

WILLIAMSPORT AREA SCHOOL DISTRICT PRIMARY SCHOOLS

STUDENT NAME: _____

TEACHER: _____

STUDENT-PARENT HANDBOOK 2022-2023



The Millionaires

Developing Responsible Citizens Through Excellence in Education.



*Hepburn-Lycoming Primary School
355 Route 973 East
Cogan Station, PA 17728
Phone: 570-601-1112 Fax: 570-494-0534
Principal-Mrs. Michele Kunkle
mkunkle@wasd.org*

WELCOME

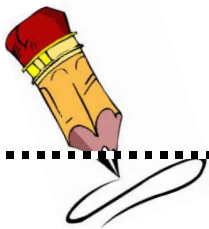
The pages of this handbook explain what you will need to know to make this year a success. Parents and students should review this together. Feel free to ask your teacher, school counselor or principal for additional information or clarification of the material in this handbook. The goal is to create an educational environment in which our children will strive for excellence, realize their individual potential and make healthy lifestyle choices. Williamsport Area School District is a community committed to ALL children; together we will have another great year!

HANDBOOK PURPOSE

The purpose of this Parent- Student Handbook is to provide students and their parents/guardians with information about the general rules and guidelines in regards to attending and receiving an education in the Williamsport Area School District.

Parents/guardians and students should be aware that this document is reviewed annually because policy adoption and revision is an ongoing process. Changes to board policy will supersede the provisions found in this handbook. This handbook is not a contract between the school and parents/guardians and/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.

Once you have read and discussed this school handbook with your child, please sign on the appropriate lines in the area below and return only the bottom portion to school.



PARENT AND STUDENT SIGN-OFF

I (we) have reviewed the information in the Parent-Student Handbook.

(Student Name)

(Teacher)

(Parent Signature)

(Date)

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GENERAL SCHOOL INFORMATION

School Security/Visitors

The Williamsport Area Schools welcome parents, guardians, and other visitors to our schools. To keep our schools as secure as possible, doors are locked at the start of the school day and remain so for the rest of the day. However, to continue our efforts to provide a safe and secure learning environment, **ALL** visitors are required to report to the school office **immediately** upon arrival. All visitors to the school must ring the security buzzer, identify themselves, and state their business before being admitted to the building. **All parents/guardians, visitors, volunteers, and other persons are required to report to the school office to sign-in during school hours.**

Visitors will be asked to sign a visitor log and obtain a visitor badge. **Visitors are not allowed to go directly to a classroom, even before or after school hours.** Before leaving, visitors are required to sign out. To enter the building after dismissal, visitors will need to ring the buzzer. If the custodian, principal or other staff members are available, you will be allowed to enter the building and will be escorted to the area you need to go. Parents who wish a conference with a teacher or a principal should call first to schedule a meeting.

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.

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.



Primary School Hours

School begins promptly at 9:05 a.m. and ends at 3:35 p.m. Students are expected to be in their classrooms and seated by the 9:05 a.m. attendance bell. Arriving on time for school helps your child develop the habit of punctuality and consideration for others by not interrupting the learning environment. It is your child's responsibility to learn how to manage his/her time. **Any student arriving after 9:05 a.m. must report to the office accompanied by their parent/guardian and be signed in as tardy.**

Students may not be dropped off for school before the school doors open to students at 8:50 a.m. as there is no supervision for students before that time. Please understand students do not have access to the school building until 8:50. Students may not come to school early to play on the playground or for any other reason unless planned in advance by a teacher.

Attendance

Regular and consistent school attendance is important for your child's growth and progress in school and is an important habit to establish in children. It is also crucial to your child learning and succeeding academically. The law requires parents or guardian to send students on a regular basis.

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 by the third day 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 absence
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 child 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.

Excuse for Absence

A written excuse, signed by the parent or guardian, is required for all absences. The written excuse must be presented to a school secretary immediately upon the student's return to school. A doctor's excuse may be required for extended absences or after a student has missed an excessive number of days. An absence is considered to be illegal after three days without an excuse.

Tardiness: Primary Level

Students arriving after the homeroom bell (9:05 AM) are considered to be tardy and **must be accompanied into the building and signed in at the office.** Excessive tardy arrival may accumulate and become unexcused days of absence as well as subject to disciplinary consequences. Parents will be informed of excessive tardiness.

