



## **Washington Park Elementary School Student Handbook 2021-2022**

At the Washington Park Elementary School, we are dedicated to providing opportunities to all students for academic success and growth. We realize the importance of our job to educate students beyond the time they spend with us. Our goal is to prepare students to be an integral part of our community with skills needed for a career and/or college.

The administrative team, teachers and support staff work together to create a safe learning environment. This includes the information and policies included in this handbook. The handbook is a way to inform you of the expectations, rules, and procedures that allow every student to enjoy their educational experience.

As a student it is your responsibility to be aware of the information contained in this handbook and for you to share this information with your parents and guardians.

Together We Make A Difference. Thank you for your support.

Darren J. Vaccaro, Principal K-6

Courtney Leviere, Assistant Principal K-6

Stephenie Russell, Supervisor of Special Education and Gifted

## **Board of School Directors**

**President** – Mrs. Tara Sparks-Gatling

**Vice-President** – Mrs. Amy Roberts

**Treasurer** – Mrs. Patricia Cherry

Mrs. Marsha Pleta

Mrs. Dana Shiller

Mrs. Rhonda Barnes

Ms. Jenna Ward

Mr. John Campbell Sr.

Ms. Karen Ruby

**Board Secretary** – Mrs. Lisa Coffield

## **Central Office Administration**

**Superintendent** – Dr. James Konrad

**Director of Curriculum and Instruction** - Mr. B.J. Mihelcic

**Director of District Operations** - Mr. Richard Mancini

**Child Accounting and Transportation** – Mrs. Mindy Stewart

## **Washington Park Administration**

**K-6 Principal** – Mr. Darren J. Vaccaro

**K-6 Assistant Principal** – Mrs. Courtney Leviere

**Director of Special Education, Gifted Education & ESL** – Ms. Stephenie Russell

## **Pupil Personnel**

**School Nurse** - Mrs. Cheryl Blosl

**Guidance Counselor K-2** - Mrs. Tiffani Lusk

**Guidance Counselor 3-6** – Mrs. Erin Nikolopoulos

**Guidance Counselor K-6** – Ms. Maggie Manning

**Resource Officer** – Mr. Robert Cregut

## **WHO TO CALL**

**724-223-5000**

Office K-2	Mrs. Ami Behrens	Ext 1050
Office 3-6	Ms. Lisa Cannon	Ext 1156
Receptionist K-6	Mrs. Angie Conn	Ext 1000
Guidance Counselor K-2	Mrs. Tiffani Lusk	Ext 1153
Guidance Counselor 3-6	Mrs. Erin Nikolopoulos	Ext 1074
Bus Discipline	Mr. Willis Love	Ext 1231
Nurse	Mrs. Cheryl Blosl	Ext 1146
Special Education Office	Ms. Savannah Ammon	Ext 1155
Food Service	Mrs. Karen Tarentino	Ext 1209
Registrar	Mrs. Mindy Stewart	Ext 5013
Bus Assignments	Mrs. Kim Smith	Ext 5016

## **SCHOOL OFFICE HOURS**

K-2 Office Hours: 8:15-4:15

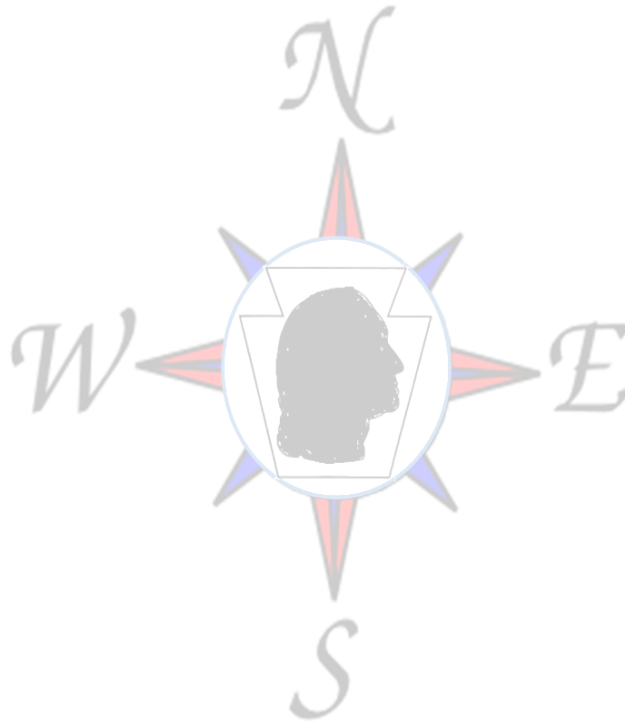
K-2 Teacher Hours: 8:00-3:30

K-2 Student Hours: 8:40-3:20

3-6 Office Hours: 7:15-3:15

3-6 Teacher Hours: 7:20-2:50

3-6 Student Hours: 8:00-2:40



## **MISSION STATEMENT**

***We Educate,  
Learners Navigate,  
Together...We Celebrate!***

Washington School District is committed to educating ALL students under the guidance of our dedicated staff members. Learners are provided with lifelong tools to navigate a course toward growth and advancement while collectively supporting and celebrating student, staff, and community achievements.

