WILLIAMSPORT AREA SCHOOL DISTRICT

PRIMARY SCHOOLS

STUDENT–PARENT HANDBOOK

2026–2027



Home of The Millionaires

Developing Responsible Citizens Through Excellence in Education

DISTRICT CALENDAR

2026-2027 Williamsport Area School District Calendar

24-25 New Teacher Induction

26-27 K-12 Professional Development Day

28 Building Meeting Day

31 Full Day for Students 1st Grade – 9th Grade (Kdg follow schedule that was mailed home for the first week)

AUGUST '26

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

TD = 4 SD = 1

SEPTEMBER '26

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

TD = 21 SD = 20

1 Full Day for Students 1st -12th grades

7 Labor Day

21 K-12 Professional Development Day

12 K-12 Professionval Development Day

30 End of First Marking Period

OCTOBER '26

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

TD =22 SD = 21

NOVEMBER '26

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

TD = 19 SD = 16

3 Cochran Primary Remote Day **all other schools report in person**

23 K-12 Professional Development Day

24-25 K-12 Parent/Teacher Conferences

26-27 Thanksgiving Break

23-31 Winter Break

DECEMBER '26

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

TD = 16 SD = 16

JANUARY '27

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

TD = 20 SD = 19

1 Winter Break

18 K-12 Professional Development Day

22 End of First Semester

15 K-12 Professional Development Day

FEBRUARY '27

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

TD = 20 SD = 19

MARCH '27

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

TD = 20 SD = 18

24-25 K -12 Parent/Teacher Conferences

26-30 Spring Break

2 End of Third Marking Period

12 K-12 Professional Development Day

26-30 Grades 3-8 English/Language Arts PSSA Testing

APRIL '27

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

TD = 22 SD = 21

MAY '27

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

TD = 20 SD = 20

3-7 Grades 3-8 Math & Science PSSA Testing along with Make-Up Testing

17-28 Keystone Exams

18 Cochran Primary Remote Day **all other schools report in person**

31 Memorial Day Break

2 Half Day for Students K-12 Last School Day

3 Teacher Record Day and High School Commencement

4 K-12 Professional Development Day

School Days and Holidays Board Adopted: February 10, 2026

Calendar is subject to change with Board approval.

JUNE '27

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

TD = 4 SD = 2

Make-up Days will be utilized in the following order: 3/30/26

Additional snow/emergency days will be added to the end of the school year, if needed.

Local School Holidays
-November 26
-December 24
-December 25
- January 1
-March 26

Key
No School students
= Assessment dates and important marking period dates

Developing Responsible Citizens Through Excellence in Education

School Information

Hepburn-Lycoming Primary School



355 Route 973 East Highway
Cogan Station, PA 17728

Phone: 570-601-1112
Fax: 570-494-0534

Principal: Michele Loomis

Dean of Students: Angela Rhone

School Counselor: Seth Herb

School Nurse: Fatima Miller

Health Room Attendant: Brittany Little

Attendance Email: hepburnattend@wasd.org

Facebook Page: Hepburn-Lycoming Primary School

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Hepburn-Lycoming Primary School
355 Route 973 Highway
Phone: (570) 601 – 1112 *Fax: (570) 494 – 0534*

WELCOME

The pages of this handbook explain what students and families need to know to make the school year successful. Parents/guardians and students are encouraged to review this handbook together and refer to it throughout the school year.

Our goal is to create an educational environment in which every child strives for excellence, realizes his or her individual potential, develops positive relationships, and makes healthy choices. The Williamsport Area School District is committed to supporting all students as they learn, grow, and prepare to become responsible citizens.

If you have questions regarding any information contained in this handbook, please contact your child's teacher, school counselor, dean of students, or principal.

HANDBOOK PURPOSE

The purpose of this Student–Parent Handbook is to provide students and parents/guardians with information regarding school procedures, attendance requirements, behavioral expectations, student services, and district policies.

This handbook is reviewed annually. Changes to School Board policies supersede any information contained within this handbook. This handbook is not intended to create contractual obligations between the district and students or parents/guardians and may be revised at any time.

Should revisions occur during the school year, families will be notified through district communication systems.

PARENT/STUDENT ACKNOWLEDGEMENT

I (we) have reviewed the information contained in the Williamsport Area School District Primary Schools Student–Parent Handbook.

Student Name: _____

Teacher: _____

Parent/Guardian Signature: _____ Date: _____

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GENERAL SCHOOL INFORMATION

School Security and Visitors

The Williamsport Area School District welcomes parents, guardians, and visitors to our schools. Maintaining a safe learning environment for students and staff remains a top priority.

To support school safety:

- Exterior doors remain secured during the school day.
- All visitors must enter through the designated entrance.
- Visitors must identify themselves and state the purpose of their visit before entering the building.
- All visitors must report directly to the office upon arrival.
- Visitors must sign in through the district visitor management system and obtain a visitor badge.
- Visitor badges must remain visible throughout the visit.
- Visitors are not permitted to proceed directly to classrooms.
- Visitors must sign out before leaving the building.

Parents wishing to meet with a teacher, counselor, or administrator should schedule an appointment in advance whenever possible.

Parent Classroom Visits

The district recognizes the importance of parent involvement while also protecting instructional time and student privacy.

Parents/guardians wishing to observe a classroom must:

- Contact the principal at least 24 hours in advance.
- Submit the request in writing.
- State the purpose of the observation.

Classroom observations:

- Are limited to one classroom period per course/subject each academic year.
- Must occur on a typical instructional day.
- Will not be scheduled during testing windows.
- Will not be scheduled during the first two weeks of school.
- May be rescheduled due to emergencies or unforeseen circumstances.

District personnel may accompany visitors during classroom observations. Parents are expected to maintain confidentiality regarding all students other than their own child.

Video and Audio Surveillance

The Williamsport Area School District utilizes video surveillance systems in district facilities, on district property, and on school buses.

These systems are used to:

- Promote student and staff safety.
- Protect district property.
- Assist with investigations when necessary.

Individuals entering district property should be aware that activities may be recorded. Audio and video recording systems may also be utilized on district transportation vehicles.