Half Day Absence

A student is absent for one-half of a school day when he/she is away from the building he/she attends for more than 50% of the morning or afternoon. Students away from their buildings for less than one-half of the morning or afternoon session are not absent; they are tardy or are excused for legitimate reasons. Students who leave their buildings without authorization prior to the end of the day are subject to established discipline/consequences and will be marked as unexcused for that time.

When a student is absent, all assignments missed should be made up promptly. Parents may request assignments and can pick them up in the office at dismissal.



Field Trip (school sponsored)

Teachers may supplement the curriculum by taking students to an environment away from school. Teachers must receive approval from the Principal, Superintendent and the School Board. Permission must be received from the parent/guardian for each student before they are permitted to leave school property. Special arrangements will be made for students for which the school has not received permission to attend the field trip. Final decision for field trip attendance will be determined by building administration.

Change of Address or Emergency Contact Information

It is very important that parents/guardians inform the school immediately of any change to a telephone number, work number, cell phone number, address or emergency contact information for your child. Please be aware that emergency contacts are ONLY used when you cannot be reached.

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. 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.

Invitations for birthday parties and other parties may only be distributed at school if there is an invitation for every child in the class.

Deliveries of gifts for students such as balloons or flowers will be kept in the office until the end of the school day, such items may not go home on the school bus.

Positive Behavior Intervention and Supports

The Williamsport Area School District has adopted the School-Wide Positive Behavior Intervention and Supports (SWPBIS) approach in all its schools K-12. This model is supported by the Pennsylvania Department of Education (PDE) and is a nationally recognized model. School Wide Positive Behavior (SWPB) is a multi-tiered model of support that encourages, teaches, and reinforces the behavior expectations for all students in our schools. Through the use of a multi-tiered model, interventions can be implemented at the building, grade and individual level, depending on the needs of the students. The district has been recognized by PDE for implementation of SWPB in its schools. Through the use of K-12 consistent expectations students are taught the 4 B's:

BE PRESENT – BE RESPECTFUL – BE RESPONSIBLE – BE SAFE



Williamsport Area School District PBS Matrix

	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 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	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	Be 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 Display good Sportsmanship Use appropriate audience procedures	Use appropriate language, tone and volume Take turns and share	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 "caf�" 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	Clean up your area Use appropriate language, tone and volume Focus on event	Keep area clean Inform staff of problems Use classroom materials properly	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	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	Keep hands, feet and objects to yourself Be aware of your environment



Student Dismissal Plans

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.

Early Dismissal/Delayed Opening

Should weather conditions cause a delayed opening, cancellation, or early dismissal of school, announcements will be made on local radio, TV stations, and www.wasd.org beginning immediately after the decision is made. It is imperative that your child be familiar with arrangements for delayed openings and emergency closings. Please plan ahead to avoid anxiety for your child.

If school is delayed for one hour, the bus schedule and school starting time is delayed one hour. With a two-hour delay, the bus schedule and school starting time is delayed two hours. **Please do not call the school office to ask about early dismissals or school closings. Please listen to the local radio and TV stations for the latest information. In addition, announcements about delayed openings and early dismissals will be posted on www.wasd.org.**

Report Cards

Report cards are issued four times during the school year based on marking periods for students in grade K-12. Report cards are an important tool for teachers and parents to keep track of students' progress in school. Be sure to review your child's report card thoroughly. Feel free to contact the school with any questions or concerns that you may have. Sign and return your child's report card envelope after each marking period. At the end of the year, you will receive the report card to keep and your child's school placement for the next school year will be noted on the back.