Washington School District offers a relevant, rigorous, and disciplined academic environment through a customized educational delivery. We cultivate learners who are engaged in pursuing a productive academic and social path. Washington School District's learning community achieves progress by empowering members to reach their full potential.

## **WASHINGTON PARK ELEMENTARY SCHOOL VISION STATEMENT**

The vision of the Washington Park Elementary School, as a learning community, is to ensure that all students attain academic excellence, learn appropriate social skills, and develop positive self-esteem enabling them to make an optimal transition to the Washington Junior/Senior High School and to a dynamic society through an exemplary educational program that meets the unique developmental needs of early adolescents.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) is a team composed of elementary school staff members who have been trained to identify students who are experiencing difficulty in the school setting or whose behavior creates concern, and to begin a positive plan for intervention. Through SAP, the school, in cooperation with the family, can provide the educational opportunity and environment whereby the student learns to assume the responsibility of becoming a contributing member of our society.

## **PA Multi-tiered Model:**

### Tier 1: Foundation/Standards-Aligned Instruction for All Students

Definition: Standards-aligned instruction and school-wide foundational interventions are provided to all students in the general education core curriculum. Tier I also is used to designate instructional interventions for students who are making expected grade level progress (benchmark students) in the standards-aligned system and who demonstrate social competence.

#### Foundation/Benchmark Interventions

- High quality, effective instruction designed to engage and challenge students
- Clear and high expectations for student learning and behavior
- Effective support to enhance student engagement in the learning process and to promote school completion
- 4Sight benchmark assessments or other periodic progress monitoring benchmark assessments

### Tier 2: Targeted Interventions for Some Students

Definition: Academic and behavioral strategies, methodologies, and practices designed for some students who are not making expected progress in the standards-aligned system and who are at risk for academic and behavioral failure. Students require additional academic and behavioral support to successfully engage in the learning process and succeed in the standards-aligned system.

#### Targeted Interventions

- Standards-aligned instruction with supplemental, small group instruction which may include specialized materials.
- Use of standard protocol interventions - A standard protocol intervention is scientifically research-based and has a high probability of producing change for large numbers of students. It is usually designed to be used in a standard manner across students and is typically delivered in small groups.
- Scientifically research-based interventions
  - Academic content areas (reading, mathematics)
  - Behavior
  - Progress monitoring occurs at least twice a month.
- Specialists assist with strategic instruction in the general education classroom and small group instruction as needed

### Tier 3: Intensive Interventions for a Few Students

Definition: Academic and behavioral strategies, methodologies and practices designed for a few students who are significantly below established grade-level benchmarks in the standards-aligned system or who demonstrate significant difficulties with behavioral and social competence.

#### Intensive Interventions

- Use of standard protocols interventions
- May use supplemental instructional materials for specific skill development
- Small intensive, flexible groups
- Additional tutoring provided by specialists as part of the school day
- Progress monitoring occurs at least weekly
- Instructional changes based on data driven decision making

## **PARENT FACULTY ORGANIZATION**

Any interested parent may attend monthly PFO board meetings, starting with the fall Open House meeting. A PFO newsletter, including pertinent school information, is distributed periodically. The school district encourages parents to support the PFO.

## **ANNUAL NOTICE TO PARENTS**

In compliance with state and federal law, the Washington School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of school programs and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

In the event of a complaint or concern, contact the Office for Special Education, (724)223-5055, 801 East Wheeling Street, Washington, PA 15301. The Special Education Supervisor will facilitate procedures and provide for the prompt and equitable resolution of any complaint alleging disability discrimination, including disability harassment.

For further information on the evaluation procedures and provisions of services to protected handicapped students, contact the Superintendent at (724)223-5112.

## **GENERAL PROCEDURES**

### **ATTENDANCE**

#### **REGULAR ATTENDANCE IS NOT ONLY EXPECTED, IT IS PENNSYLVANIA STATE LAW!**

As stated in School Policy 510

It is the Student's responsibility to report to Homeroom everyday to be accounted for attendance.

No student will be allowed to participate in any school activity or practice on the day of their absence from school.