School Day Schedule

School Begins: 9:05 AM

School Ends: 3:25 PM

Students are expected to be seated and ready to learn by 9:05 AM. Regular attendance and punctuality help students develop responsibility, establish positive habits, and maximize instructional opportunities.

Student Arrival

Students may enter the building beginning at 8:50 AM. Because supervision is not available before that time:

- Students should not arrive prior to 8:50 AM.
- Students may not play on playground equipment before school.
- Students should report directly to designated arrival locations.

Any student arriving after 9:05 AM must be accompanied by a parent/guardian and signed in through the office.

STUDENT AM PARENT DROP-OFF

Parents who wish to drop their students off at 8:50 a.m. **MAY NOT PARK IN FRONT OF THE BUILDING MAIN ENTRANCE STAIRS AND STAIRS NEAR THE FLAGPOLE**. This is necessary due to many dangerous situations where cars have almost struck students and other cars when passing each other in the parking lot. Parents may pull along the curb area of the building and drop their student off. **Parents MAY NOT get out of the car for any reason. If a parent wants or needs to get out of the car, the parent must park in a designated parking space or in the large parking lot adjacent to the building and walk their child(ren) to the main entrance. The curb along the building will be for DROP OFF ONLY!** There will be orange cones along the front of the building and there are to be NO parked cars in the cone area.

Student Dismissal

DISMISSAL/STUDENT PICK-UP - 3:25 – 3:35pm

The school must be notified prior to dismissal of intended parent pick-up.

- If someone other than the parent, including older siblings, is picking up the child, this information must be indicated in a written note, sent with the child to school and delivered to the homeroom teacher.
- If there is an unforeseen circumstance that arises after your child is in school, you may phone the school and arrange parent pick-up with the school secretary. This should not be a regular occurrence.
- Parent must be at the school by 3:25pm for dismissal.
- **Parents or designated person must get out of their cars and personally meet his/her child on the ramp wall side of the orange cones in front of the main entrance outdoor stairway.**
- Pre-school age children must not be left unattended in the car during the pick-up at the school.
- **NO pets are allowed at student pick-up.**
- All cars must give the right of way to the buses.
- When bus flashers are on and stop signs are out, vehicles may not proceed.

ATTENDANCE MATTERS

WHY ATTENDANCE MATTERS

Regular school attendance is one of the most important factors in a child's academic success. Students who attend school regularly are more likely to develop strong academic skills, positive relationships, and successful school habits.

Pennsylvania law requires that school-age students attend school regularly. Parents/guardians are responsible for ensuring that their children attend school each day unless a lawful excuse exists.

The Williamsport Area School District is committed to partnering with families to support regular attendance and reduce chronic absenteeism.

EXCUSED ABSENCES

Examples of excused absences include:

- Illness
- Medical appointments
- Dental appointments
- Court appearances
- Death in the family
- Religious observances
- Educational trips approved by the principal
- Other unavoidable family emergencies

Parents/guardians are encouraged to schedule appointments outside of school hours whenever possible.

UNEXCUSED ABSENCES

Examples of unexcused absences may include:

- Oversleeping
- Missing the bus
- Shopping trips
- Transportation issues not considered emergencies
- Vacations not approved through the educational trip process

Unexcused absences may result in attendance interventions as required by Pennsylvania law.

REPORTING AN ABSENCE

Upon returning to school, students must provide a written excuse signed by a parent/guardian. Attendance excuses may also be submitted electronically to the school's attendance email.
(hepburnattend@wasd.org)
Excuses should include:

- Student name
- Date(s) of absence
- Reason for absence
- Parent/guardian signature (if submitted in writing)

If an excuse is not received within three school days of the student's return, the absence may be classified as unlawful or unexcused.

TARDINESS

Students arriving after 9:05 AM are considered tardy. Students arriving late must:

- Report to the office.
- Be accompanied by a parent/guardian.
- Be signed in before reporting to class.

Prompt arrival helps students begin the day successfully and prevents interruptions to classroom instruction. Excessive tardiness may:

- Impact student learning.
- Accumulate toward attendance concerns.
- Result in attendance interventions.

Parents will be notified if tardiness becomes excessive.

HALF-DAY ABSENCES

A student is considered absent for one-half of a school day when the student misses more than 50% of either the morning or afternoon instructional session.

Students who miss less than 50% of a session may be recorded as tardy or excused for a portion of the day rather than absent.

Students leaving school without authorization prior to dismissal may be subject to disciplinary consequences in addition to receiving an unexcused absence.

MAKE-UP WORK

Students are responsible for completing assignments missed due to absence.
Parents/guardians may request assignments from the school office. Teachers will provide reasonable opportunities for students to make up missed work following an absence. The amount of time provided for completion may vary depending upon:

- Length of absence
- Type of assignment
- Classroom circumstances

EDUCATIONAL TRIPS

The district recognizes that educational travel opportunities can provide valuable learning experiences. Parents requesting an educational trip must:

- Complete the Educational Trip Request Form.
- Submit the form at least one week before the planned absence.
- Obtain principal approval before the trip occurs.

Educational trips are approved for up to 5 days at the discretion of the principal. When considering approval, administrators may review:

- Attendance history
- Academic progress
- Length of absence
- Educational value of the experience

Students are responsible for completing all assignments associated with approved educational trips. Absence accumulated during a trip that has been denied, will be unexcused.

FUNERAL ABSENCES

The following funeral absences may be excused:

- Local funeral: up to 1 day
- Out-of-town funeral: up to 3 days
- Immediate family member: up to 5 days

Additional time may be considered based upon family circumstances.

EXTENDED ILLNESS

A doctor's note may be required:

- Following extended absences.
- Following excessive absences.
- When attendance concerns arise.

The district reserves the right to require medical documentation for future absences when attendance patterns indicate a need for additional verification.

ATTENDANCE INTERVENTIONS

Pennsylvania law requires schools to monitor attendance and provide support when attendance concerns develop. Parents/guardians may receive attendance notifications when:

- A student accumulates multiple absences, even if they're excused absences.
- A student approaches chronic absenteeism.
- Attendance patterns begin affecting academic performance.

Students who accumulate three or more unexcused absences may be referred for development of a School Attendance Improvement Plan (SAIP). The purpose of the plan is to:

- Identify attendance barriers.
- Develop solutions collaboratively.
- Connect families with resources.
- Improve student attendance.

