have been actively involved in the exchange of punches/pushes, both are suspended. **WE DO NOT ABSOLVE ONE PARTICIPANT BECAUSE HE/SHE "DEFENDED" HIMSELF / HERSELF.** If a student has been punched /pushed, we want that student to flee the scene and not retaliate physically.

SCHOOL-WIDE DISCIPLINE PLAN

GENERAL RULES:

1. Running in the halls and classrooms is strictly forbidden
2. Bringing lighters, matches, laser pointers, knives, guns, or any other object which could harm or threaten to do harm to another person ,(including toys) , is strictly

forbidden.

3. Toys, trading cards, air pods, cell phones, tablets and/or other valuables and materials which can be disruptive to the learning environment are prohibited, except when requested by the teacher for a specific purpose.
4. Students should follow directions the first time they are given.
5. Students will use appropriate language at all times.
6. Students will demonstrate good manners to all school personnel and other students at all times.
7. Students will keep their hands, feet and objects to themselves.
8. Fighting in any way is not an acceptable way to solve a problem.
9. "Play fighting" and wrestling moves are strictly forbidden.
10. Making threats to others and/or the Andrew G. Curtin staff is never acceptable.
11. Students should respect the school grounds, including the trees and shrubs
12. Money should only be sent to school for lunch, PTO, etc. NO extra spending money" should be in school.
13. Students should report immediately to their classrooms upon entering the building, using the appropriate language.
14. When students are going to the library or another class, they should go directly to that room.
15. Students will keep their hands away from bulletin boards and displays.

BUS SAFETY/PROCEDURES

Riding the school bus is one of the many things that contribute to the excitement of starting school. Although riding a bus is fun, there are many things for children to learn in order to assure a safe ride. While all students will receive bus safety instructions at school, parents are encouraged to review and discuss the following rules:

1. Obey the bus driver.
2. Remain seated.
3. Keep hands, head, feet and objects to yourself and inside the bus.
4. Speak quietly and use good language.
5. Sit in assigned seat.
6. When crossing the street in front of the bus, walk ten steps in front of the bus, so the bus driver can see you.

We want to provide all children with a safe and healthy ride to school. The assistance and support of parents is necessary and appreciated to help our children learn about bus safety.
Students who do not follow the rules above may receive a written report to the principal and lose the privilege of riding the bus.

Students who choose to disobey the rules will have to face the consequences.

- 1st offense - Verbal warning by principal after receiving information from the bus driver. (unless serious offense)
- 2nd offense- Written warning (using school district bus conduct report form to parents) (unless serious offense)
- 3rd offense- Exclusion from bus privileges for 1 week
- 4th offense- Exclusion from bus privileges for 2 weeks
- 5th offense – Exclusion from bus privileges indefinitely

By working together, we can make our buses safe for our children.

REWARDS
When students choose to behave in acceptable ways, positive feedback from teachers, the principal and staff will be given. In addition to positive feedback, the students will be able to:

1. Learn in a safe, orderly environment.
2. Attend assemblies and special programs.
3. Participate in special class activities, etc.
4. Participate in "off-campus" PBS experiences.

DAILY SCHEDULE
Bell Schedule

Doors open	8:35 A.M.
Homeroom Begins	8:50 A.M.

*** Students arriving after 8:50 AM will be considered tardy.**
Dismissal 3:20 P.M.

ARRIVALS AND DISMISSALS
Teachers are required to be at school at 8:05 A.M. Children are admitted to the classrooms at 8:35 A.M. Children should **NOT** arrive at school earlier than 8:35 A.M. as there is **no supervision prior to that time.** If there is a particular problem regarding time, please contact the principal stating your request and the reason for that request.

EARLY DISMISSAL
Teachers will not dismiss or excuse your child any earlier than 3:20 P.M. without a written request from parent or guardian, nor will a child be permitted to leave with an unidentified person. If your child is to walk home for an early dismissal this should be stated in the early dismissal note to the teacher. CHILDREN WILL BE DISMISSED FROM THE OFFICE. No child will remain after school for more than ten minutes unless the parent is notified by telephone or a note from the teacher for permission to do so. Unless the parent has been notified otherwise or other arrangements are made, children are to report home directly after the 3:20 P.M. dismissal time.