Parent-Teacher Conferences

The conference is a vital way for parents and teachers to share information about each child's academic and social progress. Formal conferences are scheduled twice each school year, in the fall and spring, in accordance with the school district calendar. Parents/guardians are encouraged to contact their child's teacher directly throughout the school year to arrange additional conferences as needed. **If you cannot physically attend a conference during the conference days, you may schedule a phone conference on one of the days. The parent is responsible for calling the school at the scheduled conference time.**

Homework Assignments

Homework, an extension of the curriculum at a particular grade level, provides an opportunity for a child to work independently and develop responsibility. It is work assigned as an extension to the classroom instruction and it provides an opportunity for parental interaction to have a positive effect on the student's education. Students are responsible for all assignments, even when absent. The parent/guardian role is to provide moral support and guidance. Teachers may adjust homework in consultation with the parent/guardian, based on circumstance and length of absence. Requesting homework for absent students is advised to keep students from falling behind. Please call the school office in the morning to make a request so that the teacher has time to gather the assignments. Kindergarten and first grade students are encouraged to spend time each day reading and/or studying vocabulary. Second and third graders may expect homework in the areas of spelling, math and reading. In addition, independent reading time is expected.

Teachers may be available to take calls between 8:20-8:50 a.m. and after 3:35 p.m. Voicemail and email to every teacher and staff member is available during school hours.

School-Home Communication

A good relationship between home and school is vital to a student's academic success. Williamsport schools has several means to keep communication between teachers and parents flowing. Connecting to your child's schoology account is a great way connect with your child's teacher.

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.

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 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 and teaching aides 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.

Appropriate Dress and Clothing

So each child can be in the safest and best environmental atmosphere, we ask parents and guardians to be sure that children are dressed appropriately.

Dress inappropriate for school includes but not be limited to: short shorts (shorts must be at least mid-thigh in length), halter tops, spaghetti straps, floppy footwear, shoes with wheels (heellies), clothes with offensive words, clothes with offensive pictures, revealing clothing or any clothing or ornament that disrupts the educational process. **Shoes that do not cover the heel and toes such as flip-flops, high heels, and/or clogs do not**

provide adequate protection and increase the chance of slips, falls, foot injuries and thus are not permitted. Calls will be made when violations occur. Please become familiar with your child's schedule so they are appropriately dressed for weather, gym and art classes.

Building principals have the duty to enforce additional restrictions to prevent the disruption of the educational process, a health hazard or safety hazard.

Community Use of the School 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 Volunteers

The schools in Williamsport welcome parents, senior citizens, students, and others to assist teachers or other staff members by becoming volunteers. The Pennsylvania Department of Human Services and Williamsport Area School District require certifications for anyone who volunteers with a school in order to ensure the safety of all students and staff within the school. Additional information can be found on the district website, www.wasd.org or by contacting the office of any building.



Electronic Devices & Toys/Object Brought From Home

Children are not permitted to bring toys or items to school (i.e. trading cards, electronic equipment...). Some electronic devices could include iPods, iPads, MP3 players, PSP's, DS's, etc. Playground equipment is provided during recess and students are not permitted to bring items from home. Times may arise when a teacher/building requests that your child bring something for a special event in the classroom. Should your child bring any of these devices to school, the school administration is not responsible for damage or theft of the item and will not be involved in investigating the incident or recovering the item.

Weapons

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. The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Toy and look-like weapons are considered weapons under these rules. For detailed information and a copy of the Pennsylvania Act 26, please contact the school office.

School Bus Conduct

Although not all students ride WASD school buses, we do utilize them for field trips. In order to comply with laws regulating the number of passengers that may be carried on a bus, students may not ride on any bus other than the bus to which such student is assigned. Students who do not ride a bus to or from school may NOT just

ride buses on regular routes for special events or locations. Any conduct by students while riding school buses, which deviates from the aforementioned rules, may result in disciplinary action. When student misconduct warrants disciplinary action, consequences may occur depending on the severity of the infraction and the student's record of prior misconduct.

School Health Information

If any student in the Williamsport Area School District is to take medication during school hours, the following guidelines MUST be followed:



FOR PRESCRIPTION MEDICATIONS:

Two forms must be completed; one by the physician and one by the parent. Any medication to be given during school hours must be delivered directly to the school nurse or health room technician by the parent or the adult responsible for the child. The medication must be in the original container with the directions.

FOR NON-PRESCRIPTION MEDICATIONS:

A signed note or form, completed by the parent, must be given to the school nurse or health room technician along with the medication. A doctor's signature is needed for non-prescription medications too. The name of the medication and why the medication is to be taken must be known. Students are not permitted to carry non-prescription medications to school unless absolutely necessary and the school is aware the child will be delivering it to the nurse or health room technician.