The school may involve:

- Parents/guardians
- School counselor
- School social worker
- Administrator

- Other support personnel

CHRONIC ABSENTEEISM

Students are considered chronically absent when they miss 10% or more of the school year, regardless of whether absences are excused or unexcused. Research consistently demonstrates that chronic absenteeism negatively impacts:

- Reading development
- Mathematics achievement
- Long-term student success

The Williamsport Area School District encourages families to make school attendance a priority and to communicate with school personnel whenever barriers to attendance arise.

STUDENT PROCEDURES, SCHOOL OPERATIONS & COMMUNICATION

FIELD TRIPS

Teachers may supplement classroom instruction through educational field trips that enhance student learning and provide real-world experiences connected to the curriculum.
All field trips must receive approval from the building principal, Superintendent, and Board of School Directors when required.

Parents/guardians must complete and return a permission form before a student may participate in a field trip. Students who do not have a signed permission form on file will remain at school and participate in alternative educational activities.

Participation in field trips is a privilege. Building administration reserves the right to determine student participation based upon safety, attendance, behavior, and other relevant considerations.

CHANGE OF ADDRESS & EMERGENCY CONTACT INFORMATION

It is essential that the school maintain accurate contact information for every student. Parents/guardians should notify the school immediately if any of the following information changes:

- Home address
- Mailing address
- Home telephone number
- Cell phone number
- Work telephone number
- Emergency contact information
- Custody arrangements affecting school records

Emergency contacts are used only when parents/guardians cannot be reached. Keeping this information current allows school staff to respond quickly during emergencies, illnesses, weather-related events, or unexpected situations.

TRANSFERS-WITHDRAWALS

In the event that your child will be withdrawing from school, it would be helpful if you would notify the school at least one week prior to the date of the transfer/withdrawal. This will enable us to complete the necessary records. The district requires a student withdrawal form to be completed and signed by the parent/guardian. Please stop in the building office and fill out one of these forms. On the child's last day in school, all personal belongings should be taken, and all library books, Chromebooks, and teaching aides should be returned to the teacher. When a student transfers to another Williamsport Area School, we will send all permanent records and report cards. If a child transfers out of the district, records are sent to the District Service Center. Once a request for records has been received, information will then be sent to the new school.

STUDENT DISMISSAL PLANS

Every student should have a consistent plan for getting home from school. Students may:

- Ride a school bus
- Be picked up by a parent/guardian
- Participate in an approved childcare arrangement
- Utilize another approved transportation method
- If a student is not picked up after 45 minutes, and an Emergency Contact cannot be reached, Lycoming County Children and Youth may be contacted.

All students should have a routine method of getting home from school, whether they are picked up by someone each day or transported home by bus. Be sure to **send a note** to school with your child on days when a change in transportation is required. **Unless the school has a written note or a phone call from the parent/guardian, students will be sent home as they normally are**. Please call the school only when an unexpected change of plans occurs.

Anyone who will be picking up your child from school for an appointment or at dismissal must have your permission in writing or by telephone before the school can allow the student to leave accompanied by an adult. **No student will be released to someone other than the child's parent without specific permission from the parent.**

The emergency contact information provided by the parents is only accessed when the actual parent cannot be reached, and the student is sick or injured and requires immediate care.

TRANSPORTATION CHANGES

Transportation changes should be communicated to the school as early in the day as possible. Whenever possible:

- Send a written note with your child.
- Contact the school office if an unexpected change occurs.

The safety of students is our highest priority. School personnel may verify transportation changes before releasing a student. No student will be released to an individual other than a parent/guardian without prior authorization from the parent/guardian.

School officials may request identification before releasing a student.

EARLY STUDENT PICK-UP

If a student needs to leave school before dismissal:

- A written note should be sent to school whenever possible.
- Parents/guardians must report to the office.
- Photo ID must be presented for pickup during school hours.
- Students must be signed out through the office.
- Students will not be called to the office prior to the parent/guardian arriving to the school.

To minimize interruptions to classroom instruction and dismissal procedures, families are encouraged to avoid student pick-up during the final 25 minutes of the school day whenever possible.

Students are engaged in instruction until dismissal and should remain in class unless an appointment or emergency requires an early departure.

EMERGENCY CONTACTS & STUDENT RELEASE

The safety of our students requires strict release procedures. As noted above, students will only be released to:

- Parents/guardians
- Individuals listed as authorized emergency contacts
- Individuals specifically approved by the parent/guardian

School personnel may require photo identification before releasing a student. In emergency situations, school staff will make every effort to contact parents/guardians before utilizing emergency contacts.

WEATHER DELAYS, EARLY DISMISSALS, REMOTE DAYS &SCHOOL CLOSINGS

Occasionally, weather conditions or emergencies may require a delayed opening, early dismissal, remote learning day, or school closure. Families should have a plan in place for:

- One-hour delays
- Two-hour delays
- Three-hour delays (Rarely used)
- Early dismissals
- Remote Days (Often used)
- Emergency school closings (Rarely used)

Students should know where they will go and who will care for them in the event of schedule changes.

DELAYED OPENINGS

When a one-hour delay is announced:

- Bus schedules will operate one hour later than normal.
- School will begin one hour later than normal. (10:05)

When a two-hour delay is announced:

- Bus schedules will operate two hours later than normal.
- School will begin two hours later than normal. (11:05)

When a three-hour delay is announced:

- Bus schedules will operate three hours later than normal.
- School will begin three hours later than normal. (12:05)

Families should monitor district communications for specific information. ***Please note that on Delayed Start Days, breakfast is not served.***

SCHOOL CLOSINGS & EMERGENCY NOTIFICATIONS

Information regarding delays, closures, early dismissals, and emergency situations will be communicated through district communication systems and media outlets. Families are encouraged to regularly monitor:

- SchoolMessenger Text Messages
- District email notifications
- The Williamsport Area School District website
- District social media accounts
- Local television and radio stations

REMOTE LEARNING DURING EMERGENCIES

In situations where in-person instruction is not possible, the district may implement remote learning. Students are provided with district-issued devices and learning materials to continue instruction from home. Students participating in remote learning are expected to:

- Log in as directed
- Participate in instructional activities
- Complete assignments
- Follow district expectations for appropriate behavior and technology use

Participation in remote learning will be used to determine attendance in accordance with district and state guidelines.