TARDINESS
Arriving in time for school helps your child develop the habit of punctuality and consideration for others by not interrupting the classroom. It is part of your child's responsibility to learn how to manage his/her time. We expect children to be on time unless an emergency arises. All children are required to bring a written excuse explaining the reason for their tardiness to the school office before going to his or her homeroom. The office may phone home for students with habitual tardiness problems. NOTE: **Students arriving after 8:50 AM will be considered tardy.**

ATTENDANCE AND ABSENCE

Williamsport Area School District Attendance Policy

1. Upon the return to school following an absence, the student shall bring a **written** excuse signed by the parent or guardian stating the reason for the absence.
2. If a **written** excuse is not received following the return to school, the absence may be considered illegal.
3. Excused absences may include: illness, funeral, medical or dental appointments, court appearances, and unavoidable family emergencies.
4. Funeral absences: local funeral = 1 day excused; out of town funeral=up to 3 days excused; exception includes immediate family member= 5 days excused.

5. Unexcused absences may include: oversleeping, car issues, missing bus, hunting, shopping.
6. Tardy time can accrue and may become an illegal absence.
7. If a student is absent more than 10% of the school year (i.e.- If your child has missed 5 out of 50 days), parents or guardians will be notified by a letter of concern from the principal.
8. If your student is absent 10 or more total days (excused and/or unexcused) and has missed more than 10% of the year, a letter requiring doctor's notes for all future absences may be sent home.
9. Planned absences may be excused by completing the educational trip form **one week PRIOR** to the trip. All educational trips **must** be approved in advance by the school's principal. Approval will be at the discretion of the principal based on attendance and grades.
10. Students with three or more unexcused absences will be referred to the school social worker to develop a School Attendance Improvement Plan.

Planned Family Vacations
According to the Williamsport School District policy #4723.70, parents are allowed to take their children out of school for up to **five** school days for family vacations. The parent or guardian shall submit a completed request form provided by the school **at least one week in advance of the trip.** The request to be excused for an educational trip shall be approved in advance by the principal. The dates of absence and destination are required. During the trip, the pupil shall be supervised by an adult who is acceptable to both the parents or guardian and the principal. All work missed during the time away from school must be made up.

REMOTE LEARNING
Throughout the school year there may come a day when schools will be closed due to an emergency situation. Through our Williamsport Area School District Continuity of Education Plan, we will use remote learning to stay connected to our students. Please note that students will be assigned a device to use at home and will be responsible for its safety. Students will be expected to check in and participate in the day's activities in order for them to be marked "Present" for the day.

TRANSFERS
In the event that your child will be withdrawing from Andrew G. Curtin Intermediate School, it will help us if you telephone the school office at least one week before the date of transfer. This will enable us to complete the necessary records.
On the child's last day in school, all personal belongings should be taken and all library books and teaching aids returned to the teacher. If the child has been present more than half of the grading period, the teacher will complete the report card for that period. When a child transfers to another Williamsport Area School, we will send all permanent records and the report card to the district school. If a child transfers out of the district, records are sent to the District Service Center. Upon request from the new school, information will be sent to the principal of that school by the District Service Center.

ARTICLES PROHIBITED AT SCHOOL
Common sense should be exercised regarding articles your child may bring to school. School is a place of learning, and it should be remembered that articles whose purpose does not coincide with learning are prohibited. Hard balls, knives, guns, baseball bats, sleds, toys, toy guns, toy knives, cell phones, iPods, iPhones, trading cards, CD players, tape recorders, etc. are all prohibited.

According to the Williamsport School District policy for Safe Schools, the district will respond immediately to incidents involving the possession or use of any type of weapon on District properties, including the possession or use of **imitation weapons**. **The same is true for controlled substances, real or look-alikes.** Students may face suspension/expulsion**. NOTE: Andrew G. Curtin is not responsible if any of the aforementioned items are brought to school and are lost or stolen.**

WEAPONS POLICY

Pennsylvania legislation and the Pennsylvania School Code require that specific actions be taken if a student brings a weapon to school, to a school-sponsored activity, or onto any vehicle transporting students to school or a school-sponsored activity. Possession or use of a weapon in these settings requires that the student be suspended and then expelled unless the Superintendent recommends to the Board a modification of the expulsion requirement. Toy and look-alike weapons are considered weapons under these rules.

The purpose of this policy is to provide for the safety and security of persons in the schools of this District and to ensure a wholesome learning environment.

