

Wyalusing Valley Elementary School Handbook



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Welcome to the Wyalusing Area School District

11450 Wyalusing-New Albany Road, Wyalusing, PA 18853-9607

www.wyalusingrams.com

Welcome to Wyalusing Valley Elementary School! Our staff is committed to providing a safe, supportive, and engaging learning environment where every student can grow academically, socially, and emotionally.

At WVES, student safety and well-being are our highest priorities. Students are expected to follow school rules, district policies, and all safety procedures established by the Wyalusing Area School District. Working together, we can maintain a positive school environment that promotes learning, respect, responsibility, and success for all.

This handbook provides an overview of important school policies, procedures, and expectations. We encourage parents and guardians to review this information with their child and refer to it throughout the school year. A strong partnership between home and school is essential to student success, and we value the support and involvement of our families.

We hope each student takes pride in being a member of the WVES community and strives to make the most of the opportunities available to them. We look forward to a successful school year and to celebrating each student's growth and achievements.

If you have questions or need assistance, our administrative, counseling, and nursing staff are available and can be reached at 570-746-1600.

Mission

The mission of the Wyalusing Area School District is to provide all students with the academic and problem solving skills essential for personal development, responsible citizenship, and life long learning. We will provide a safe, respectful, nurturing, and stimulating environment through an educational partnership among family, school, and community with an innovative curriculum that meets the challenges of tomorrow.

Student Responsibilities

Students are expected to:

- Attend school regularly and arrive on time, unless legally excused.

- Follow school rules, district policies, and reasonable directions from school staff.
- Treat classmates, staff, visitors, and school property with respect.
- Allow others to learn by avoiding behavior that disrupts the educational environment.
- Make a sincere effort to learn and complete assigned work.
- Make arrangements to complete missed work following an absence.
- Follow school and classroom expectations related to safety, behavior, dress, and the appropriate use of technology and school property.
- Help maintain a safe and positive school environment by reporting safety concerns or other situations that may harm themselves or others to a trusted adult.
- Respect the rights and privacy of others and communicate ideas, opinions, and concerns in an appropriate and respectful manner.
- Take responsibility for their actions and accept appropriate consequences when school rules or district policies are violated.

Parent/Guardian Responsibilities

Parents and guardians are important partners in their child's education. Parents and guardians are expected to:

- Ensure their child attends school regularly and meets Pennsylvania's compulsory attendance requirements.
- Keep the school informed of current contact information, emergency contacts, and other information necessary to support their child's health, safety, and education.
- Support their child's efforts to follow school rules, district policies, and classroom expectations.
- Encourage their child to complete schoolwork and make appropriate academic progress.
- Communicate with teachers, administrators, and other school personnel regarding questions, concerns, or needs affecting their child's education.
- Review important school and district communications, policies, and procedures.
- Ensure their child arrives at school appropriately prepared and dressed for the school day.
- Work cooperatively with the school to address academic, behavioral, attendance, or other concerns that may affect their child's success.
- Follow district requirements for volunteering, chaperoning, or participating in school activities.

School Bus Guidelines

School Bus Policy:

- It will be the policy of the Wyalusing Area School District Board of Education and Administration to support school bus contractors in requiring appropriate student behavior while riding the school bus for a regular school day, after school transportation, or field trips.
- The school bus driver is charged with maintaining suitable student behavior through verbal discipline. The school bus driver may not administer physical discipline to any student.
- Notification of student misconduct shall be given by the bus driver to the school administrator in order that all parties are informed of such infraction. A Bus Conduct Report will be used to communicate the misconduct. Students involved in bus misconduct will be disciplined by the school administrator.
- If a student is suspended from riding the bus due to misbehavior problems on the way home, the student must be taken home and then refused transportation for the following day or days as determined by the administrator. However, timely notice must be given to the child's parents/guardians.
- If a student is temporarily suspended by the administrator during a morning run due to physical abuse, strong verbal abuse, or destruction of property, the student's family will be responsible to provide transportation home. If this happens during the afternoon run, the driver shall use extreme discretion in order that the child may be taken home safely. The driver is responsible, in this case, for immediate notification to the parents concerning the child's behavior. The driver will then report said action to the administrator or business manager that same day. In such an instance, the child will not be required to be transported by the school until a parent conference is held. The length of the bus riding suspension will be determined following the discussion between the bus driver, business manager, and administrator. The administrator or designee will notify, by letter, the parent of any student whose bus privileges have been taken away.
- Safety on the school bus requires teamwork and constant support and attention of students, parents, and school personnel. Parents should study the list of transportation regulations with their child. Compliance with these regulations should be stressed to the child for his/her safety as well as the safety of other students riding the bus. Habits of punctuality and proper behavior while waiting for the bus can never be overemphasized.

School Bus Audio/Video Camera Surveillance

The Wyalusing School District Board of Education has authorized the use of audio/video cameras on school district buses. These cameras can record both what is said and what is done on buses. The audio/video cameras will be used to monitor student behavior to maintain a safe environment. Students and parents are hereby notified that the content of the tapes may be used in a student disciplinary proceeding. The contents of the tapes are confidential student records and will be safeguarded. Tapes will be retained only if necessary by the administration.