FIRE DRILL AND EMERGENCY EVACUATION PLANS

Fire drills are held monthly as required by the PA School Code. Directions for exiting the school building are posted in each room. Students are expected to exit the building in a safe and orderly manner during all drills. The school will conduct an Emergency Evacuation Drill on at least an annual basis so that students and staff are prepared to evacuate the school building in event of a natural or man-made disaster. These drills are necessary to familiarize students with procedures, so they are prepared in case of an emergency.

CLASSROOM/BIRTHDAY TREATS AND DELIVERIES

All school classroom treats are planned and organized by the PTO throughout the school year. These parties are arranged with the cooperation of the teacher, room parents, and the PTO. Parents may be contacted by the PTO to help with these parties. Teachers will decide the number of parents needed during a treat event.

Due to allergies, NO PEANUT or PEANUT BUTTER PRODUCTS please.

Birthday or other treats provided by parents should be pre-planned with the child's teacher. ***All snacks must be pre-packaged***. Homemade items are not permitted. Keep in mind the WASD's school wellness policy, effective July 1, 2006, that promotes healthy eating. Parents are encouraged to provide nutritious snacks such as popcorn, veggies, fruit, granola, etc. In addition, parents/guardians must supply the paper goods needed to serve the snack as these items are not available by the teachers for such purpose. Parents should not feel obligated to provide a birthday treat for their child's class.

COMMUNITY USE OF THE BUILDING

The school buildings are intended to be a service, not only to the school and its students, but also to the community. Certain guidelines must be followed to make efficient use of our facilities. Guidelines and permission for use of any building after normal hours may be obtained through the Williamsport School District Business Office.

SCHOOL-HOME COMMUNICATION

Strong communication between home and school is essential to student success. The Williamsport Area School District utilizes multiple methods to communicate with families and keep them informed throughout the school year. Communication may occur through:

- PowerSchool SchoolMessenger
- Schoology
- Teacher emails
- Telephone calls
- Parent-teacher conferences
- School newsletters
- District and school websites
- District and school social media accounts
- Written notices sent home

Families are encouraged to maintain current contact information in the school office to ensure they receive important communications in a timely manner.

SCHOOLMESSENGER

PowerSchool SchoolMessenger is the district's primary notification system. Parents and guardians should ensure that phone numbers and email addresses in PowerSchool remain current. SchoolMessenger may be used to communicate:

- School closings
- Delays
- Early dismissals
- Emergency information
- Important school announcements
- District updates

SCHOOLOGY

Schoology serves as the district's learning management system. Through Schoology, families may be able to:

- View classroom information
- Access assignments and resources
- Monitor student learning activities
- Communicate with teachers
- Stay informed about classroom events

Families are encouraged to connect with their child's Schoology account whenever possible.

LEARNING & ACADEMIC SUCCESS

Developing Responsible Citizens Through Excellence in Education

The Williamsport Area School District believes that students are most successful when schools and families work together as partners in learning.

Open communication between home and school helps students develop academically, socially, and emotionally. Families are encouraged to stay actively involved in their child's education and maintain regular communication with teachers and school staff.

REPORT CARDS

Report cards provide important information regarding a student's academic progress, work habits, and achievement of grade-level expectations. Report cards are issued electronically four times each school year following the completion of each marking period.

Families are encouraged to review report cards carefully and discuss progress with their child. Questions regarding grades or academic performance should be directed to the classroom teacher.

At the conclusion of the school year, families will receive information regarding their child's classroom placement for the upcoming school year.

STUDENT PROGRESS

Learning is a continuous process that occurs throughout the school year. In addition to report cards, teachers may communicate student progress through:

- Classroom assessments
- Progress monitoring reports (sent home electronically after the 1st/3rd marking periods)
- Reading and mathematics benchmark assessments
- Classroom work samples
- Conferences
- Schoology updates
- Direct communication with families

Parents and guardians are encouraged to contact their child's teacher whenever questions or concerns arise regarding academic progress.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences provide valuable opportunities for families and teachers to work together to support student success. Formal conferences are scheduled twice each school year in accordance with the district calendar. During conferences, families may discuss:

- Academic progress
- Social and emotional development
- Attendance
- Behavior
- Strengths and areas for growth
- Strategies to support learning at home

Additional conferences may be requested by either the parent/guardian or teacher throughout the school year. When in-person attendance is not possible, alternative conference arrangements may be available.

HOMEWORK

Homework serves as an extension of classroom learning and provides opportunities for students to practice skills, develop responsibility, and strengthen independent learning habits. Homework expectations vary by grade level and classroom. Families can support student success by:

- Providing a quiet place to work
- Establishing a consistent homework routine
- Encouraging reading at home
- Monitoring completion of assignments
- Communicating with teachers when concerns arise

Students are responsible for completing assignments missed during absences. Teachers may adjust assignments when appropriate based on the length of an absence or individual circumstances.

READING AT HOME

Reading with and to children is one of the most effective ways families can support academic success. Families are encouraged to:

- Read with their child each day
- Discuss stories and informational texts
- Encourage independent reading
- Visit local libraries
- Model positive reading habits

Developing strong reading habits supports success across all academic areas.

WORKING TOGETHER FOR STUDENT SUCCESS

The partnership between home and school plays a critical role in helping children learn and grow. By maintaining regular communication, supporting attendance, encouraging positive behavior, and promoting learning at home, families and schools can work together to ensure every child has the opportunity to succeed.

STUDENT SUPPORT PROCESS

The Williamsport Area School District is committed to identifying and addressing student needs as early as possible. We believe that early intervention and strong collaboration between families and school staff help students achieve success academically, socially, emotionally, and behaviorally.

When concerns arise, our goal is to provide timely support and interventions rather than waiting for students to experience ongoing difficulties.