FOOD SERVICE PROGRAM

General Information

Each month the Food Service Department sends a menu home with each child. The School District's accounting procedure is computerized. You may choose to deposit any amount of money in the form of cash or money order. It may be deposited on a weekly, bi-weekly or monthly basis. Send the amount you desire in an envelope and it will be credited to your child's account. Your child's Student ID # will allow the cost of the meal to be electronically deducted from your child's account each time it is used. Students are eligible to use money in their lunch account to purchase additional ala carte items for their meal.

Students may select breakfast and lunch in the cafeteria or bring their lunches from home. Extra milk may be purchased as the students walk through the lunch line. Those students buying their breakfast, lunches and extra milk must keep their accounts paid in full. All money should be sent to the school in a sealed envelope with the student's first and last name and room number on the outside.

Applications for free and reduced lunches have been mailed to your home by the district, and we are including an additional application with the information packet the first day of school. Please make sure the application is completed and returned to the school with your child. The application needs to be approved before your child's lunch will become free or reduced. The approval process may take a few weeks. You will be required to pay for your child's meals until you are approved for free and reduced lunches.

If you neglect to pay your child's lunch account, the school district has the option to send any amounts owed to a collection agency.

At Grades 4-6, students carrying a negative balance of $10 or more will not be allowed to charge any additional meals. The cafeteria may provide a sandwich of the cafeteria's choice to the student if the student desires something to eat.

Students receiving a sandwich will have the cost of that sandwich charged to their accounts.

Breakfast may be picked up in the cafeteria beginning at 8:35 AM.

Just a reminder: Students are highly discouraged from bringing soda, energy drinks, family-sized bags of shareables, or any glass container as a part of their lunch. ***CLEAR PLASTIC WATER BOTTLES ARE ENCOURAGED FOR CLASSROOM USE.***

USE OF BUILDING TELELPHONE AND PHONE MESSAGES

Students may use the telephone only in emergencies. Children may not call home for homework, projects, books or instruments unless they have permission from their teacher and/or a member of our office staff. NOTE: Students are not permitted to call home in the case of not feeling well, that, too, will be determined by our building staff.

The Andrew G. Curtin Middle School telephone number is (570) 323-4785. There is someone in the building to receive telephone calls from 8:05 A.M. until 3:35 P.M. Unless an emergency situation exists, teachers and children will not be called to the telephone during school hours. Teachers will be notified of your call and will return it at their earliest convenience. **We cannot deliver messages to children except in the case of an emergency.**

BUILDING AND GROUNDS USE

Arrangements can be made to use the school districts building or the grounds associated with it. This can be done by contacting the district business administrator and filling out the proper forms. If the areas requested are not in use and the principal agrees, use of that area may be obtained.

YMCA KIDS CLUB

Childcare is provided before and after regular school hours. This service is provided by the YMCA, and you should contact them if interested.

HARASSMENT OF/BY STUDENTS

It is the policy of the Williamsport Area School District to provide and maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, religion, sexual orientation, or disability. In the Williamsport Area School District any and all forms of harassment because of an individual's race, color, sex, national origin, religion, sexual orientation, or disability are prohibited. The District encourages all members of the school community to treat each other with mutual respect and acceptance of our differences. (The complete policy is available in the office.)

CHANGE OF ADDRESS/PHONE NUMBER

Please telephone the school office, (570) 323-4785, when any changes are made in parents' addresses or telephone numbers. The district also requires two types of proof of residence is provided every time the address is changed. You can choose one of the following types of documentation: current lease, mortgage settlement documentation, recorded deed, school property tax bill for the current or immediately preceding year or your current utility bill. You must also choose one of these types of documentation: valid PA driver's license/ID card, valid PA auto

registration, signed IRS return, check stub from wages, public assistance, or social security issued within the last 30 days. Also, an address change form must be completed and signed by the parent/guardian. In case of emergency, it is necessary to have the current telephone number of the parent/guardian's place of employment and that of a family friend.

TOBACCO USE POLICY
The Williamsport Area School District does not allow the possession or use of tobacco products on district property.

MONEY COLLECTIONS
When your child needs to bring money to school, place it in a sealed envelope with the child's name, teacher's name and the purpose for the money clearly written on the envelope.

PARTIES AND TREATS
Parties are arranged with the cooperation of the teacher, room parents and PTO members to help with any school approved party. Birthday treats are allowed; however, parents are expected to arrange with the teacher before the birthday. Please note that children are not permitted to distribute invitations to birthday parties.