It is the student's responsibility to confer with his/her teachers to determine what work was missed.

A maximum of 15 days of cumulative lawful absences verified by parent note shall be permitted during a school

year. All absences beyond 15 cumulative days require an excuse from a licensed practitioner of the healing arts.

## **TARDINESS**

Students who are tardy must receive an admission slip from the receptionist. **Kindergarten through grade 2** will be marked tardy **after 8:55**. **Grade 3 through grade 6** will be marked tardy **after 8:15**.

**K – 6** students arriving **after 10:15** will be considered half-day absent. Students arriving **after 12:15** will be considered absent for the day.

## **CONSEQUENCES FOR TARDIES:**

- After 10 non-medical tardies, a letter will be sent to the parents/guardians reminding them of the 20 day limit.
- Citations will be issued after 20 tardies then again after every 5 additional tardies.

## **EARLY DISMISSAL**

**PARENTS/GUARDIANS OR ANYONE WHO COMES TO PICK UP A STUDENT FROM THE WASHINGTON PARK ELEMENTARY SCHOOL MUST SHOW PROOF OF IDENTITY AND BE LISTED ON THE EMERGENCY CONTACT LIST. THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

Parents/guardians are requested to schedule **all** medical and dental appointments for their children after the regular school day. If it is essential that such appointments be scheduled during the school day, the parents/guardians must submit a note to the school office requesting the early dismissal. The children must present the early dismissal slip at the school office prior to leaving the building. A parent/guardian must sign the student out at the receptionist's desk. If a student returns before school is out, he or she must report to the receptionist for an admission slip with a medical or dental excuse.

**Any student involved in extra-curricular activities that has an early dismissal must return to school within 90 minutes of leaving the building to be eligible to participate.** Students **must** report to the office upon returning to school to be re-admitted to class. Any student receiving an early dismissal due to illness is **not** permitted to participate in any school activity that day.

**K-6** Early dismissal before **11:15** will be considered absent for the day. Early dismissal from **11:15 – 12:15** will be considered absent ½ day.

## **CLASS TRUANCY**

Students are responsible for attending all of their classes. If a student cuts class **five (5) times a citation**

**will be issued from the magistrate.** Students may not miss or be tardy for a class to work with another teacher without **prior** written consent. Missing class because of being ill in the restroom is an unacceptable excuse. Students sent to the library, health room, guidance office or any other area must report to their destination within four (4) minutes or they will be reported as missing from class.

When you cut class or miss class because of truancy, you are not permitted to make up the class work.

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

### **Parents should not pull in front of the school during arrival and dismissal times for students.**

Parents of K-6 students should drop-off or pick-up students in the upper parking lot at the top of the hill and walk down.. No K-2 students are to be dropped off before **8:35 am**, at which time they will be allowed to enter the building. No 3-6 students are to be dropped off before **8:00 am**, at which time they will be allowed to enter the building. Students who are not riding the bus home at dismissal must be picked up promptly before the bus run.

## **CAFETERIA**

**All Students K-6, regardless of income status are eligible to receive free breakfast and lunch for this school year. There will be no free and reduced lunch applications this year.**

Breakfast will be served every school day. In the event of a two hour delay, breakfast will not be served.

All students remain in the school building for lunch. Students must learn and follow the guidelines that are posted on the walls of the cafeteria.

## **DRESS CODE AND GROOMING FOR STUDENTS**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions affecting their appearance except when their choices affect the educational program of the schools or the health and safety of the student or other students.

Students are responsible to keep themselves, their hair and their clothing clean. They shall also dress to conform to the contemporary standards of health, safety, decency, optimum learning conditions, and in good taste in order that they do not disrupt the academic process.

The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

- Present a hazard to the health or safety of the student himself/herself or to others in the school
- Materially interfere with school work, create disorder or disrupt the educational program
- Cause excessive wear or damage to school property
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement

**Students will be asked to report to the guidance counselor to change their clothing within the school building or to add additional clothing in the event that the Building Administrator believes that this policy is violated. When length or style of hair presents a health or safety hazard, some type of covering shall be used. Students will attempt to call home for clothing and if a parent cannot be reached to bring additional clothing, the guidance counselor will attempt to find clothing suitable for the student. If all attempts fail the student will report to the In School Suspension Room.**

Students may be required to wear certain types of clothing while participating in physical education classes, and extracurricular activities or in other situations when special attire may be required to ensure the health and safety of the student.