HOW STUDENTS RECEIVE SUPPORT

Students may be referred to the school's Student Support Team when concerns are identified in areas such as:

- Academic performance
- Reading or mathematics achievement
- Attendance
- Behavior
- Social-emotional development
- Communication skills
- Work habits and organization

CONCERNS MAY BE IDENTIFIED BY:

- Teachers
- Parents/guardians
- School counselors
- Administrators
- Other school staff members

THE STUDENT SUPPORT PROCESS

The Student Support Team works collaboratively to better understand a student's strengths and needs. The team may:

- Review classroom performance and assessment data
- Analyze attendance and behavior information
- Identify barriers to success
- Develop targeted intervention plans
- Monitor student progress over time
- Adjust supports as needed

Interventions are designed to provide students with the assistance they need while remaining actively engaged in their classroom learning environment.

PROGRESS MONITORING

Student progress is reviewed regularly to determine whether interventions are helping the student achieve success. The Student Support Team may meet multiple times throughout the school year to:

- Review intervention effectiveness
- Analyze updated student data
- Adjust support plans
- Determine next steps

Many students respond successfully to interventions and no longer require additional support after progress has been made.

FAMILY PARTNERSHIP

Parents and guardians are important members of the student support process. Families may be contacted when concerns arise and may be invited to participate in Student Support Team meetings. Parents and guardians are encouraged to:

- Share information about their child's strengths and needs
- Communicate concerns with school staff
- Participate in support planning when appropriate
- Collaborate with school personnel to support student success

REQUESTING A STUDENT SUPPORT MEETING

Parents and guardians who have concerns regarding their child's academic, behavioral, social, or emotional progress may request a Student Support Team meeting at any time. To request a meeting, families should contact:

- Their child's classroom teacher
- The school counselor
- The building principal or assistant principal
- The dean of students

The school will work collaboratively with families to determine appropriate next steps and identify supports that may help the student be successful learners.

SCHOOLWIDE POSITIVE BEHAVIOR

The Williamsport Area School District believes that students learn best in environments that are safe, respectful, predictable, and supportive.

To create these conditions, all primary schools implement a Schoolwide Positive Behavioral Interventions and Supports (PBIS) framework. Through PBIS, students are taught behavioral expectations just as they are taught academic skills. Staff members model, teach, practice, and reinforce positive behaviors throughout the school day.

Our goal is to help students develop the skills necessary to be successful learners, responsible citizens, and positive members of their school community and can receive Tier I, Tier II, and/or Tier III supports.

WHAT IS PBIS?

Positive Behavioral Interventions and Supports (PBIS) is a proactive approach to supporting student success. PBIS focuses on:

- Teaching expected behaviors
- Creating positive school climates
- Building strong relationships
- Preventing problem behaviors
- Recognizing student success
- Providing additional support when needed

PBIS helps create consistent expectations across classrooms, grade levels, and schools so that students understand what is expected and feel supported in meeting those expectations.

THE MILLIONAIRE WAY

At our primary schools, students are encouraged to follow The Millionaire Way by demonstrating behaviors that help everyone learn, grow, and succeed. The Millionaire Way is built around four schoolwide expectations known as the 4 B's:

BE PRESENT

- I come to school each day.
- I keep my eyes and ears focused on the speaker.

- I participate in learning activities and do my best.

BE RESPECTFUL

- I am kind to everyone at my school.
- I use respectful words and actions.
- I treat others the way I want to be treated.

BE RESPONSIBLE

- I can be trusted to do the right thing, even when no one is watching.
- I follow directions.
- I take care of my work, materials, and school property.

BE SAFE

- I keep my hands, feet, and objects to myself.
- I make choices that help keep myself and others safe.
- I tell an adult if I see or hear something unsafe.

	Classroom	Hallway	Cafeteria	Bathroom	Playground	Bus	Assemblies/ Auditorium	School Related Activities	Library & Labs
Be Present	Come to school everyday Be on time Be attentive Be on task Actively participate	Move quickly/quietly to your destination	Be on time Remain in designated area	Use only when necessary Use closest facility Return to class promptly	Remain within the designated areas Line up quickly	Be on time Be on assigned bus Be at designated area on time	Be ready to participate Be at designated area on time	B e on time Show school pride Participate Join clubs, teams, and other activities	Use time wisely
Be Respectful	Follow the directions of all staff Listen while others are speaking Respect others property and personal space Be tolerant Use appropriate language, tone and volume Wait to be recognized before speaking	Keep hands, feet and objects to self Respect school property Use appropriate language, tone and volume Dispose of trash properly Follow directions of all staff	Keep hands, feet and objects to self Use manners Use appropriate language, tone and volume	Respect yours and others privacy Use equipment and supplies as intended Wait your turn Use appropriate language, tone and volume	Take turns Share equipment Include everyone Use appropriate language, tone and volume Use good sportsmanship	Follow the directions of all staff Use appropriate language, tone and volume Share space and seats appropriately	Follow the directions of all staff Show appreciation through applause only when appropriate Sit quietly	Follow the directions of all staff Display good Sportsmanship Use appropriate audience procedures	Use appropriate language, tone and volume Take turns and share
Be Responsible	Follow directions Be prepared and organized Accept responsibility for your actions Complete and turn in all assignments on time Use classroom materials properly	Travel only to designated areas	Clean your area Have "café" card ready Follow the directions of all staff Inform staff of problems	Flush toilet Wash hands Keep bathroom clean Inform staff of problems	Follow all of the rules of the games Use equipment appropriately Put equipment away quickly	Take care of belongings Keep your bus clean Enter and exit appropriately	Eyes forward Keep area clean	Clean up your area Use appropriate language, tone and volume Focus on event	Keep area clean Inform staff of problems Use classroom materials properly
Be Safe	Keep hands, feet and objects to yourself Sit properly Use classroom materials and equipment appropriately Follow drug free & school safety policies Follow emergency procedures	Face forward Stay to the right One step at a time on stairs Walk Keep hands, feet and objects to self	Sit correctly Keep hands feet and objects to yourself. Wash or sanitize hands	Keep hands, feet and objects to self Follow drug free & school safety policies	Keep hands, feet and other objects to self. No excessive rough play Inform staff of problems	Stay seated Face forward Keep hands, feet and objects to yourself Keep all body parts inside the bus Keep food and drinks in backpack Keep aisle clear	Keep hands, feet and objects to yourself Sit appropriately	Enter/exit in orderly fashion Remain in designated areas Keep hands, feet and objects to self. Follow drug free & school safety policies	Keep hands, feet and objects to yourself Be aware of your environment

TEACHING EXPECTED BEHAVIORS

Behavior expectations are taught throughout the school year and in all areas of the school environment, including:

- Classrooms
- Hallways
- Cafeteria
- Restrooms
- Playground
- School buses
- Assemblies
- Arrival and dismissal

Students receive regular instruction, reminders, modeling, and opportunities to practice expected behaviors. Just as students learn academic skills through instruction and practice, behavioral expectations are taught and reinforced throughout the school day.