ELECTRONIC DEVICES:
The Williamsport Area School District prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

In order to prevent interference with the educational process the school prohibits use of personal communication devices, including but not limited to cell phones, laptop computers, personal data assistants, and walkie-talkies by students during the school day in district buildings and on district property. Use includes cell phone rings and other electronic alerts, and the transmission or receipt of written or text messages. If these devices are brought to school they must be stored in the student's locker or other secure location during the school day. For the purpose of this policy, the school day runs from the time the student enters the building through the bell or notification of dismissal.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

Violations of this policy by a student shall result in disciplinary action and possibly the confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian. Repeated violations may result in escalating student consequences, including in-school and out-of-school suspensions.

STUDENT DROP-OFF AND PICK-UP
Please be sure to drop-off or pick-up your child on **Huffman Street**. **For the safety of our children**, it is imperative you refrain from using our bus lane. Students who ride the bus will be dropped off/picked up on Mulberry Street.

VOLUNTEERING TO MAKE OUR SCHOOL WORK
If you are interested in helping Andrew G. Curtin Intermediate School be a place of learning, call the office at (570) 323-4785 for information. In order to ensure the safety of students and staff within the school, Act 34 and Act 151 clearances shall be required for our volunteers.

HOMELESS STUDENTS

Some of the objectives of the Williamsport Area School District are to increase awareness about the needs of homeless children, reveal and overcome possible educational barriers, explain current legislation and policies, and provide assistance and support to families.

Under the McKinney-Vento Act homeless students have certain rights including the following:

- Attend their school of origin or school of current residence
- Remain in their chosen school for the duration of homelessness or the remainder of the academic year if they become permanently housed during an academic year
- Immediate enrollment
- Transportation to the school of choice
- Immediate access to educational services for which the student is eligible (e.g. Title I, special education, before- and after-school programs, vocational and technical education or gifted and talented programs).
- Free meals provided by the district through federal, state or local food programs.
- Appeal educational placement decisions made by the district and remain the school of choice pending resolution.

The Districts school social workers can support and help students in homeless situations in many ways. Please see their contact information below.

School Social Worker (Grades K-4)	**School Social Worker (Grades 5-8)**	**School Social Worker (Grades 9-12)**
570-327-5500 x40331	570-327-5500 x40332	570-323-8411 x66105

Our social workers may assist families with the following:

- Make sure students are enrolled in school immediately, even if they do not have the papers they would normally need.
- Help families and youth get immunizations, immunization records or other medical records, if a student needs them.
- Tell parents and youth about all transportation services and help set up transportation.
- Make sure students get all the school services they need.
- Tell parents and guardians about all the programs and services the school has for their children.

The homeless liaison for the Williamsport Area School District is: Dr. Brandon Pardoe, Director of Student Services, 570-327-5500 x40310, bpardoe@wasd.org

Regional Coordinator for Education of Children and Youth Experiencing Homelessness: Mr. Jeff Zimmerman, 570-718-4613, jzimmerman@liu18.org

NON-DISCRIMINATION POLICY

The Williamsport Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX Education Amendment of 2020, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

For information regarding civil rights (www2.ed.gov) or grievance procedures, services, training materials, activities, and facilities that are accessible to and usable by handicapped individuals, contact the Title IX coordinator, Mrs. Anne Logue (alogue@wasd.org), Director of Human Resources for issues related to staff, or Dr. Brandon Pardoe (bpardoe@wasd.org), Director of Student Services, for issues related to students. Both are located at the Williamsport Area School District, 2780 West Fourth Street, Williamsport, PA 17701. Telephone number 570-327-5500, ext. 40210 for Mrs. Logue and ext. 40310 for Dr. Pardoe.

DISCRIMINATION CONCERNS

The Williamsport Area School District prohibits any and all forms of discrimination and harassment based on disability. Any student who believes he or she has been subjected to discrimination or harassment based on disability is encouraged to report the incident to Mr. Jacob Anderson, building principal at 570-323-4785. The district is committed to promptly investigating
any alleged acts of discrimination or harassment based on disability. Students or staff found to have engaged in acts of discrimination or harassment based on disability will be promptly disciplined, which may include suspension or expulsion for students and suspension or termination for employees.

Dear Andrew G. Curtin Intermediate School Parent(s)/Guardian,

You may have heard the buzz about our PBS school initiative?

Positive Behavior Support is a program supported by the Williamsport Area School District to promote and maximize academic achievement and behavioral competence. It is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. Intermediate School is proud to be a part of this exciting initiative.