Bus Rules and Regulations

1. Each student will be assigned one permanent pick up and one permanent drop off location as a matter of routine. Contact the Transportation Secretary at 570-746-1600 x3000.
2. Please note that the location listed for the bus stop will serve as the routine drop off point, which includes any emergency situation that requires an early dismissal.
3. During emergency scenarios, such as weather or safety incidents, school officials will not be able to accept changes to the bus stop location listed.
4. Parents/Guardians are strongly encouraged to determine and discuss a safety plan with their children.
5. Children must know your plan should they be dropped off at their bus stop due to an early dismissal for emergency reasons.
6. Please ensure that all students are ready at the bus stop 5-10 minutes before the scheduled pick-up time
7. We understand that on rare occasions a bus stop change may be necessary. A parent/guardian may request a one day pass for these infrequent occasions by adhering to the following procedure.
 - a. **A transportation change request must be received by 10:00 AM.**
(Transportation changes may be denied based on bus capacity)
 - b. A signed note by a parent/guardian may be brought in by a student or dropped off in the main office.
 - c. A faxed note to:
 - i. Elementary – 570-746-1928
 - ii. High School – 570-746-2053
 - d. Email note to:
 - i. Elementary – wvesbuspass@wyalusingrams.com
 - ii. High School – wvhsbuspass@wyalusingrams.com
 - e. **NO phone calls or ClassDojo messages will be accepted**
8. Do not stand in the roadway while waiting for the bus to arrive.
9. Conduct yourself in a proper manner while waiting for the bus.
10. A student must ride on his/her assigned bus.
11. Do not enter or leave a bus while it is in motion.
12. Do not crowd or push while getting on or off the bus.
13. Only regularly scheduled students may ride a school bus.
14. Students should keep the bus clean and neat and not litter.
15. Students who are responsible for any damage to the bus will be financially responsible for any cost incurred.
16. While on the bus, students must follow directions the first time they are given.
17. Students must stay in their assigned seat while the bus is in motion.
18. Students must keep all parts of their body to themselves and out of the aisle.
19. There must be no pushing, fighting, cursing, or loud talk on the bus.
20. There is no eating or drinking while on the bus.

Parents and guardians of younger elementary students: **an adult needs to be present when your child is dropped off in the afternoon.** Please communicate with your child's bus driver in

unique circumstances. In most cases, students in K-2 will be kept on the bus and returned to school if there is no one home.

**Other rules may be established at the discretion of the driver.*

All rules outlined in the student/parent handbook will remain in effect.

Consequences:

- All incidents of inappropriate behavior must be documented on Bus Conduct Report forms. Administrators will utilize progressive disciplinary measures to address Bus Conduct Reports. Punishments for “Minor Problem Behaviors” will be at the discretion of the driver, as outlined by the Bus Conduct Report, and will be carried out by the administration. Punishments for “Major Problem Behaviors” will be at the discretion of the administration. These punishments include, but are not limited to:
 - Parent contact (note, call, conference)
 - Conference with student
 - Assigned seat change
 - Conference with an administrator
 - Restricted recess
 - Lunch detention
 - Withdrawal of privilege
 - In-School Suspension
 - Out-of-School Suspension
 - After School Detention
 - Bus Suspension
- ***In severe disciplinary cases, or for significant repetitive infractions, the administration has the authority to suspend a student from school-district transportation for a designated period of time. The parents/guardians will be notified and made responsible for transportation.**

Student Drop Off/Pickup

Parents that wish to pick their child up from school at the end of the school day may do so by first obtaining a car number from the main office at WVES. Contact information along with the name of the child to be picked up will be recorded and a number will be issued.

Parents/guardians will display said number in the window when picking their child up after school. After school pick up will occur beginning at 2:45 PM. Please send a note along with your child in the morning if they are to be a pickup that afternoon. Student drop off in the morning will begin at 7:45 AM and will end at 8:15 AM.

Safety is of the utmost concern and the student pick up/drop off area can become very congested both during the morning drop off and the afternoon pickup. For the safety of all children/adults in the car loop, please abide by the following guidelines:

- There will be absolutely no passing in the parent pick-up loop. If you are picking up a student, the car ahead of you must leave before you are able to leave the loop. If you are parking in the center of the loop, you have to wait until you get to that parking spot without passing any cars on your way.
- There is absolutely no parking your vehicle and leaving it unattended in the parent pick-up loop. Use only designated parking spots to park your vehicle. The front parking lot of the building may be used for events when it will not interfere with bus traffic.
- All parents in the parent pick-up loop must have a number in order to pick up their student. If you had a number in the past, one will be sent home with your student the first day of school. You will keep the same numbers you had, but they will be a different color.
- If you do not have a number, you will have to sign your student(s) out in the office. Students will not be allowed to be signed out of the office until 3:00 pm after the buses have left the parking lot. Students will report to the parent pick-up area if they are being picked up in the office and will be brought to the office at 3:00 pm. In order to get the students where they need to go safely we need to keep parent pick-ups in the office to a minimum, keep the buses on time, and have the secretaries available to deal with bus and bus pass issues during this critical period of time.
- When dropping your child off or picking them up, have them enter your vehicle on the same side as the sidewalk. If this is not possible, please exit your vehicle and walk your child to their door.
- Follow both the state law and the recommendations for child car seat recommendations.

WVES Attendance & Truancy Policies/Procedures

“Truancy” means having three or more unexcused absences in the current school year. These absences do not need to be in a row.

- Once a child has **three (3)** or more unexcused absences in the current school year, the school must send the parental relation written notice explaining that the child has the legal status of being truant. The school must send this notice within 10 days of the child’s third unexcused absence.
- The notice must describe what will happen if the child accrues six or more absences in the current school year and is considered to have the legal status of being habitually truant. The notice may also include an offer to a School Attendance Improvement Conference (SAIC).

“Habitual truancy” means having six or more unexcused absences in the current school year. These absences do not need to be in a row.

- Once the child has **six (6)** or more unexcused absences in the current school year, the school must hold a SAIC to discuss the reasons for the child’s absences and create a plan to address and remove barriers to attendance.
- Before holding the SAIC, the school must let the student’s parents know about the conference and try to get them to attend. The school must provide advance written notice of the time and date of the conference and must also make at least two attempts to reach the parents by phone.

School Attendance Improvement Conference (SAIC)

A SAIC is a conference where the child's absences and reasons for the absences are examined in order to improve attendance, with or without additional services. All of the following individuals **must** be invited to the conference:

1. The child
 2. The child's person in parental relation
 3. Other individuals identified by the person in parental relation who may be a resource
 4. Appropriate school personnel
 5. Recommended service providers
- The school **must** still have the meeting, even if the parents and student do not attend.
 - The school **must** document the outcome of the SAIC with a written School Attendance Improvement Plan (SAIP).

After the SAIP is in place:

- When the SAIP is in place, if a child is subsequently, unlawfully absent, at any point within the school year, an official notice of the unexcused absence should be sent to a person in parental relation. The purpose of this correspondence is to inform the person in parental relation that the SAIP has been violated and that further action will be initiated.

To ensure the person in parental relation receives the notice, such notice should be sent through certified mail.

