
Warwick Elementary Schools

PARENT/STUDENT HANDBOOK 2011/2012



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WARWICK SCHOOL DISTRICT MISSION STATEMENT

In collaboration with the community, the mission of the Warwick School District is to enable all students to acquire the knowledge, skills, and values necessary to become responsible, productive, and resourceful citizens.

SCHOOL DAY

The school day for students starts at 8:00 and terminates at 2:30. Kindergarten hours are 8:00 to 10:40 for the morning session and 11:50 to 2:30 for the afternoon session. We ask for your cooperation in having your children arrive at school no earlier than 7:50, which is when they may come into the building. Instead of operating on the traditional Monday through Friday five-day cycle, all elementary schools will follow a four-day cycle for scheduling of classes. Each school day will be assigned as either A, B, C, or D. The first day of school will be designated “Day A”; the second day of school is designated as “Day B.” The calendar will then progress in alphabetical order through “Day D.” Following “Day D” the cycle repeats.

PARENT COMMUNICATIONS

Electronic communications will be sent to parents on Wednesdays related to Warwick School District/PTO news and Fridays related to community flyers/information. When parents wish to visit, they should make an appointment with the teacher or with the principal. 24-hour notice is required in order to coordinate schedules. A staff member will accompany the visitor to the classroom. This request is limited to parents, guardians and educational personnel. When visiting the classroom, please do not engage the teacher in a conversation about your child. If a conference is desired, an appointment may be arranged to confer with the teacher when he/she is not teaching.

MESSAGES TO STUDENTS

When an unforeseen emergency occurs, feel free to call the office so a message can be delivered to your child.

STUDENT USE OF THE TELEPHONE/ ELECTRONIC COMMUNICATION DEVICES

Students may use the office telephone only for emergency situations. Encourage your child to remember to bring lunch money, musical instruments, and homework, as well as notes with special requests. This contributes to developing a sense of responsibility. The use of personal communication devices, cellular telephones, laptops, personal digital assistants, and other emerging technologies by students during the school day is prohibited, except for instructional use under the authority of the teacher or administrator. The use of any electronic device that has the capability to take photographs or record audio or video is prohibited except for instructional use under the authority of the teacher or administrator. Students are prohibited from using any device that provides for a wireless, unfiltered connection to the Internet. The possession of laser pointers and attachments and paging devices/beepers by students is prohibited on school property, on buses and other vehicles provided by the district, and at school-sponsored activities. While students are engaged in school-sponsored activities, the privilege of carrying a cell phone or other personal communication device may be revoked if the device becomes a disruption or the student misuses the device. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until contact has been made with a parent/guardian.

RELEASE OF STUDENT

A child will not be released to a noncustodial parent without the written consent of the custodial parent.

WRITTEN REQUEST FROM PARENTS

Written requests addressed to the principal are required from parents for the following reasons:

1. Educational trips of one day taken by the family on school time. (Trips of two or more days require the superintendent's approval.) An **Educational Trip Form** (for either type of trip) must be completed at least two weeks in advance, so that teachers have adequate time to write assignments. Children are required to complete classwork and take the tests given while they were on the trip. *Please Note: Only two trips per year will be approved, for up to 5 days cumulative.*
2. A child regularly transported by school bus who will be arriving to or returning from school another way, including walking or riding a bike.
3. A child going to a home other than where he/she regularly goes after school.
4. A child excused from physical education classes for one to two sessions. A doctor's excuse is necessary for more than two consecutive classes.
5. A child staying indoors for one day during recess for health reasons.
6. Under the provisions of the No Child Left Behind Act of 2001, Pub. L. No. 107-110, §115 Stat. 1425 (2002), any parent of a Title I, Part A student may request at any time certain information as it pertains to the professional qualifications of their child's classroom teachers and paraprofessionals. If you would like information of this type, please contact (in writing) your child's respective building principal.

7. If you do not want a child videotaped by Warwick School District, Parents need to write a letter requesting their child not be videotaped. Throughout the school year, students may be videotaped by Warwick Broadcaster students who air programs within the schools, on cable Channel 11, and as part of student teacher's supervision. We may also photograph students for in-house publications and/or school activity photographs for local newspapers or educational websites.

DOCTOR AND DENTIST APPOINTMENTS

Students being excused for doctor and dentist appointments should present the appointment card or a parent note to the principal for approval. Parents should come to the office to pickup and return the student. Normally, a child is excused for the time needed, not for the entire day. An excuse card will be needed for more than a half-day's absence. When parents come for their children, they should report to the office. The student will be called to meet his or her parent in the office.

SCHOOL VIOLENCE HOTLINE

The School Violence Hotline will provide a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The toll-free hotline will be operational 24-hours per day, 365-days a year by Lancaster County Wide Communications Center.