As part of the PBS program, we have established several clear rules for the behavior we expect in all areas of our school. We will explicitly teach those expectations to the students and reward them frequently with positive notes and prizes for their great behavior. The expectations for all student behavior will be clear throughout our building and playground areas, cafeteria, gymnasium, bus, and the school grounds before and after school and classrooms. You will be able to ask your student, "What are the rules in your school?" "How do you follow those rules?" "What happens when a teacher sees you following the rules?"

Our school rules will specifically address bullying behaviors, provide for a safer school environment and give more time for instruction. We will apply consistent consequences and positive reinforcement for all kids. By detailing every expected behavior and teaching to kids in a positive way, we will provide a common language for everyone in our building, including students, teachers, front office staff and our paraprofessionals.

We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.

The prizes that are used to support our program are donated from our school community (parents, students, teachers, staff, and local businesses). Please consider donating to our school wide positive behavior program.

JUST BE
Present
Respectful
Responsible
Safe

BE CURTIN!

Title 1 School Parent Involvement Policy

Parent Involvement Policy is the following:

The School Parent Involvement Policy was developed with feedback from parents through their participation in PTA/PTO/PTAC meetings, annual school open house events, Title 1 events, Title1/school surveys, and parent/teacher conferences. Parents are surveyed annually to assess their satisfaction and give suggestions on the Title 1 program.

The Policy is given to all parents (student handbook), Additional and more detailed Title 1 information can be found on the school's website and district website (www.wasd.org/title1)

The Policy is in an understandable format and is provided in a language parents understand. If it is not, parents may request an alternate form or support from personnel.

Parents, through their participation in school level PTO/PTA will be involved in planning, review and improvement of this policy. The policy and school compact are presented annually to the school's parent teacher organization for review, revisions, and approval.

Title 1 holds up to 4 annual events a year to accomplish:

- To inform parents of the school's participation in the Title 1 Program and will explain the requirements of the program and the rights of the parents to be involved
- To provide an explanation of the school's curriculum, the forms of academic assessments used to measure student's progress and the proficiency level that students are expected to meet
- To assist parents in understanding the state's academic standards and local academic assessments that are used to monitor a student's progress
- To provide parents with materials and training to improve their children's achievement and to foster parent involvement

Meetings and conferences will be held at different times during the day to accommodate the schedules of parents.

Title 1 funds will be used to pay necessary and reasonable expenses associated with parent involvement activities.

Our school will provide parents with information about the program in a timely fashion.

The school provides parents with opportunities to attend meetings and participate in decisions relating to the education of their children.

A school-parent compact was developed and outlines how parents, school staff and students share the responsibility for improving student achievement.
Parents of children are informed about school and parent programs, meetings, and other activities in a format that parents can understand.

Williamsport Area School District

Curtin Intermediate School

Curtin Intermediate is a Title I Schoolwide Project building. Therefore, your child may be working with a reading specialist in the classroom or in another location in the building. The work will be based on your child's reading and writing achievement and specific skill and strategy needs.

HOME/SCHOOL COMPACT

CLASSROOM/TITLE I TEACHER:

We recognize the importance of the school experience to every student and our role as teachers and models. Therefore, we agree to the following:

1. Implement the Williamsport Area School District curriculum which is based on the Pennsylvania Core Standards.
2. Regularly communicate with you concerning your child's progress.

STUDENT:

My education is important to me so I agree to do the following:

1. Be at school on time unless I am sick.
2. Be responsible for my own behavior.
3. Do my class work on time.
4. Return corrected work to my parent/guardian.

PARENT/GUARDIAN:

I understand that my participation in my child's education is important to his/her achievement and attitude. Therefore, I agree to the following:

1. Make sure my child gets enough sleep each night and breakfast each morning.
2. Make sure my child is at school on time.
3. Give my child a quiet place to study.
4. Review my child's assignments with him/her.
5. Spend at least 15 minutes each day reading with my child.
6. Attend parent conferences and other school functions.

**I understand that my child may have the opportunity to work with a reading specialist during this school year.

I, _____ the parent/guardian of the above-named student have received and reviewed the Andrew G. Curtin Intermediate School Handbook for 2026-2027.

This page should be signed and sent back to school with your child.

The purpose of the *Student Handbook* is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In a case of conflict between a board policy and the provisions of this handbook, the board policy most recently adopted by the board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually, because policy adoption and revision is an ongoing process. These changes generally will supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

Student Signature: _____

Parent Signature: _____