- If a habitually truant child is under age 15, the school must refer the child to either
 - a school-based or community-based attendance improvement program or
 - the county children and youth agency for services or possible disposition as a dependent child
- Additionally, the school may file a truancy citation against the person in parental relation to the child.
 - A person convicted of a violation of compulsory attendance laws may be:
 1. sentenced to pay a fine
 2. sentenced to perform community service
 3. required to complete an appropriate course or program designed to improve school attendance.
 - If a person in parental relation does comply with the penalties imposed, that person may be sentenced to jail for up to three days

Other State and/or District Policies and Definitions:

- Students who are absent from a school for **ten (10)** consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the absence is legal or compulsory attendance prosecution is being pursued.
- If a student misses **three (3)** consecutive school days, a doctor's note is needed to return to school.

Tardiness to School

Students who arrive at school after 8:15 AM will be considered tardy. Any student who is late in the morning must report to the office before proceeding to their classroom.

Written Excuses for Absence from School

An excuse form should be used for all tardies, absences, or early dismissals. This excuse must be signed by the parent/guardian and be presented to the homeroom teacher/office within five (5) days of the absence. This excuse may be a handwritten note or may be the pre-printed excuse slip which has been handed out in homerooms at the beginning of the school year. Extra copies of this form may be obtained from the homeroom teacher, in the school office, or on the school website.

Lawful Absence

Pennsylvania law broadly defines absences as excused when a student is prevented from attendance for mental, physical, or other urgent reasons. An absence is lawful when a student is dismissed during school hours by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee or if the student is absent to obtain professional health care or therapy care service rendered by a licensed practitioner in the healing arts. Additionally, schools should consider illness, family emergency, death of a family member,

medical or dental appointments, authorized school activities, and educational travel with prior approval as lawful absences.

Unexcused Absence

Examples of unexcused absences include, but are not limited to, the following reasons: over-sleeping, missing the bus, shopping, chores, visiting relatives, baby-sitting, car breakdowns, remaining home to do school work, etc. All absences will be treated as unlawful until the school receives a written excuse explaining the reason(s) for an absence. Excuses are required within **five (5)** days of the absence, or the absence will be permanently counted as unlawful.

Educational Travel

MUST BE PRE-APPROVED ONE WEEK PRIOR TO MISSING SCHOOL

If a student's parents plan to have their child excused for a trip which is not school sponsored, but is educational in nature and the student will be accompanied by an adult, a written request must be directed to the school principal for the purpose of securing appropriate excusal **at least one week in advance**. These trips may not exceed **ten (10)** school days. After ten days, each additional missed school day will be considered an illegal absence. Class make-up work and homework will be the responsibility of the individual student who is excused. This work must be completed within the same amount of days as the trip. **If these guidelines are not followed, days of absence may be considered illegal.**

When a student misses 18 days of school, they have missed 10% of the school year, which could heavily impact consideration/qualification for special education services.

Make-Up Work

Make-up work may be given for absences. The work is due in an amount of time equal to the number of days missed. Required work may be completed in advance in order for a student to accompany parent/guardian on trips or family activities.

If work is missed due to illness, the following procedure is outlined:

1. If the student will be absent for five (5) or more school days, parents may contact the teacher requesting that make-up work be obtained. After the work is completed, students should return the completed assignments. Twenty-four hours notice must be given to allow the teacher to compile the missed work.

If the child is absent for fewer than five days, it is recommended that the child complete the work upon return to school.

Perfect Attendance

At the end of each school year, students who have been in attendance every minute of every day while school is in session will be recognized for their accomplishment. Those students that came in late, left early, or left for an appointment and then returned to school will not qualify for the perfect attendance certificate, however, their attendance record will still show zero absences for the school year.

School Closings/Delays

If school must be closed or dismissed early due to snow or other adverse weather conditions, the decision will be made by the Superintendent of Schools. They will do their best to get information about school closings or changes announced by 6 AM. Announcements will be made via robo-call, local TV stations, radio stations, and the district website. If you change phone numbers, please remember to inform the school so that your new number can be added to the system. The robo-call will be made between 6:00 – 6:30 AM in most cases. **Breakfast will be served when school is delayed by 2 hours. Breakfast will not be served if school is delayed by 3 hours.**

Student Expectations & Conduct

Wyalusing Valley Elementary School uses Positive Behavioral Interventions and Supports (PBIS) to promote a safe, respectful, and positive learning environment. PBIS is a school-wide approach that teaches, recognizes, and reinforces positive behaviors and helps students understand what is expected of them in different school settings.

Our school-wide expectations are **Respect Everyone, Aim High, Make Good Choices, and Stay Safe**. Students are expected to demonstrate these behaviors in all school settings, including classrooms, hallways and common areas, the cafeteria, bathrooms, playground, school buses, and field trips.

The following matrix provides examples of what these expectations look and sound like in different school settings.

	Classroom	Hallway/ Common Areas	Cafeteria	Bathrooms	Playground	Bus/Field Trip
Respect Everyone	• Listen politely • Raise your hand/wait your turn • Use inside voice and respectful language • Be tolerant	• Move slowly • Be silent • Respect hallway decorations	• Appropriate voice and language • Respect others' property • Use good table manners	• Appropriate voice and language • Respect privacy • Wait your turn • Respect property	• Take turns • Include everyone • Appropriate language	• Appropriate voice and language
Aim High	• Do your best • Follow directions the first time • Be prepared • Actively participate	• Follow directions the first time	• Make healthy choices	• Promptly return to classroom or designated area	• Follow rules (games, equipment) • Show good sportsmanship	• Arrive promptly
Make Good Choices	• Keep hands, feet, and items to yourself • Use materials appropriately • Accept responsibility • Be trustworthy • Help everyone learn	• Keep hands, feet, and items to yourself • Make smooth transitions • Stand and wait patiently	• Keep hands, feet and items to yourself • Follow directions the first time • Clean your area	• Keep hands, feet, and items to yourself • Always flush once • Wash hands • Use for intended purpose	• Keep hands, feet, and items to yourself • Use equipment properly • Share equipment	• Keep hands, feet and items to yourself • Wait in line quietly • Prepare for dismissal and listen to announcements
Stay Safe	• Sit correctly • Move carefully • Be alert	• Face forward • Walk single file	• Walk slowly • Wait in line properly • Stay seated	• Keep area clean • Keep lights on • Report any safety concerns	• Line up quickly and quietly • Walk to and from the playground • Stay in assigned area • Get help when needed	• Keep aisle clear • Remain in your seat • Listen to the bus driver

General Student Expectations

In addition to the school-wide PBIS expectations, students are expected to follow the general school rules and procedures outlined below. These expectations are intended to support a safe, respectful, orderly, and positive learning environment for all students and staff.