The Board maintains that clothes make a difference in attitude and behavior and may reflect academic achievement. Any types of dress which endangers health and/or safety or is distracting to the educational environment will not be permitted. Requirements for student dress in all schools are listed below:

1. All shirts and blouses must cover midriff, back, sides, cleavage, and all undergarments including bra straps at all times. Abbreviated tops (halter, tube bare midriff, spaghetti straps or sleeveless attire that exposes underwear (including sports bras), is too low cut, or does not have form fitting armholes is not permitted.
2. Shorts, skirts, divided skirts, dresses and culottes are permitted. They must be longer than a student's fingertips when standing in a normal position with the arms down.
3. All trousers, pants, shorts or skirts must totally cover undergarments, including boxer shorts.
4. All clothing, jewelry or tattoos shall be free of the following: profanity, violent images, sexually suggestive phrases or images, gang related symbols, alcohol, tobacco, drugs or advertisements for such products.
5. Safe and appropriate footwear must be worn. Athletic shoes, laced shoes and/or shoe boots, loafers, dress shoes or other closed toed/closed heel shoes are appropriate. Mules described as closed toe open heel are appropriate. Shoes considered as sandals are appropriate. Students shall not wear flip flops, house slippers, roller skates, skate shoes, or any other type of footwear that could constitute a safety hazard. Students are prohibited from wearing steel toed boots or shoes to school.

6. Form fitting leotard/spandex type clothing (including sports bras) is not permitted unless proper outer garments cover it.
7. See-through or mesh fabric clothing may only be worn over clothing meeting the aforesaid requirements.
8. Clothing must be appropriate size, with the waist of the garment worn at the student's waist.
9. Clothing not properly buttoned, zipped, fastened or with inappropriate holes or tears shall not be worn.
10. Clothing or footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
11. Sunglasses may not be worn inside unless a parent provides a doctor's note to the school.
12. Bandanas, sweatbands and other headgear such as hats, hoods, caps, scarves, and skullcaps are not permitted to be worn inside school buildings during the regular school hours, except headwear worn for legitimate religious purposes. In addition, hair rollers, hair curlers, plastic bags, hairnets, sweat bands are also not permitted during school hours. Hats or other head coverings may be worn during outside physical education activities.
13. Students shall not, except when entering or leaving the building, wear outer garments such as jackets or winter coats during the school day.

## **ELECTRONIC DEVICES**

As stated in School Policy 554 Students are not permitted to have or use cell phones, laser pens, radios, walkmans, beepers, or similar electronic equipment in school. All cell phones and mobile devices are to be turned off upon getting on the school bus. All devices must also be placed in the student's locker and secured with a lock. **No exceptions.** The Washington School District is not responsible for any lost or stolen cell phones or mobile devices.

*Any electronic devices used during transportation or school hours will be confiscated and returned only to parent/guardian.*

## **PARENT-TEACHER CONFERENCES**

The school district encourages conferences between teachers and parents to discuss student progress. Arrangements can be made for parents to visit with the teacher before school, after school dismissal, or at a mutually agreed time. Call the school to schedule an appointment.

## **SCHOOL VISITATIONS**

Residents and visitors are welcome in the school. They must register in the office upon entering the school and obtain administrative approval before an

unscheduled or impromptu visit. Updated clearances must be on file for safety and security purposes.

## **PARKING**

Handicapped parking is available on the east end of the building. Visitor parking is available in the upper lots.

## **HOMEWORK**

**It is your responsibility to ask the teacher for any missed assignments.**

If you are absent for several days, a parent needs to call the office **before 8:30 a.m.** and request your assignments. These assignments can be picked up at the Gymnasium Entrance.

If absences occur at the end of a grading period, an incomplete may be given on the report card. All incomplete work must be made up as soon as possible. "Incomplete" will be removed after ten days to reflect the grade achieved. Work not made up will be averaged as zero.

## **HONOR ROLL**

Students in grades 3-6 who obtain a grade point average of the following will qualify for Honor Roll:

- High Honors: 3.8-4.0
- Honors: 3.2-3.79

## **PHYSICAL EDUCATION**

Physical Education is required of all students. **Students are required to wear tennis shoes on gym days.** Medical excuses are accepted and honored as determined by the doctor. Adapted physical education is required when it is necessary for a student to miss regular physical education for two weeks or longer.

## **RESPONSIBILITIES FOR BOOKS AND EQUIPMENT**

When a student accepts textbooks, Student Agenda Planner, or any other equipment issued by the school, the student is entrusted with the responsibility of taking care of those books and equipment.

If a student loses or damages a book or item, the student is liable for the cost of a new book or item allowing for normal depreciation. If a book is stolen or misplaced the student is still responsible.

The student, parent, or legal guardian will pay for all lost or damaged books. The teacher will list the titles and prices of books for students to pay. The student will not be permitted to attend any activities or field trips until payment is received and will not receive a report card.