PHYSICAL EXAMINATIONS: REFER TO RIGHTS AND RESPONSIBILITIES MANUALS

Student Meals

Breakfast and lunch are available to all students. The cost of a regular elementary student breakfast and lunch can be found on the WASD website, www.wasd.org. Students may qualify for a reduced-price lunch or a free lunch based on meeting income eligibility guidelines. Applications for the reduced or free lunch program may be obtained in the school office or at the District Service Center's Food Service Department. Monthly menus will be sent home or can be found on the district website.

- Cafeteria money should be sent to school on the first day of each week. Students may maintain an account and money in the account can exceed what is required for one week. Money envelopes are available when needed.
- We would also like to remind parents that alternates are available to any child ordering the full platter. The alternates may replace the main course if a child does not want the main item of the day.
- Soda, candy and gum are not permitted in the school and students are not permitted to share food during breakfast or lunch.
- Alternate Lunches and Money Collection Procedures:
 - (Procedures that support Policy 808.1 School Lunch/Breakfast Program Charged Meal)
 - At Grades K-3, students carrying a negative balance of \$10 or more may be provided with an alternate reimbursable meal. Students receiving the alternate meal will have the cost of that meal charged to their account.
- Money Collection Procedures:
 - When a student's account is down to less than \$5, students are given an envelope to take home and have parents replenish the account. This is given on the lunch line.
- At Grades K-6, when a student's account has a negative balance, a letter will be produced by the cafeteria showing the negative balance. This letter will be placed in the homeroom teacher's mailbox to be sent home with the child.

- Any student having a negative balance of \$50 or greater will have their account turned over to a collection agency.
- Cafeteria debts are cumulative and carry over from year to year. At the end of Grade 12 a diploma will not be issued unless all debts are paid.

Tobacco Policy

Tobacco use shall be prohibited at all times inside each school building, the District Service Center, Warehouse/Bus Complex, and outside on school grounds of each school building (including athletics fields and sports complex), the District Service Center and Warehouse/Bus Complex.

The prohibitions authorized by this policy apply to all uses of tobacco, including cigars, cigarettes, pipes, chewing tobacco, snuff and the possession of lighted cigarettes, cigars pipes or other lighted smoking equipment. "Tobacco use" shall include smoking and the use of smokeless tobacco in any form.

Students who violate this policy will be subject to disciplinary procedures as outlined under school policies to include a civil fine up to fifty dollars (\$50.00).

Employees who violate this policy will be subject to disciplinary procedures enforced by the school district to include: verbal warnings, written reprimands, suspension and dismissal, prosecution under the laws of the Commonwealth of Pennsylvania to include a civil fine up to fifty dollars (\$50.00).

Visitors who violate this policy will be subject to removal from school property and prosecution under the current laws of the Commonwealth of Pennsylvania to include a civil fine up to fifty dollars (\$50.00).

A school-site tobacco ban for students, employees and visitors reinforces classroom instruction reaffirming the hazards of tobacco use. By treating students, teachers and other adults in the schools equally, a tobacco ban demonstrates the injurious effects of smoking of everyone's health. A school-site tobacco ban for students and adults also provides consistency among school programs directed against smoking and supports the essential regulatory scheme for students in the public schools.

Title I School Parent and Family Engagement Policy

Our Parent and Family Engagement Policy is the following:

The Parent and Family Engagement Policy was developed with feedback from parents through their participation in PTA/PTO/PTAC 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/PTA 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 accomplish:

- 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 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 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.

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 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.

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

Family Educational 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 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 Mrs. Michele Kunkle, building principal at 570-601-1112. 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 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 9-12)

[570-323-8411](tel:570-323-8411) x66105

School Social Worker (Grades 5-8)

[570-327-5500](tel:570-327-5500) x40332

School Social Worker (Grades K-4)

[570-327-5500](tel: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 or Education of Children and Youth Experiencing Homelessness: Mr. Jeff Zimmerman, 570-718-4613, zimmerman@liu18.org

Student AM Drop Off and PM Pick Up

STUDENT AM DROP-OFF

Parents who wish to drop their students off at 8:50 a.m. **MAY NOT PARK IN FRONT OF THE BUILDING.** There may be NO parked cars from the flag pole to the end of the sidewalk at the south entrance of the building (entire front side of the building). 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.