Students are expected to:

- Follow school, classroom, and activity expectations.
- Follow the reasonable directions of teachers, administrators, and other school staff.
- Treat students, staff, visitors, and others with dignity, courtesy, and respect.
- Keep hands, feet, and objects to themselves.
- Respect the personal space, privacy, belongings, and rights of others.
- Use appropriate language and behavior.
- Remain in assigned areas and follow supervision and safety procedures.
- Take responsibility for their choices and actions.
- Demonstrate honesty and academic integrity.
- Take appropriate care of school property, materials, equipment, and the property of others.
- Report safety concerns, threats, bullying, harassment, or other serious concerns to a trusted adult or school staff member.

Personal Electronic Devices

Students may not use personal electronic devices during the school day unless specifically permitted by school staff or for an approved school-related purpose.

If a student brings a personal electronic device to school, it must remain stored in the student's backpack or in another location designated by the school unless permission for use has been provided.

This expectation applies to cell phones, smartwatches, tablets, headphones, and other personal electronic devices.

Devices used in violation of school expectations may be collected or confiscated and returned in accordance with school procedures. The school is not responsible for personal electronic devices that are lost, damaged, or stolen.

Additional expectations regarding District technology and personal electronic devices are provided in the **Electronic Resources Agreement** and the District's **1:World Handbook & Expectations**.

Toys and Personal Items

Toys, games, trading cards, electronic items, and other personal belongings that are not needed for school activities should remain at home unless specifically permitted by school staff.

Personal items that cause a disruption or interfere with the learning environment may be collected and returned in accordance with school procedures.

The school is not responsible for personal items that are lost, damaged, or stolen.

Supervision and School Hours

Students may not remain in the school building or on school grounds after regular school hours unless they are participating in a supervised school activity or have been given permission by an authorized adult.

Students are expected to remain under the supervision of an authorized adult while participating in school activities.

Students may not leave an assigned area, classroom, or school grounds without permission.

Selling, Solicitation, and Distribution

Students may not sell, solicit, collect money, or distribute products, materials, invitations, or other items at school unless the activity has been specifically authorized by the school or district.

Academic Integrity

Students are expected to complete academic work honestly and responsibly.

Cheating, plagiarism, unauthorized collaboration, copying another person's work, or representing another person's work as their own are prohibited.

Students must also follow school and teacher expectations regarding the use of artificial intelligence (AI) and other technology when completing academic work. Teachers may establish specific expectations regarding when and how AI tools may be used for assignments.

Violations of academic integrity may result in appropriate educational or disciplinary consequences.

School Property and Personal Property

Students are expected to take appropriate care of school property, materials, equipment, facilities, and the personal property of others.

Students may not intentionally damage, misuse, steal, or tamper with property belonging to the school or another person.

Students may be responsible for damage or loss resulting from intentional or inappropriate use of property, consistent with district policy and applicable law.

Weapons and Dangerous Items

Students may not possess, use, or bring weapons or other dangerous items onto school property, school transportation, or to school-sponsored activities.

Items that may reasonably be used to cause injury or threaten the safety of others may also be prohibited.

The district will respond to weapons and dangerous-item violations in accordance with applicable Board Policy, state and federal law, and established safety procedures.

Drugs, Alcohol, Tobacco, and Vaping Products

The possession, use, distribution, or being under the influence of alcohol, controlled substances, illegal drugs, tobacco products, nicotine products, vaping products, or related devices is prohibited on school property, on school transportation, and at school-sponsored activities, consistent with applicable Board Policy and law.

Harassment, Bullying, and Threatening Behavior

Students are expected to treat others with dignity and respect.

Bullying, cyberbullying, harassment, intimidation, threats, discrimination, hazing, physical aggression, and other behavior that harms, intimidates, threatens, or creates an unsafe or hostile environment are prohibited.

Students who experience or witness bullying, harassment, threats, or other inappropriate or unsafe behavior are encouraged to report the concern to a teacher, administrator, counselor, or other trusted adult.

The school will respond to reports of bullying, harassment, discrimination, threats, and other inappropriate conduct in accordance with applicable Board Policy, law, and established school procedures.

School Safety

Students are expected to follow all school safety procedures and the reasonable directions of school staff.

Students should immediately report safety concerns, threats, suspicious activity, dangerous behavior, or other situations that may endanger themselves or others to a trusted adult or school staff member.

Students should not attempt to investigate, intervene in, or handle potentially dangerous situations themselves.

Students are expected to cooperate with school staff and emergency personnel during drills, emergencies, evacuations, lockdowns, and other safety procedures.

Response to Student Misconduct

When a student does not meet school expectations or violates a school rule, the school will respond in a manner appropriate to the circumstances, the student's age and developmental level, the seriousness of the behavior, and other relevant factors.

Responses may include reteaching expectations, restorative or educational interventions, parent/guardian communication, loss of privileges, assigned consequences, behavioral supports, or other disciplinary action, including suspension when permitted by law and district policy.

The school may consider the circumstances of an incident, including the student's intent, prior conduct, impact on others, and other relevant information when determining an appropriate response.

Relationship to Board Policy and Law

This handbook provides a summary of student expectations and school rules and is not intended to replace the Wyalusing Area School District Board Policy Manual, administrative procedures, or applicable state and federal law.

Students and families are expected to comply with applicable Board Policies, administrative procedures, and laws. Where a conflict exists between this handbook and applicable law or Board Policy, the law or Board Policy will govern.

Student Dress Code

Students are expected to dress appropriately for school and school-sponsored activities. Clothing and accessories must be suitable for the educational environment and must not disrupt the learning process or create a health or safety concern. Students are expected to dress appropriately for weather conditions and for the activities in which they participate.