## STUDENT MEDICATION

Students taking any medication at school must have the medication registered with the school nurse. Please check with the nurse (724-223-5000) regarding the policy on administration of prescription and non-prescription medication. The proper authorization form is required. Any student requiring daily medication for an identified need must have his or her prescription filled on time. If a student comes to school without his/her medication and it becomes a safety issue, the parent will be called and asked to come get his/her child. Parents will be notified when their children's prescription needs to be refilled.

## HEALTH SERVICES

### Mandated Services

All students in the Elementary School are provided with screenings mandated by the Pennsylvania Department of Health. These screenings include:

- Height, weight and BMI screening for all grades
- Vision screening for all grades
- Hearing Screening for K-3
- Dental screening available for K-3 students

These screenings are given by the school nurse on an ongoing basis throughout the school year. The dental screenings are given by the dental hygienist. A referral will be sent home if there is a need for further evaluation.

The Pennsylvania Department of Health also mandates that all **Kindergarten** students have a physical. The school will provide a physical by the school physician, but the student may be examined by his or her family physician at your own expense. A private physician form may be downloaded from the district's website or requested from the school nurse.

### Immunizations

Immunizations are still an important part of your child's health. All children must have received all basic immunizations, plus 3 doses of the Hepatitis B vaccine and the Varicella (Chickenpox) vaccine, if the child has not had chickenpox. Immunization information is posted on the district website, including mandated changes that began with the 2011-2012 school year.

There is a "No Lice and No Nit" policy. If your child is found to have head lice, he or she may **NOT** return to school until **ALL** lice and nits have been removed. It is the responsibility of the parent/guardian to provide transportation from school upon discovery of the lice and upon return to school following treatment so that the school nurse can verify that it is safe for your child to return. Classrooms are checked periodically for head lice throughout the school year.

It is important to keep us informed of any changes in your child's health. If your child has any health problems, or if you have any questions or concerns

about your child's health care at school, please contact Mrs. Cheryl Blosl at (724) 223-5000.

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It is important to keep us informed of any changes in your child's health. If your child has any health problems, or if you have any questions or concerns about your child's healthcare at school, please contact Mrs. Cheryl Blosl at (724) 223-5000.

## GUIDELINES FOR STUDENT BEHAVIOR

### STUDENT RESPONSIBILITIES

**No student has the right to interfere with the education of his fellow students.** It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

- A. Students' responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
- C. It is the responsibility of the student to:
  1. Be aware of all rules and regulations for student behavior, and to conduct themselves in accordance with them.
  2. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and to the protection of school property.
  3. Be dressed and groomed so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
  4. Assume that a rule, until waived, altered, or repealed, is in full effect.
  5. Assist the school staff in operating a safe school for all students enrolled therein.
  6. Be aware of and comply with state and local laws.
  7. Exercise proper care when using public facilities and equipment.



8. Attend school daily except when excused, and be on time at all classes and other school functions.
9. Parents should make all necessary arrangements for making up work when a student is absent from school.
10. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.

- f. Defacing or destroying bus equipment
- g. Any behavior, which would endanger the safety of the bus or its occupants.

All children must ride assigned buses and board and depart at designated bus stops. The only deviation from this would be in the case of an emergency. Students should be at the assigned stop at least 5 minutes before pick up time.

When arrival delays occur, students should remain at the stop until the bus arrives. School buses will complete scheduled runs no matter how late it may become.

If weather conditions are severe, students may return to their homes after waiting 20 minutes. However, parents are urged to arrange transportation for their children to school if at all possible. Student absence from school because of lack of available transportation will be considered excused from school under the Urgent Reasons Clause of the Pennsylvania School Code.

When the closing or delay of the schools is necessitated, the school district will inform community residents of the emergency situation through a series of special announcements broadcast on local radio stations. If the **SEVERE WEATHER ALTERNATIVE BUS ROUTE** is announced, please use the following alternative bus stops:

**Hayes and Broad stop will be picked up at Baird and Broad**  
**Grove and Addison stop will be picked up at Canton and Addison**

**All requests for parents to pick up student at dismissal must be made in writing and in an emergency must be made by 12:00 noon to Angie Conn at 724-223-5000.**

## FREEDOM OF EXPRESSION

You have the right to speak or publish and distribute your opinions. However, you have the responsibility to observe the following whenever you speak or write:

1. Do not be obscene.
2. Do not ridicule a person.
3. Do not injure a person's reputation.
4. Do not cause disruption of the school operation.