RECOGNIZING POSITIVE BEHAVIOR

Students who demonstrate schoolwide expectations may receive recognition through classroom and schoolwide acknowledgment systems. Recognition may include:

- Verbal praise
- Positive phone calls home
- Classroom incentives
- Schoolwide celebrations
- Recognition programs
- Other school-based acknowledgments

These systems help reinforce positive behaviors and encourage students to make responsible choices.

FAMILY PARTNERSHIP

Families play an important role in helping children develop positive behavior habits. Parents and guardians can support school expectations by:

- Reviewing the 4 B's at home
- Encouraging respectful communication
- Promoting regular attendance
- Reinforcing responsible decision-making
- Communicating with school staff when concerns arise
- Celebrating positive choices and accomplishment

When families and schools work together, students are more likely to experience success both academically and socially.

BEHAVIOR SUPPORTS

While most students respond successfully to schoolwide expectations and classroom supports, some students may require additional assistance. The district utilizes a multi-tiered system of support to provide students with the level of assistance they need. Supports may include:

- Teacher conferences
- Check-ins and mentoring
- Social-emotional learning supports
- Counseling services
- Behavior intervention plans
- Small-group supports
- Individualized interventions

The goal of all interventions is to help students learn the skills necessary to be successful in school.

RESPONDING TO BEHAVIOR CONCERNS

When behavioral concerns occur, staff members work with students to:

- Understand what happened
- Repair harm when appropriate
- Learn alternative behaviors
- Reconnect with the school community
- Practice positive decision-making

Consequences may be necessary when students do not meet school expectations; however, the primary goal is always teaching, learning, and growth. Behavior incidents are addressed according to district procedures and may be classified as either minor or major behaviors. The following pages provide examples of behaviors and possible school responses.

MINOR AND MAJOR BEHAVIORS

Students are expected to follow schoolwide expectations and demonstrate The Millionaire Way by being Present, Respectful, Responsible, and Safe.

When behavior concerns occur, school staff work with students to teach appropriate replacement behaviors and help students make positive choices.

Behavior incidents may be classified as either Minor Behaviors or Major Behaviors depending on the severity, frequency, safety concerns, and impact on the learning environment.

MINOR BEHAVIORS

Minor behaviors are typically handled by the classroom teacher or supervising staff member. Examples may include:

Minor Behavior Examples
Off-task behavior
Disrupting class
Refusing to follow directions
Inappropriate language
Minor disrespect
Classroom disruptions
Horseplay
Inappropriate use of technology
Tardiness
Dress code concerns
Minor misuse of school property
Off-task behavior
Disrupting class

School responses may include:

- Re-teaching expectations
- Verbal reminders
- Problem-solving conferences
- Parent contact
- Reflection activities
- Lunch detention
- Recess detention
- Other classroom-based interventions

MAJOR BEHAVIORS
Major behaviors significantly impact safety, learning, or the school environment and typically require administrative involvement. Examples may include:

Major Behavior Examples
Fighting
Physical aggression
Bullying or harassment
Threats toward others
Repeated defiance
Theft
Vandalism
Possession of prohibited items
Use or possession of tobacco, alcohol, or drugs
Possession of a weapon or look-alike weapon
Serious technology violations
Behavior that creates a safety concern

School responses may include:

- Parent/guardian conference
- Administrative intervention
- Behavior support planning
- Lunch detention
- Recess detention
- Half-Day Time Out
- Full-Day Time Out
- In-School Suspension
- Out-of-School Suspension
- Certain behaviors may require consequences mandated by state law or Board policy.

For a complete description of disciplinary procedures, including In-School Suspension, Out-of-School Suspension, Expulsion, and student due process rights, please refer to the Williamsport Area School District Student Rights & Responsibilities Handbook available on the district website.

IMPORTANT NOTE
Behavior incidents are reviewed individually. Consequences are determined based on:

- Student age and developmental level
- Severity of the behavior
- Frequency of the behavior
- Safety concerns
- Previous interventions
- Applicable district policies and state regulations

The goal of all disciplinary responses is to teach appropriate behavior, maintain a safe learning environment, and support student success.

CALM DOWN ROOMS

The Williamsport Area School District recognizes its responsibility to provide safe and supportive learning environments for all students and staff. Primary schools within the Williamsport Area School District have a Calm Down Room available for students who are displaying behaviors that may result in harm or injury to themselves, peers, or staff members.

The primary purpose of the Calm Down Room is to support students in the use of self-regulation strategies that help them regain emotional control and return successfully to learning. The Calm Down Room is intended to provide a safe, supervised environment where students can practice coping skills and de-escalation techniques.

Use of a Calm Down Room is guided by district procedures and is implemented only when necessary to support student safety and well-being. School staff are trained to follow district protocols to ensure the health, safety, dignity, and welfare of all students. Parents and guardians will be informed in accordance with district procedures whenever a Calm Down Room is utilized.

The goal of all behavior support practices is to help students develop the skills necessary to regulate emotions, solve problems, make positive choices, and successfully participate in the school environment.

HEALTH, SAFETY & STUDENT SERVICES

The Williamsport Area School District is committed to providing a safe, healthy, and supportive learning environment for all students. School staff work collaboratively with families to promote student wellness, ensure student safety, and provide services that support academic success.

SCHOOL HEALTH SERVICES

The district provides health services designed to support student health, wellness, and school attendance. Health services may include:

- First aid and emergency care
- Health screenings
- Vision screenings
- Hearing screenings
- Growth and development screenings
- Health education support
- Management of student health plans

Parents and guardians are encouraged to notify the school of any medical conditions, allergies, health concerns, or changes that may affect their child's participation in school activities.