The following attire is NOT permitted:

1. **Inappropriate or insufficient coverage:** Clothing that is transparent or does not provide appropriate coverage of the body, including clothing that exposes undergarments or the midriff.
2. **Excessively short clothing:** Shorts, skirts, dresses, skorts, and similar garments must be an appropriate length for the school setting.
3. **Damaged or improperly worn clothing:** Clothing may not be excessively torn or damaged, drag on the floor, or expose undergarments.

4. **Inappropriate messages or images:** Clothing or accessories may not display obscene, sexually explicit, discriminatory, degrading, threatening, or vulgar language or imagery, or promote drugs, alcohol, tobacco, suicide, self-harm, or violence.
5. **Unsafe accessories or footwear:** Jewelry, chains, shoes, or other accessories that present a safety hazard are not permitted. Footwear appropriate to the activity is required, including during physical education classes.

This list provides examples and is not exhaustive. School administration may address attire that is inconsistent with the standards above or that creates a substantial disruption or safety concern. When attire does not meet these expectations, the student will be expected to make a reasonable correction. Disciplinary consequences, when applicable, will be handled in accordance with school policy.

ELECTRONIC RESOURCE AGREEMENT

Wyalusing Area School District provides students with access to electronic resources, including district-issued devices, the District network, Internet access, email, electronic accounts, software, applications, and other technology resources provided or supported by the District. These resources are provided primarily for educational purposes.

Use of District electronic resources is a privilege, not a right. Students are expected to use electronic resources in an ethical, responsible, respectful, and legal manner and to follow the same behavioral expectations that apply in the classroom and throughout the school environment.

Responsible Use

Students are expected to:

- Follow the directions and procedures provided by teachers and District staff.
- Use District electronic resources for appropriate educational purposes.
- Use appropriate and respectful language and behavior in all electronic communications.
- Respect the privacy, personal information, accounts, and property of others.
- Follow copyright laws and respect the intellectual property of others.
- Use electronic resources in a manner that does not interfere with the use of those resources by others.
- Protect their passwords and account information.
- Report inappropriate, threatening, unsafe, or concerning electronic activity or material to a teacher, administrator, or other District staff member.
- Follow all applicable District policies, handbooks, procedures, and classroom expectations related to technology.

Prohibited Use

Students may not use District electronic resources to:

- Access, create, transmit, or distribute obscene, sexually explicit, threatening, harassing, discriminatory, or otherwise prohibited material.
- Access or attempt to access websites, accounts, systems, or information without authorization.
- Engage in bullying, cyberbullying, harassment, intimidation, threats, or other inappropriate conduct.
- Violate another person's privacy or disclose personal information in a manner that creates a safety or privacy concern.
- Participate in illegal activities.
- Violate copyright laws or engage in plagiarism or other forms of academic dishonesty.
- Damage, alter, disrupt, or interfere with District electronic resources or another person's use of those resources.
- Use another person's account, password, files, or electronic information without authorization.

- Create, download, distribute, or introduce viruses, malware, or other harmful software.
- Use District electronic resources for games or other nonacademic activities unless specifically authorized for an educational or school-approved purpose.
- Download or distribute unauthorized software, music, movies, games, or other copyrighted or prohibited materials.
- Use electronic resources to threaten, intimidate, annoy, harass, or interfere with another person.
- Engage in any other activity prohibited by District policy, this handbook, the District Electronic Resources Agreement, or applicable law.

Internet Safety and Content

The District uses content filtering, firewalls, and other technology protections to help limit access to inappropriate Internet content. However, no filtering system can prevent access to all inappropriate or controversial material.

Students are expected to use good judgment when using the Internet and should immediately report inappropriate, concerning, or potentially harmful material to a teacher or other District staff member.

Students should protect their personal information and the personal information of others and should not arrange in-person meetings with individuals they have met online.

Accounts, Privacy, and Monitoring

Students are responsible for protecting their District accounts and passwords and may not share passwords or provide unauthorized access to District electronic resources.

Students should have no expectation of complete privacy when using District electronic resources. Electronic communications and information transmitted, received, stored, or accessed through District electronic resources may be monitored, archived, reviewed, or investigated by authorized District personnel in accordance with applicable law and District policy.

District-Issued Devices

District-issued devices remain the property of Wyalusing Area School District. Students are responsible for the appropriate care and use of assigned devices and must follow District procedures regarding device use, care, security, repair, and return.

Additional requirements concerning District-issued devices, including device care, home use, damage, loss, liability, and other technology expectations, are provided in the **Wyalusing Area School District 1:World Handbook & Expectations**.

Consequences for Improper Use

Violations of this agreement, applicable District policies, classroom rules, or applicable law may result in the loss or restriction of electronic resource privileges and/or other appropriate consequences.

Responses may include parent/guardian notification, educational or restorative interventions, disciplinary action, restitution for damage or loss when applicable, referral to District administration, or referral to law enforcement or other appropriate authorities when required or appropriate.

The District will consider the nature and severity of the violation and other relevant circumstances when determining an appropriate response.

Relationship to District Policies and Other Handbooks

This section provides a summary of student expectations for the use of District electronic resources and does not replace the Wyalusing Area School District Electronic Resources Agreement, Board Policy 815, the **1:World Handbook & Expectations**, other applicable District policies and procedures, or state and federal law.

Students and parents/guardians are expected to comply with applicable District policies, agreements, handbooks, procedures, and laws. Where a conflict exists between this handbook and applicable law or District policy, the law or District policy will govern.

The complete **Wyalusing Area School District Electronic Resources Agreement** and **1:World Handbook & Expectations** are available through the District and should be reviewed for additional requirements concerning electronic resources and District-issued devices.

Elementary Guidance Services

The **Elementary School Counselor** supports students' academic success, social-emotional growth, and overall well-being. They provide individual and small-group counseling, teach social-emotional learning skills, help students develop coping strategies and problem-solving skills, support positive behavior, and collaborate with families, teachers, and community resources to meet students' needs. School counselors also assist with academic planning, crisis support, referrals, and creating a safe, inclusive school environment where all students can thrive.

School Counselors deliver services based on three separate domains:

- Academic Development
- Career Development
- Social-Emotional Development

If a student has a need, or if a family member identifies a concern or need for support, they are encouraged to reach out to the school counselor.