Violation of the right of Freedom of Speech:

- Clear and present danger
- Material and substantial disruption

## BUSING POLICY

The Washington School District will provide bus transportation for all students enrolled in a full-time program at the Washington Park Elementary School. These conditions for transporting children will be followed:

1. **Families will be entitled to one pick-up bus stop and one drop-off bus stop location. Pick-up and drop-off stops can be different. Unless student's residence is changed, the student will consistently ride the assigned bus to the assigned stop.**
2. Students **are not** permitted to ride a bus that they have not been assigned.
3. Bus maximum ridership must be followed. The District cannot and will not make alternative arrangements to meet needs related to after-school activities for personal convenience.
4. **The Office Will Not Approve Bus Changes.**
5. All students are reminded of the following major violations punishable by suspension of school privileges:
  - a. Smoking
  - b. Profane language
  - c. Throwing of objects or articles while riding the bus
  - d. Loud or boisterous noise
  - e. Refusal to properly identify oneself

### ADDITIONAL BUSING INFORMATION:

The activity/detention bus will drop students off at the following locations:

1. Just Us Kids Daycare, East Maiden
2. Kreny's, East Maiden
3. Dewey & Prospect, W&J College Field
4. Faith Christian School, Beau St
5. North Ave & East Chestnut St
6. Lincoln & Chestnut Streets
7. Ridge & Shannon Avenues, 6<sup>th</sup> Ward
8. Unimart, Hallam Ave & N. Main St
9. Donnan Ave & Second St, 7<sup>th</sup> Ward Playground
10. Wash High School, Hallam Ave
11. Jollick Manor, Franklin & Strawberry
12. Smith's Auto, 8<sup>th</sup> Ward
13. Old Clark School, Allison & Maple
14. Maple Terrace, Maple & Michigan

15. West Washington Hardware/Chestnut & Grove

\* Subject to change based on need.

## BUS DISCIPLINARY ACTION

The following are guidelines. After the third offense, disciplinary action is at the discretion of the principal. The parent may request a meeting with the bus driver to discuss any offense.

1. **First Offense** – Written Warning
2. **Second Offense** – Suspended from riding the school bus for a period of one day. Student must attend school and provide own transportation to and from school. Parents will receive notification, by phone or mail. If you have an answering machine a detailed message will be left
3. **Third Offense** – Suspended from riding the school bus for a period of three days. Student must attend school and provide own transportation to and from school. Parents will receive notification.
4. **Serious and Multiple Offenses** – A suspension of 5 – 10 days or termination of transportation privilege. Students must attend school.

## DISCIPLINARY PROCEDURES

**\*\*For a full list and description of all the please ask to see Washington School District Policy No. 516.**

**LEVEL 1 offenses** shall include those minor disturbances created by a student that disrupts the normal teaching situation but can usually be handled by the individual classroom teacher or staff member.

Level I offenses include but are not limited to:

- Failure to Follow School-Wide Rules
- Minor Insubordination
- Unexcused Class Tardiness
- Failure to Complete Assignments
- Failure to Carry Out Directions
- Cheating
- Lying
- Abusive Language
- Creating a Disturbance in the Classroom
- Chewing Gum

**LEVEL II and III offenses** may encompass behavior, the frequency and/or seriousness of which tends to disrupt the educational climate within the school. Both Level II and III offenses may result from a continuation of unmodified Level I misconduct. Level II and III offenses include but are not limited to:

- Destruction of Property/Vandalism

- Theft/Attempted Theft
- Cutting Class and/or Detention
- Truancy
- Violation of Established Bus Rules
- Failure to Register Medication/Medical Device with School Nurse in Accordance with District Policy
- Falsification of Records; Excuses, Passes, etc.
- Use of Profane or Obscene Language and/or Gestures
- Verbal Intimidation of Students and/or School Personnel
- Smoking/Use of Tobacco
- Possession/Use of Controlled Substances, Prescription Drug, Look Alike Drug, or Alcohol and/or Related Paraphernalia
- Physical Abuse of Others/Fighting

**LEVEL IV offenses** may result from the continuation of unmodified lower level misconduct. Level IV offenses may also include acts resulting in violence to persons or property, or which pose direct threat to the safety of others within the School. The classification of offense, the severity of which may require removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board of School Directors shall include but not be limited to:

- Vandalism and/or Destruction of Property
- Possession/Sale of Stolen Property
- Extortion
- Arson
- Bomb Threats
- Incitement to Riot
- Student's Refusal to Stop Fighting when Ordered to do so by a Teacher/Administrator and/or Attempt to Reinitiate Fight
- Striking and/or Threatening a Teacher/Administrator or Other Staff Member
- Possession/Use/Transfer of Weapons
- Transfer, Sale, or Distribution of an Alcoholic Beverage, Controlled Substance, Prescription Drug, or Look Alike Drug
- Second/Third/ Subsequent Occasion on which a student Knowingly Possesses, Uses or is under the Influence of an Alcoholic Beverage, Controlled Substance, Prescription Drug, or Look Alike Drug
- Other Violations of the Law
- Other Items at the discretion of Administrator.