Tips to consider:

- You should understand the difference between those incidents that require a 911 Emergency call and those that would be appropriate for the hotline. **ANY RISK OF IMMEDIATE HARM SHOULD BE REPORTED TO 911 IMMEDIATELY.**
- The School Violence Hotline has been created to give you an anonymous way to report any threats of violence or possession of weapons. However, you should call this hotline only when you feel you cannot talk to a trusted adult first. Confiding in an adult (parent, teacher, administrator or other school employee) that you trust is by far the best way to deal with information about school violence.
- In the event you feel threatened, know of a possible act of violence, or have information regarding a weapon, but are unable to confide in a trusted adult, this hotline is an anonymous way to relay the information on to law enforcement. By doing this, you know that you did everything possible to protect yourself, other students, teachers, and administrators from possible violence.
- When you call the School Violence Hotline, a trained professional will document the information and forward this directly to the appropriate police agency that can initiate immediate and appropriate action.

SCHOOL CLOSING

When school will not open because of an emergency such as bad weather, it is announced as early in the morning as possible. The following radio and television stations are used:

WDAC94.5 FM
WLAN1390 AM/97 FM
WSBA910 AM/103 FM
WLPA1490 AM/WROZ 101.3 FM
WJTL90.3 FM
WIOV105 FM
WITF99.7 FM
WGALTV Channel 8 - www.wgal.com/swatch.htm
WHTMTV Channel 27
WPMTTV Channel 43
Blue Ridge CATVTV Channel 11

LATE STARTS

Occasionally we have two-hour delays due to inclement weather. We will hold modified kindergarten sessions at the following times:

- Morning: 10:00 - 11:40
- Afternoon: 12:50 - 2:30

ATTENDANCE PROCEDURE

Warwick has updated its attendance guidelines for the 2011/2012 school year. The purpose of the updates is to:

- Better align district attendance guidelines with recommendations made by the PA Department of Education and to make attendance guidelines more consistent throughout Warwick's six schools.
- Specifically, Warwick has adjusted the timing of when it will send written notification to parents/guardians regarding their child's attendance.

District-Wide Guideline Updates for 2011-2012 School Year are as follows:

- Doctor's Excuse Warning letter will be sent upon student's 7th absence.
- Doctor's Excuse Required letter will be sent upon student's 10th absence.
- Unlawful Absence Warning letter will be sent upon student's 1st and 3rd unlawful absences.

Please refer to the parent portal for your child's attendance record and details regarding attendance codes.

Parents should encourage their children to attend school regularly unless they are sick. If a child shows signs of being ill, please do not send him/her to school.

Our medical facilities are designed to accommodate only emergencies.

In September every child will be given a packet of excuse cards. Upon returning to school after an absence, an excuse card should be completed, signed and sent back with your child. If an excuse card is not returned within three days, the absence will be marked unlawful. No electronic excuses will be accepted (e-mail correspondence).

TRIPS

Students need prior approval for all educational trips and/or hunting. Trips that are more than 1 day are processed through the superintendent's office.

Please Note: Only two trips per year will be approved, for up to 5 days cumulative.

Parents should avoid absences during the PSSA assessment window:

**Grades 3, 4, 5, & 6, March 12-23; also
Grade 5 the week of April 16-April 20; and
Grade 4 the week of April 23-27.**

An absence is excused under these circumstances:

1. Illness
2. Quarantine
3. Death in immediate family; family emergencies
4. Impassable roads
5. Exceptional, urgent reasons that affect the child
6. Pre-approved educational trip
7. Hunting (3 days max.)
8. Doctor's note
9. Legal
10. Family Emergency

An absence is unlawful under these circumstances:

1. Visiting (other than approved trips)
2. Oversleeping
3. Missing the bus
4. Truancy (absent without parental consent)
5. Accumulated tardy minutes
6. Other such reasons

Note: Refer to the website for more information regarding the attendance policy.

UNLAWFUL ABSENCE

If a child is unlawfully absent for three or more days, the parent will be served a first offense notice. Tardy minutes are accumulated. If another unlawful absence occurs, the parent or guardian is subject to a fine without further notice.

The principal may require a doctor's excuse for all absences if the child has a record of frequent absence. If a child is required to have a doctor's excuse and does not comply, the absence will be marked unlawful.

TARDINESS

A student who arrives later than 8:00 should report to the office with a note from his/her parent. If a student does not have a note, he/she will be required to bring one in. The tardiness is recorded either as excused or unlawful. This follows the same procedure used in case of absences. Tardy minutes are accumulated towards unexcused/unlawful time.

HOMEWORK ASSIGNMENTS

If a child is too ill to attend class, we encourage parents to call the school between 9:00-10:00 to request homework. Homework assignments requested by parents may be picked up in the office at 3:00. If you cannot come to school and want your child's brother, sister, or friend to pick it up, please have the messenger ask the teacher for the homework before school. It may be picked up at 2:20.