Parent/Student Portal – Grade Accessibility

It is important to WVES that we develop and maintain open lines of communication. In an effort to keep parents and guardians aware of student progress, teachers will be updating student grades on a bi-weekly basis. If you would like to obtain a username and password, please contact **Mrs. Samantha Shurtleff** Elementary School Counselor at sshurtleff@wyalusingrams.com or 570-746-1600 ext. 1307. You will find access to your student's grades on the elementary web page. Click on plusportals, which can be found under the heading Parents.

PSSA Testing

The Pennsylvania Department of Education provides the local school district the authority to schedule PSSA dates within certain windows of time each year. The Wyalusing Valley Elementary School will conduct PSSAs within the time frame given by the state and more specific dates will be announced on the school calendar as the time approaches.

Assessment	Grade(s)
English Language Arts	3 - 8
Mathematics	3 - 8
Science	5 & 8

Transferring Schools/Withdrawing from School

Any parent who is withdrawing/transferring a student from school will be personally responsible for obtaining the required forms from the Guidance Office at the new school and for following the proper procedure, including returning all texts and other materials to WVES. Parents must sign the necessary forms at the new school in order to withdraw/transfer their student from WVES. Students who fail to return books, pay fines, etc. will be billed for the amount due the school. No transcripts or records will be forwarded or released until all responsibilities and obligations have been fulfilled.

McKinney-Vento Information

The Wyalusing Area School District ensures that “each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education.”

How do we determine if a child is homeless?

A child who lacks a fixed, regular, and adequate nighttime residence may be classified as homeless under the law known as the McKinney-Vento Assistance Act which is also known as Title X, Part C of the No Child Left Behind Act. A child's living situation must meet one of the following criteria.:

- Shelter resident
- Shared housing (two or more families living in a room)
- Mote/hotel resident (because affordable housing is not available)
- Campground or tent
- Unaccompanied youth (not living in the physical custody of a parent or legal guardian and lacking a regular, fixed, nighttime residence)
- Substandard housing (home lacks electricity or running water)
- Car or abandoned building

Please visit this link to view the complete board policy [here](#):

If you are a parent/guardian or a student in need of assistance, please contact the district homeless liaison at 570-746-1600 or hlaboranti@wyalusingrams.com.

School Health Program

The Wyalusing Area School District works to promote the health, safety, and well-being of all students. School nurse services and other school health services are provided in accordance with Pennsylvania law, Pennsylvania Department of Health requirements, and District procedures.

Parents/guardians should notify the school nurse and classroom teacher of significant health concerns, medical conditions, or changes in a student's health that may affect the student's participation in school.

Students who are ill should remain home in accordance with District health procedures and applicable Pennsylvania Department of Health guidance. If a student becomes ill, is injured, or experiences a health concern while at school, the school nurse or designated school personnel will provide appropriate care within the school setting and determine whether additional medical attention or parent/guardian notification is necessary. Parents/guardians may be contacted when a student needs to be sent home or when additional medical attention is recommended.

The District conducts required health screenings and examinations and maintains required student health records in accordance with Pennsylvania law and Pennsylvania Department of Health requirements. Required health services may include physical examinations, dental screenings, vision and hearing screenings, growth screenings, scoliosis screenings, immunization assessments, and other health services as required. Parents/guardians will receive information regarding required examinations, screenings, immunizations, and related documentation as applicable.

Parents/guardians are responsible for providing required health and immunization documentation and notifying the school of changes to a student's health information. Additional information and required forms are available through the school health office and District procedures.

Medication Usage in School

Students who require medication during the school day must follow the District's medication administration procedures. Medication requires written authorization from a parent/guardian and a licensed healthcare provider and must be provided to the school in accordance with District procedures.

Medication must be properly labeled and handled as required by District policy and applicable law. Medications should be delivered to the school by a parent/guardian or other authorized adult unless otherwise permitted by District procedures.

Certain emergency medications may be self-carried or administered by students or trained school personnel when authorized and permitted by law and District procedures.

Parents/guardians should contact the school nurse to make arrangements for any medication a student may need during the school day. Additional information and required forms are available through the school health office and District procedures.

Head Lice Information

The District follows Pennsylvania Department of Health guidance regarding the identification and management of head lice. The school nurse may examine a student when head lice are suspected or identified.

When live head lice are identified, the parent/guardian will be notified and provided with information regarding appropriate treatment. In accordance with Pennsylvania Department of Health guidance, a student with live head lice may be sent home during the school day or when lice is identified and may return to school following the first appropriate treatment.

Parents/guardians are encouraged to notify the school nurse if their child is diagnosed with head lice so that appropriate health procedures can be followed. The school nurse may conduct follow-up checks as appropriate to help prevent reinfestation.

Student Accident Insurance

The Board of Education offers parents the opportunity to purchase student accident insurance. Forms are distributed by classroom teachers to students during the start of the school year. It is not mandatory that this insurance is purchased, however it is available for your child if you do not have any other insurance. Any accident **MUST** be reported to the office immediately to be covered by this policy.

Field Trips

Teachers often schedule field trips to provide experience outside the classrooms. Trips are usually made in connection with a unit being studied or one which will be studied in the future. While on a trip, regardless of the distance, students are considered “in school” and are subject to all school regulations. All students who are participating in the field trip activity must continue to participate and travel with the group until the field trip or activity is completed and shall use the designated transportation back to their original location. **In order to participate in a trip, students must return a signed permission slip. A determination will be made by administration as to whether a student’s behavior will affect their ability to attend a class field trip.**

Fundraising

All sales on school property and during normal school hours must be authorized by the administration. This includes adult organizations as well as school related organizations. Authorized sales will be limited to those in support of school activities.

No raffle tickets will be sold at any time unless the sponsoring organization holds a gaming license. Each organization will be limited to two (2) fundraising activities for the school year. Receipts must be issued to students when payments are collected. Records must be kept of the receipts.

Chaperones and Volunteers

Wyalusing Area School District welcomes approved volunteers and chaperones who support students and school activities. All volunteers must complete the District's volunteer approval process before beginning service. Depending on the type of volunteer service, this process may include a volunteer application, required Pennsylvania criminal and child abuse clearances, a Disclosure Statement, a federal criminal history report when applicable, and tuberculosis screening as required by Pennsylvania law and District policy. Required clearances and certifications must be current and renewed as required.