## Definition of Consequences

LUNCH DETENTION – Eat lunch with assigned teacher

DETENTION – After-school detention

TIME-OUT – Isolation from class

IN-SCHOOL SUSPENSION – Isolation of classes with behavioral intervention instruction

TEMPORARY SUSPENSION – 1-3 days of out-of-school suspension

FULL SUSPENSION – 4-10 days of out-of-school suspension  
(Students suspended are responsible for all make-up work. Other consequences –as deemed necessary by the administration.)

1. All disciplinary decisions for suspensions will be made by the administration.
2. Teachers and/or the principal may assign detention.

## **TEACHER DISCIPLINE REFERRAL**

All teachers have a classroom management system in place. A teacher referral form will be completed for minor inappropriate school wide behaviors. Teachers will document the infractions and assign consequences to students. Students will be given the opportunity to conference with the teacher, have rules re-taught, or to form a follow-up agreement with the teacher. Parent contact will be made by the teacher. After a student has 3 teacher discipline referrals an office discipline referral may be made.

## **OFFICE DISCIPLINE REFERRAL**

An office discipline referral form is filled out when there is a major problem behavior or recurring minor problem behaviors. The referring person, such as a teacher, substitute teacher, or aide observes inappropriate actions by a student. The referral form is sent to the principal's office at which time the principal will conference with the student, assign consequences and develop a follow-up agreement with the student. A copy of the office discipline referral form will be given to the homeroom teacher, office and parent. In the event of detention, in-school suspension or out of school suspension the parent will be notified. Parents should always sign the referral form and return it to school in a timely manner.

## **IN-SCHOOL SUSPENSION AND DETENTION POLICY**

If In-School Suspension (ISS) or detention is assigned, it shall be served on the day(s) assigned. If a student fails to report for detention or ISS for any reason, the penalty will be a possible suspension. Detention or ISS is not designed to be served at the students' convenience. Detention or ISS will be served in a designated room. Parents will be notified if a child is assigned ISS or detention.

Students are not permitted to leave the room for any reason before the detention or ISS time is completed.

Study materials should be brought to detention or ISS.

There will be no sleeping during detention or ISS. **The consequences of LEVEL I, II, III, and IV offenses can be demerits, detention, time-out, in-school suspension or suspension.**

## **DRUG AWARENESS**

We recognize that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. For purposes of the Districts' policy "drugs" shall mean:

1. All Dangerous controlled substances prohibited by law.
2. All alcoholic beverages.
3. Any prescription or patent drug, except those for which permission to sue in school has been granted pursuant to Board Policy.

## **DRUG POLICY**

The Board prohibits the use, possession, or distribution of any drug during school hours, on school property, or at any school sponsored event.

1. Any student of the School District found to be in possession of any medicinal preparations (drugs or otherwise) or alcohol beverages on the Washington School District properties, not specifically prescribed for use by the pupil's physician, will be suspended from school and prohibited from access to any school property or function until a determination of the circumstances is made. (All drugs included in Controlled Substance Act of the Commonwealth of Pennsylvania are hereby included.)
2. When applicable, criminal charges shall be filed and the offender prosecuted to the fullest extent of the law.
3. The policy on "Drugs" also applies to "Look Alike" Drugs.

## **TOBACCO POLICY**

Possession or use of tobacco, lighters, or matches is prohibited.

Act 145 of 1996 amends the Crimes Code to include language-prohibiting students from possessing or using tobacco in a school building, a school bus or on school property. School districts are granted the authority to initiate prosecution for any such offense. Upon conviction, a student will be found guilty of a summary offense and subject to a fine of up to \$50 plus

court costs. Fines collected will benefit the student's school district. The court may admit the student to an adjudication alternative in lieu of the fine. Such a summary offense is not reportable as a criminal act.

Possession of any type of tobacco products on school property, which includes bus stops and buses, will result in the following disciplinary actions:

1. Temporary suspension for first offense and initiation of prosecution.
2. Suspension up to ten days for second offense and initiation of prosecution. (Temporary and/or Full suspension.)