DISMISSAL/STUDENT PICK-UP

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

1. If someone other than the parent, including older siblings, is picking up the child, this information must be indicated in the written note, sent with the child to school and delivered to the homeroom teacher.
2. 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 may not occur on a regular basis.**
3. Parent must be at the school by 3:25 for dismissal.
4. **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.**
5. Pre-school age children must not be left unattended in the car during the pick-up at the school.
6. **NO pets are allowed at student pick-up.**
7. All cars must give the right of way to the buses.
8. When bus flashers are on and stop signs are out, vehicles may not proceed.
9. No parking on the exit/entrance ramp.

Recess

All students are expected to go outside for recess unless a written excuse, (by parent or doctor) is given to the homeroom teacher. Students should not bring playground equipment or toys to school. The school will provide playground equipment. Students need hats, gloves, and winter jackets for winter recesses.

Students who are not dressed properly for recess will have to spend recess in study hall. Recess will be held when the “real feel” outdoor temperature is at 20 degrees or higher.

Discipline Procedures

Behavior

It is your right to expect to send your child to a school where he/she will be safe and provided the best learning environment possible. Therefore, it is expected that children will behave in an appropriate manner. Bullying or harassment of students by students will not be tolerated in any form. Students who perform actions of bullying or harassment will receive appropriate discipline

Bullying

Bullying is considered a form of harassment. Hepburn-Lycoming Primary School is a “bully-free school” and therefore bullying in any form will not be tolerated. Students who bully will receive a “major” discipline referral and discipline issued in accordance with the WASD Harassment Policy.

Personal Property

***Loss/Damage Prevention**

Toys, personal electronic devices such as D.S., hand-held computers, I-Pods, I-Pads, Game Boys, cameras, video cameras, and other recreational items may not be brought to school. Damage or loss is a risk in school and on the bus. The replacement cost for these items is a consideration that should help in communicating this loss prevention policy to your children. **The school will not be responsible for recovering stolen or lost items.**

***Ownership**

Parents are reminded to label the personal property students need to bring to school. Such items include backpacks, coats, hats, gloves, lunch boxes and water bottles. Many students have identical coats, lunch boxes, backpacks, etc., and when there is confusion as to whom the item belongs, a name on the item alleviates the confusion.

Library and Text Books

Library Books

Library books and supplementary reading materials are available for the children to use.

Students in grade 1-3 should be bringing library books home on a daily or weekly basis in order to meet his/her independent reading goals. It is important that good care is taken of books that are taken home, and the child is responsible for returning borrowed books. If the books are lost or damaged by students, it is necessary that the school be reimbursed for their replacement cost. Students are responsible for any damage to school property.

Text Books

If children take their books home from school, they must bring them back the following morning because extra copies are not available. Children are expected to take care of their school textbooks. Children will be charged for books which are lost, as well as, books which have been damaged. Report cards are held at the end of the year until the book is returned or restitution is made.

PTO Meetings

The P.T.O. meets monthly during selected months of the school year. All parents and teachers are invited to attend the meetings. The purpose of the P.T.O. is to support the programs and students in our school. Please check the P.T.O. drop down menu on the school website at www.wasd.org. The principal will give frequent updates on school activities and new items at P.T.O. meetings.

Visitor and Student Pick up During School Hours

A. Photo ID must be presented for visit or pick up during school hours.

B. Individual(s) via ID must be:

1. Verified on the emergency card
2. Verified in the cumulative folder

Or

3. Attain Principal approval

C. Visiting during school hours

1. A visitor sticker must be worn and visible at all times
2. A current volunteer affidavit and/or volunteer clearances need to be on file in the school office.

D. Lunch visits must meet all the requirements above, pre-arranged at least one day ahead, follow the wellness policy and meet the requirements above and will be for one lunch period.

E. Do not photograph students during visit and/or field trips or special events.

SCHOOL CONTACT INFORMATION

Hepburn Primary School
355 Route 973 East
Cogan Station, PA 17728

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

District Website: wasd.org