Volunteers and chaperones must follow all District policies, school rules, and the directions of school staff and will remain under the supervision of a designated administrator, teacher, or other school staff member while serving with students. Volunteers are expected to maintain appropriate professional boundaries and protect student safety and confidentiality.

Volunteers are required to report suspected child abuse in accordance with Pennsylvania law and District policy. Position volunteers must also report arrests, convictions, or other reportable matters as required by law and District policy.

Information regarding volunteer applications, required clearances, and procedures is available through the District website or school office. Approved volunteers may be eligible for reimbursement of certain required clearance and tuberculosis testing costs in accordance with District policy and established procedures.

Student Breakfast/Lunch Account

- All students will receive free breakfast **and** lunch for the 2026-27 school year.
- Parents have three options for placing money in student lunch accounts:
 - Drop money off with the food service manager, whose office is located in the main office of the elementary school.
 - Send money to your child's teacher in an envelope with the student's name clearly written on the front.
 - Visit the Food Services webpage and make an online payment using a credit/debit card.
- The Food Services tab can be found under the Administration heading at wyalusingrams.com. * *Make checks payable to Wyalusing Valley Elementary Cafeteria.*
- We cannot deny any student a meal. Parents will receive a Robo call if there is a negative balance over \$10.00.

- Parents have the option of checking a student's account balance online at www.schoolcafe.com. Please call the front office or the food service manager's office for their 8 digit account number to set up an account.

Holiday Parties

Class parties are scheduled throughout the school year around major holidays and special occasions and are generally held in the afternoon. Parties may include age-appropriate crafts, games, and other activities. Refreshments should be commercially prepared and store-bought, with an emphasis on light, healthy snack choices such as cheese, crackers, fruits, and vegetables, and must follow District health, allergy, and classroom procedures.

Student Birthday Celebrations

If you would like to have a short class birthday acknowledgement for your child, please request permission from your child's teacher in advance. Refreshments should be store bought and parents are asked to drop off the treats in the main office. These treats will be delivered to the classroom. Parents are not permitted to attend student birthday celebrations.

Use of School Facilities

A "Building Use Request Form" must be completed and submitted to the front office. This form can be found on the district website under the "School Community" tab.

[Website for Building Use Form](#)

Child Study Process

The Wyalusing Valley Elementary School believes in providing the highest quality education for our students. When students struggle academically or behaviorally, they may be referred to our building's child study team to work through our three-tiered intervention process.

Throughout the child study process students will participate in core curriculum instruction with two additional levels (tiers) of interventions available to students who demonstrate at-risk skills academically or behaviorally. Each tier provides additional support beyond the core curriculum that is provided to all students, and students may be monitored throughout the year to measure their progress. Additionally, information will be collected from students' teachers to determine if they are performing at the expected levels. Behavioral and attendance expectations will be monitored on a regular basis throughout the year.

- **Tier One** - Teachers will use different strategies within the core curriculum to address all student educational needs.
- **Tier Two** - Based on data and information provided, students who are unsuccessful in Tier One will be provided research-based interventions matched to their needs. The child study team, an instructional support team, will track the student's progress and parents will receive information after team meetings.
- **Tier Three** - Students who struggle in Tier Two will receive more intensive interventions at this level. Parents will receive information after team meetings.

Throughout the child study process your child may be administered individualized screening assessments by members of the Child Study Team. Assessments in the areas indicated below may be needed for educational planning as part of the Tiered general education setting.

- Academic or Behavior Interventions/Plans
- Vision/Hearing Screening
- Speech/Language Screening
- Occupational Therapy Screening
- Physical Therapy Screening
- Brief Cognitive Assessment
- Classroom Observations
- Social Emotional Learning Interventions

If a student continues to display limited progress after receiving interventions at Tier Three, the child study team will determine if it would be appropriate for the student to be considered for further evaluation and services.

Chapter 14 (IDEA)

Individuals with Disabilities Education Act

Individualized services and programs are available for children who are determined through evaluation by the school psychologist to need specially designed instruction due to one or more of the following disability categories:

- Autism
- Deaf
- Deaf-Blindness
- Other Health Impairment
- Developmental Delay (ages 3-6)
- Emotional Disturbance
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Hearing Impairment including Deafness
- Traumatic Brain Injury
- Visual Impairment incl. Blindness

If you have any questions regarding identification and special education services, please contact the special education department at 570-746-1600, x3012.

Public Notice - District Screening and Evaluation

Wyalusing Area School District is committed to working with all families to ensure that each student has the opportunity to achieve his/her potential. For some students, special programs and services may be required, and procedures are followed that are defined by state law and regulations to identify these students. This notice is intended to inform you of programs, services, and procedures.

Section 1402 of the School Code establishes that the district routinely conducts screening of student's hearing acuity in the following grades: kindergarten through third, seventh, and eleventh grades. Additional hearing screening evaluations are done on a referral basis. Visual acuity is screened every year. Speech and language skills are screened in kindergarten and on a referral basis. A complete physical examination is offered at school entry, grade 6, and grade 11, as well as scoliosis screening for all students in grades 6 and 7. Gross motor and fine motor skills, academic skills, and social-emotional skills are assessed by classroom teachers on an on-going basis. Specific needs from all of these screening sources are noted within the child's official file. School records are always open and available to parents and only to school officials who have a legitimate "need to know" about the child.

Wyalusing Area School District does not release records to other persons or agencies without authorization. Usually the parent must give written, signed permission or records may be released when a student enrolls or seeks enrollment in another school in Pennsylvania and the records relate to their school program or services provided in this district.

Parents with concerns about their school-aged child may contact a teacher or administrator at any time to request a screening or evaluation of their child. Communication with parents shall be in English or the native language of the parents.

The school district will identify and provide initial screening for students prior to referral for a special education evaluation. The screening process shall include, as appropriate, an assessment of the student's functioning in the curriculum, including curriculum-based or performance-based assessment, systematic observation of any behavioral concerns, and an

assessment of the student's response to intervention. A child study team will provide peer support for teachers and other staff members to assist them in working effectively with the student/s in the general education curriculum. If the student continues to experience difficulty after the initial intervention, parents may be asked to provide permission for a full educational evaluation to determine the presence of a disability that requires specially designed instruction.