## **WEAPONS AND DANGEROUS INSTRUMENTS POLICY**

In accordance with the Weapons and Dangerous Instruments Policy No. 551, a complete copy of which is available in the Administrative Offices of the School District for inspection and review, students are hereby notified that possession of a weapon or dangerous instrument as defined in said Policy, which includes, but is not limited to, any knife, cutting instrument, ice-pick, cutting tool, club, chains, blackjack, metal knuckles, firecrackers, explosive device, nun-chuck stick, shotgun rifle, firearm, starter's pistol, gun or similar device from which a projectile may be discharged (including a pellet gun, BB gun, etc.) and firearm or other weapon which is not loaded or which lacks a component part or device necessary to render it immediately operable, is prohibited on school grounds, at school-sponsored activities, on buses or other vehicles of Washington School District.

Any weapon in the possession of a student shall be permanently forfeited and said possession shall be reported to the Washington City Police Department and the Department of Education. Possession shall include but not be limited to, keeping or holding a weapon in the locker of a student, on a bus, or in a vehicle maintained for a student and the ability to direct another person who is in possession or has possession of said weapon. Students found in possession of a weapon shall, except under extraordinary and extenuating circumstances, be expelled for a period of not less than one year.

Prior to the admission of any student, the parent/guardian shall provide a sworn statement stating whether a student has been suspended or expelled for an act or offense involving weapons, alcohol or drugs or other willful acts of violence. Any student transferred from Washington School District may have his disciplinary record forwarded without permission of the parent/guardian.

## **BULLYING POLICY**

Bullying is the willful and repeated use by one student of his/her power, size, age and/or superior position, physically, verbally and/or psychologically, with the intent to harm another student, and/or the encouragement or condoning of any such behavior. Bullying creates an imbalance of power between the student- victim and the perpetrator, and the repeated and willful targeting of the student- victim adversely impacts upon his/her ability to properly participate in or fully benefit from the School District's educational program.

It shall be a violation of this Policy for any student to engage in, encourage and/or condone, or communicate, any form of bullying. It shall also be a violation of this Policy for any employee, approved volunteer or chaperone of the School District to encourage and/or condone, through action or lack of action, any form of bullying. This prohibition shall apply to all acts of bullying that occur on school district property, through the use of school district equipment and resources (including but not limited to, school district computers and Internet connections), at school district functions (whether on school property or not), and/or on school district provided transportation.

## **MCKINNEY-VENTO HOMELESS HOMELESS ASSISTANCE ACT**

McKinney-Vento Homeless Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Washington School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reasons;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transition shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring, and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe you child(ren) may qualify for this service, please contact Mindy Stewart.

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child (ren)'s education is disrupted as little as possible.

# Washington School District

Together we make a difference



**Copies of policies below are available upon written request to the Office of the Superintendent.**

Dr. James Konrad  
311 Allison Avenue  
Washington PA 15301  
724-223-5112

**PUBLIC NOTICE**

Washington School District, as required by law, issues notification to parents concerning special education programs, privacy rights of parents and students, screening and evaluation, Chapter 15 and other protected handicapped students. It is the policy of the Washington School District not to discriminate on the basis of sex, race, color, national origin, handicap or age in its educational and vocational programs, activities or employment as required by Title IX, Section 504 and Title VI. For audiotapes and information regarding civil rights or grievance procedures, contact: Dr. James Konrad

Policy No. 412 of the Washington School District provides for a positive learning and working environment that is free from unlawful disability-based discrimination. Procedures have been instituted regarding the filing and investigation of disability-based discrimination complaints by students against students and complaints by students against adults, or adults against adults.

Policy No. 408 of the Washington School District maintains a safe and positive learning and working environment that is free from harassment or discrimination on the basis of race, religion, age, color, national origin, gender, sexual orientation or limited English proficiency. Procedures have been adopted regarding the filing and investigation of incidents of sexual misconduct/harassment/discrimination involving only students as well as incidents of sexual misconduct/harassment/discrimination involving students and an adult or an adult and another adult.

Professional Qualifications

Parents have the right to request information on professional qualifications of students' classroom teachers.

Code of Student Conduct – Policy No. 539

The Board believes it necessary that students recognize that they too have certain responsibilities, during the school day, while on school property after school, while attending school-sponsored events or otherwise representing Washington School District, and while on the bus traveling to or from school or a school activity or event. No student has the right to interfere with the education of his fellow students. It remains the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

Student Records

Policy No. 508 (regular education) and Policy No. 509 (exceptional students/students thought to be exceptional) govern the collection, classification, maintenance and dissemination of student records. In addition to academic records, student files often contain data from personality, psychological and intelligence tests, health records, reports by guidance counselors and anecdotal records and evaluations by teachers and administrators. Confidentiality regulations are followed.