STUDENT ILLNESS OR INJURY

Students who become ill or injured during the school day will be evaluated by the school nurse or designated health personnel. Parents/guardians will be contacted when:

- A student is unable to remain in school.

- Medical attention is needed.
- A significant injury occurs.
- Symptoms require student dismissal.

For student safety, it is essential that emergency contact information remain current throughout the school year.

MEDICATIONS AT SCHOOL

Whenever possible, medications should be administered at home.
If medication must be administered during school hours, district procedures must be followed.

PRESCRIPTION MEDICATIONS

The following requirements must be met before prescription medications can be administered at school:

- Physician authorization form completed and signed.
- Parent/guardian authorization form completed and signed.
- Medication delivered to the school by a parent/guardian or designated adult.
- Medication provided in the original pharmacy container with prescription information attached.

Students may not carry prescription medications unless specifically authorized by district procedures.

NON-PRESCRIPTION MEDICATIONS

Non-prescription medications may only be administered when:

- Physician authorization is provided.
- Parent/guardian authorization is provided.
- Medication is supplied in the original container.

Students should not transport medication to and from school unless specifically approved by school personnel.

PHYSICAL EXAMINATIONS & HEALTH REQUIREMENTS

Physical examinations, immunizations, screenings, and other health requirements are governed by Pennsylvania Department of Health regulations and district policy. Additional information may be found in the Williamsport Area School District Student Rights & Responsibilities Handbook and district health services materials.

TOBACCO, NICOTINE & VAPING PRODUCTS

The Williamsport Area School District prohibits the possession, use, distribution, or sale of tobacco, nicotine, and vaping products by students. This prohibition applies:

- On school property
- At school-sponsored activities
- On school buses or district transportation
- While attending any district-sponsored event

Prohibited products include, but are not limited to:

- Cigarettes
- Cigars
- Smokeless tobacco
- Electronic cigarettes (e-cigarettes)
- Vape pens
- Nicotine pouches
- Other nicotine delivery systems

Violations of this policy may result in disciplinary action in accordance with district policy and the Williamsport Area School District Student Rights & Responsibilities Handbook.

STUDENT MEALS

The Williamsport Area School District participates in federal and state nutrition programs and is committed to providing healthy meal options for students. Breakfast and lunch services are available daily. Families should refer to district communications and the district website for current information regarding:

- Meal availability
- Meal pricing
- Free and reduced-price meal programs
- Menus
- Food service procedures

Students are expected to demonstrate appropriate cafeteria behavior and follow schoolwide expectations during meal periods.

LUNCH TIMES: Kindergarten – 11:15, 1st Grade – 11:50, 2nd Grade – 12:25, & 3rd Grade 1:00

FOOD ALLERGIES & WELLNESS

Student safety is a priority. Parents/guardians should notify the school of any food allergies, dietary restrictions, or medical concerns that may affect participation in classroom activities, celebrations, or meal service.

To support student health and safety:

- Classroom treats must be pre-approved by the teacher.
- All treats must be commercially packaged.
- Peanut and peanut butter products should not be sent to school unless specifically approved by the classroom teacher and school nurse.

The district promotes healthy choices through its School Wellness Policy.

APPROPRIATE DRESS & CLOTHING

Students should arrive at school dressed appropriately for learning, safety, and participation in school activities. Examples of clothing that are not appropriate for school include:

- Clothing with offensive language or images
- Clothing that disrupts the educational environment
- Excessively revealing clothing
- Spaghetti straps or halter tops
- Shorts that are shorter than mid-thigh length

For safety reasons, footwear must provide adequate protection and support. Examples of prohibited footwear include:

- Shoes with wheels (Heelies)
- Flip-flops
- High heels
- Other footwear that creates a safety hazard

Building administrators may impose additional restrictions when necessary to maintain a safe and productive learning environment.

ELECTRONIC DEVICES & ITEMS FROM HOME

Students should leave personal electronic devices and toys at home unless specifically requested by school staff. Examples include:

- Cell phones
- Smart watches used for communication
- Tablets
- Gaming devices
- Earbuds and headphones
- Trading cards
- Toys and collectibles

Teachers may authorize specific items for educational projects or classroom activities. ***The district is not responsible for lost, stolen, or damaged personal property brought to school.***

SCHOOL VOLUNTEERS

The Williamsport Area School District welcomes parents, guardians, grandparents, and community members who wish to support students and schools through volunteer service.

All volunteers must comply with district requirements and Pennsylvania law regarding volunteer clearances. Required documentation may include:

- Pennsylvania State Police Criminal History Clearance
- Pennsylvania Child Abuse History Clearance
- FBI Criminal History Clearance (when applicable)
- Volunteer information and requirements are available on the district website or through each school office.

Please see the Human Resources page of our school district website at www.wasd.org for more information concerning school volunteers.

WEAPONS

Pennsylvania law and School Board policy prohibit possession of weapons on school property, at school-sponsored activities, and on school transportation. Weapons include, but are not limited to:

- Firearms
- Knives
- Cutting instruments
- Replica weapons
- Look-alike weapons
- Any object capable of causing serious bodily injury

Possession of a weapon may result in disciplinary action as required by Pennsylvania law and district policy. For complete disciplinary procedures and student due process rights, please refer to the Williamsport Area School District Student Rights & Responsibilities Handbook which can be found on the district website at www.wasd.org.

SCHOOL BUS CONDUCT

School buses are an extension of the school environment, and students are expected to follow all school rules and expectations while riding district transportation. Students are expected to:

- Follow driver directions
- Remain seated while the bus is moving
- Keep hands, feet, and objects to themselves
- Use respectful language
- Help maintain a safe environment for everyone
- Failure to follow bus expectations may result in disciplinary action and/or loss of transportation privileges.

Bus safety is a shared responsibility among students, families, transportation staff, and school personnel.

ADDITIONAL RIGHTS & RESPONSIBILITIES

For complete information regarding student rights, disciplinary procedures, due process protections, suspension procedures, expulsion procedures, and Board policies, please refer to the Williamsport Area School District Student Rights & Responsibilities Handbook available on the district website at www.wasd.org,

Family Education Rights and Privacy Act

Parents/Guardians and students over the age of 18 are given certain rights regarding educational records by the Federal law, the Family Educational Rights and Privacy Act (FERPA).