After the student has been referred for a full evaluation and permission has been signed by the parent, a full educational evaluation will be conducted within 60 calendar days and a multidisciplinary meeting will be held to determine if the student is eligible for special education. The evaluation team (MDE) consists of the parent, the general education teacher, a special education teacher, a school psychologist, and a local education agency (LEA) representative.

When evaluations are completed, an Evaluation Report (ER) will be prepared with parent involvement. This ER report will include recommended interventions necessary to address the student's specific educational needs. The parents will be invited to participate in a meeting to discuss the ER recommendations and to prepare an Individual Education Program (IEP) if a disability is identified.

The parent has the right to obtain an independent educational evaluation of their child at public expense if the parent disagrees with an evaluation obtained by the Local Education Agency (LEA). An independent evaluation is an evaluation by a qualified professional who is not an employee of the LEA responsible for the child. Once the parent requests an independent evaluation at public expense, the LEA must, without unnecessary delay, either request a due process hearing or ensure that an independent evaluation is conducted.

A parent may request a screening or evaluation of their child's needs by contacting the building administrator or by requesting information about the process and procedures from the Wyalusing Area School District's special education director at the Wyalusing Area School, 11450 Wyalusing New Albany Road, Wyalusing, PA 18853, (570) 746-1600. This office is open from 8 AM to 4 PM, five days per week during all normal business days.

Kindergarten-screening activities are held in the elementary school.

Chapter 15 - Other Protected Students

A student with a handicap is protected. Such a student is school age and has a physical or mental disability that substantially limits or prohibits participation in or access to any aspect of the school program.

In compliance with state and federal statutes, the Wyalusing Area 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 the school program and extra curricular activities to the maximum extent appropriate to the student's abilities. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in Learning Support Programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact: Wyalusing Area School District's Special Education Director (570-746-1600).

Due Process

1. The Board of Education shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 13.62 and 341.91 (relating to the right to education and disciplinary exclusions of certain handicapped students from special education placement).
2. Exclusion from school may take the form of suspension or expulsion. Suspension is exclusion from school for a period of 1 to 10 consecutive days.
 - a. Suspensions may be given by the principal or his/her delegate.
 - b. No student shall be suspended until the student has been informed of the reasons for the suspension and are given an opportunity to respond/ Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
 - c. The parents and the superintendent of the district shall be notified immediately in writing when a student is suspended.
 - d. When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing. The purpose of the informal hearing is to enable the student to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended, or to show why the student should not be suspended.
 - i. The informal hearing is meant to encourage the student's parents to meet with the principal to discuss ways in which future offenses can be avoided.
 - ii. The following due process requirements are to be observed in regard to the informal hearing:
 1. Notification of the reasons for the suspension shall be given in writing to the parents and to the student.
 2. Sufficient notice of the time and place of the informal hearing shall be given.

ESL Program (English as a Second Language)

The English as a Second Language (ESL) program serves students whose parent or guardian identifies a language other than English as the student's first language or primary language spoken at home and who meet the eligibility criteria for ESL services.

The ESL program provides targeted language instruction to support the development of English proficiency in reading, writing, speaking, and listening. These services help students access the curriculum and achieve academic success.

Grades for students receiving ESL services are based on demonstrated progress, participation, and language development. Grading is determined collaboratively by the ESL teacher and the classroom or subject-area teacher, as appropriate, to ensure that both academic achievement and English language growth are appropriately reflected.

Privacy Rights of Parents and Students

Wyalusing Area School District and its employees are required by federal law, as well as both federal and state rules and regulations, to protect the privacy rights of students based on the *Educational Rights and Privacy Acts of 1974* (also known as the Buckley Amendments). There are state rules and regulations in the school code, Chapter 12, known as *Student's Rights and Responsibilities*.

The above established that information about students cannot be disclosed without written parental consent. Different categories of information about students are established: Educational Records, Personally Identifiable Information, and Directory Information. Educational Records include information directly related to a student that is maintained by an educational agency. Personally Identifiable Information includes the student's name, the name of the parents or other family members, a personal identifier or a list of personal characteristics that make the student's identity easily traceable.

Educational Records and Personally Identifiable Information cannot be disclosed or released without parental consent or student consent (when the student is over eighteen). One exception exists. When a student enrolls, or seeks enrollment, in another school district in Pennsylvania, then this information may be released for appropriate educational placement.

Directory Information is determined by the school district and includes items which would not generally be harmful or an invasion of privacy if disclosed. It includes the student's name, address, date and place of birth, major fields of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended by the student.

Disclosure of Information only means to permit access to, or the release, transfer, or other communication of educational records, or the personally identifiable information contained in these records to any party, by any means, including oral, written, or electronic means. This means that information about a student cannot even be shared in conversation without permission and applies to other Wyalusing Area School District personnel who do not have an educationally relevant reason to possess knowledge of a student.

Education Records and Personally Identifiable Information require written parental consent except as noted above. Consent must (1) specify the records that may be disclosed; (2) state the purpose for the disclosure; and (3) identify the party or class of parties to whom disclosure may be made. Wyalusing Area School District must maintain a written record of disclosure for the parent to inspect in cases where information has been released.

FERPA Rights

NOTICE OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY STUDENTS IN THE WYALUSING AREA SCHOOL DISTRICT

The Family Educational Rights and Privacy Act (FERPA) has given parents and students who are over the age of eighteen years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the date the District received a request for access. Parents or eligible students should submit to the principal, or other appropriate school official, a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Wyalusing Area School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorized disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health and medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name of the office that administers FERPA is:

Family Policy Compliance Office; US Department of Education
400 Maryland Avenue, SW; Washington, DC 20202-4605

Non-Discrimination Policy

The Wyalusing Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap, age, or religion in its activities, programs, or employment as required by Title VI, Title IX, Section 504, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. In addition, information and grievance procedures referencing Title IX or Section 504 should be directed to the Wyalusing Area School District Superintendent, Title IX and Section 504 coordinator, in the Wyalusing Area School District Administration Office at 11450 Wyalusing-New Albany Road; Wyalusing, PA 18853, or (570) 746-1600.