They are:

1. Review the student's record within 45 days of written request
2. Request inaccuracies be corrected.
3. Right to consent to disclosure of personally identifiable information contained in the student's educational record, except when FERPA authorized disclosure consent is needed. For a complete explanation of FERPA, please refer to the Student's Rights and Responsibilities Handbook.

Complaint Policy

The Board of Directors has approved a policy that provides a fair and impartial procedure for seeking appropriate remedies to public complaints. Copies of the policy are available in the principal's office at each school and in the Superintendent's Office.

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 1972 Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. For information regarding civil rights or grievance procedures, services, activities and facilities that are accessible to and usable by handicapped individuals, contact

Director of Human Services
Williamsport Area School District
2780 West Fourth Street
Williamsport, PA 17701
(570) 327-5500, Ext. 33507
Note: The complete text of any district policy is available in the district office.

WASD Non-Discrimination Policy Statement

The Williamsport Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or disability 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 4th Street, Williamsport. 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 Dr. Justin Ross, WAHS Building Principal at 570-323-8411. 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.

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 WASD School Social Workers can support and help students in homeless situations in many ways. Please see their contact information below.

School Social Worker (Grades 9-12)
570-323-8411 x66526

School Social Worker (Grades 7-8)
570-327-5500 x50524

School Social Worker (Grades 4-6)
570-327-5500 x42422

School Social Worker (Grades K-3)
570-327-5500 x40331

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

SOCIAL AND EMOTIONAL SUPPORT

School counselors work in partnership with school staff and families to help build academic, social/emotional and career skills for their students. We do this by listening to students when their feelings get "too big", going into the classroom to teach about kindness and safety, creating small groups to explore social challenges like making friends, and helping families connect with outside services for more intensive needs. Hepburn-Lycoming students see their school counselor all over the building!

Your child has access to a school counselor every day. When there is a student need, we work with the teacher to find an appropriate time and coordinate any needed follow up with them. School counselors are not therapists, but if you believe your child could benefit from checking in with a counselor, you can contact your child's teacher or our counselor directly.

Mr. Seth Herb
sherb@wasd.org
(570) 601 – 1112 ext. 43520

We also work with school social workers who support our schools with more involved cases and help connect families to mental health and trauma-related resources.

Shannon Evans, School Social Worker (K – 3)
sevans@wasd.org

(570) 327 – 5500 ext. 40331

Megan Hunter, Mental Health and Trauma Coordinator (K – 6)
mhunter@wasd.org
(570) 327 – 5500 ext. 40340

IMPORTANT CONTACT INFORMATION
Local Behavioral & Counseling Services:

ABA Support Services Phone: (610) 365 – 8373 abasupportservices.com	**Community Services Group (CSG)** 100 Commerce Park Drive #110 Williamsport, PA 17701 (570) 323 – 6944 csgonline.org	**Concern** 60 North Eighth Street Lewisburg, PA 17387 (570) 523 – 1297 www.concern4kids.org
Diakon Family Life Services 435 West Fourth Street Williamsport PA 17701 Phone: (570) 322 – 7873 diakon.org	**Diversified Treatment Alternative Center, LLC (DTAC)** 40 Lawton Lane Milton PA (570) 524 – 0307 www.diversifiedtreatmentalternatives.com	**Therapeutic Behavioral Health Services** 1521 Washington Blvd. Williamsport PA 17701 Phone: (570)
Merakey 1990 West 3rd Street Williamsport PA 17701 Phone: (570) 320 -2816 www.merakey.org		

Case Management – *Can help families connect to community services and supports*

Center for Community Resources (CCR) Crisis, Blended Case Managaemnt, ID & Autism Support 1000 Commerce Park Dr. #303R Williamsport PA 17701 Phone: (570) 576 – 0848 www.ccrinfo.org/lycoming-county	**HOPE Enterprises, Inc.** 2401 Reach Road Williamsport PA 17701 Phone: (570) 326 – 3745 www.hopeability.org/home-and-community-services/blended-case-manageement	**Service Access and Management, Inc. (SAM)** 1948 East Third St. (behind Mr. Sticky's) Williamsport PA 17701 (570) 560 – 1008 (272) 230 – 4496 www.sam-inc.org/services/mental-health

Mental Health Assessments

Lycoming-Clinton Joinder
33 West Third Street 4th floor
Williamsport PA 17701
Phone: (570) 326 – 7895 and ask for a Mental Health Assessment to aid in determining what types of services may be appropriate.
Services Joinder can help refer too: www.lycomingclintonhealthchoices.com/childrens-services
Please Note: if a parent needs the school to share information with these or any other outside agency or provider, we will send home a WASD Release of Confidential Information to be completed by a parent/guardian so we have written permission to do so.

Nursing Agencies:

Aveanna – (570) 601 – 4790	**Bayada –** (570) 326 – 2663	**EkidzCare** – (814) 308 – 9510
Golden Care – (570) 373 – 6175	**Interim –** (570 546 – 2102	**Maxim –** (570) 323 – 8902
PRN – (570) 567 - 7627		

For additional needs, supports, or questions, please reach out to our school's contacts below:

School Counselor:
Mr. Seth Herb – (570) 601 – 1112 ext. 43520 or sherb@wasd.org

School Social Worker:
Ms. Shannon Evans – (570) 327 – 5500 ext. 40331 or sevans@wasd.org

School Psychologist:
Mrs. Sarah Balduino – (570) 327 – 5500 ext. 40321 or sbalduin@wasd.org

Title I School Parent and Family Engagement Policy

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

The Policy is given to all parents (student handbook), Additional and more detailed Title I 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 will be involved in the 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 I holds up to 4 annual events a year:

- To inform parents of the school's participation in the Title I Program and will explain the requirements of the program and the rights of parents to be involved.
- To provide an explanation of the school's curriculum, the forms of academic assessment 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 engagement.

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

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

Our school will provide parents with information about the program in 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

Hepburn-Lycoming Primary School

Hepburn Elementary 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.

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 State 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.

Developing Responsible Citizens Through Excellence in Education