PARENT TEACHER ORGANIZATION (PTO)

Our schools have Parent Teacher Organizations designed to bring the school and home closer together, to share ideas, and to provide experiences for our students. The PTO has financed assemblies and field trips, purchased equipment for the school and sponsored worthwhile activities. We encourage participation in this fine organization. Families are encouraged to attend all PTO functions as a family unit. Parents should accompany their children to all events. If parents cannot attend they may arrange for their children to be "adopted" by another family for the evening. Parents are responsible for their children's behavior at PTO functions.

WARWICK SCHOOL DISTRICT VOLUNTEER POLICY

The Warwick School Board recognizes that community volunteers can make valuable contributions to the district's educational, athletic and extracurricular programs. The use of community volunteers is endorsed by the Warwick School Board, subject to legal requirements and administrative procedures.

Monitored Volunteer – Any individual who voluntarily provides services to the school district, without compensation, and who (1) works directly under the supervision and direction of a teacher or administrator employed by the district; and (2) does not have unsupervised contact with students. Examples of monitored volunteers include homeroom parents/guardians, support with academic activities, individuals who volunteer to assist in the planning or conducting of classroom events, concerts/performances. This also could include individuals who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activity.

Independent Volunteer/Activity Sponsors – Any individual who voluntarily provides services to the school district, without compensation, and who (1) works under the general direction and supervision of a teacher or administrator employed by the district; and (2) provides direct services to students or may, from time to time, have or may be reasonably expected to have unsupervised contact with students. Examples of Independent volunteers include tutors, chaperones for field trips in which students are assigned to a volunteer outside of the direct supervision/visibility of a teacher or administrator. Activity Sponsors include individuals who are involved in dances or special events, musicians and other individuals who provide instruction to student in any musical program.

APPROVAL OF VOLUNTEERS

Monitored Volunteers shall be approved by the appropriate building administrator. The building administrator shall also maintain a record, which lists the names and a brief description of the services performed by all monitored volunteers who are authorized to provide services in his/her building during each school year. This record shall be maintained for a period of the current school year.

Independent Volunteers & Activity Sponsors shall, upon recommendation by the administrator of the building where the services are to be performed, be approved by the Board prior to providing services to the district.

CLEARANCES

All **Independent Volunteers & Activity Sponsors** shall, prior to approval by the Board, submit to the district for review and verification (1) an original federal criminal history report; (2) an original criminal history report from the Pennsylvania State Police; and (3) an original child abuse history clearance from the Pennsylvania Department of Child Welfare. All required criminal history reports and child abuse clearances shall be provided in the form and manner proscribed by Act 34, Act 114 and Act 151 of the Pennsylvania Public School Code, and must not be dated more than one (1) year prior to the date of approval by the Board. The cost to procure the criminal history and the child abuse reports/clearances shall be the responsibility of the volunteer candidate, unless a financial hardship can be established by the candidate based upon the same criteria used to determine eligibility for the free and reduced lunch status. No individual will be approved to serve as an independent volunteer or activity sponsor if the criminal history or child abuse reports/clearances required by this policy evidence an offense which would preclude such individual from being employed in the Pennsylvania public school under Act 34, Act 114 or Act 151.

TRANSPORTATION

Volunteers who transport students in personal vehicles are not covered by insurance provided by the school district. Insurance coverage in this situation is through the volunteer's own insurance carrier.

IN THE CLASSROOM

INSTRUCTIONAL PROGRAM

The core of the instructional program is made up of four courses. Technology is integrated into all subject areas. Course curriculum in all four areas have been developed in compliance with Pennsylvania State Academic Standards.

LANGUAGE ARTS:

Our language arts program includes a focus on literacy skills in the primary grades and moves to application of those skills through the intermediate grades. Whenever it is appropriate, reading is combined with writing and other subjects to develop an integrated approach.

MATHEMATICS:

Math instruction in the primary grades focuses on numeracy and mastery of basic facts. As the mathematical concepts become more advanced through the intermediate grades the focus shifts to the application of basic skills.

SCIENCE:

Students learn new science skills and concepts through reading, listening, experiencing, and observing. The emphasis is on experimentation as well as supplemental reading. Students in all grade levels are exposed to health related curriculum with a goal of making them aware of good health habits for their future development.

SOCIAL STUDIES:

In the social studies program, a balance is created between geography, history and economics. Students are taught about their environment and a variety of cultures from throughout the world. Emphasis is placed on developing concepts and broad ideas rather than on memorization.

SPECIAL SUBJECTS

ART:

The elementary art curriculum includes drawing, painting, printing, sculpture, pottery, textiles, color theory and art appreciation.

LIBRARY:

The school libraries are open during school hours. Students come for classes in library skills instruction and for book exchange. We hope that parents will give support to the library program by discussing their child's library book at home. Students are responsible for returning library books. If a book is lost, parents will be charged. The amount is determined by the age of the book.

MUSIC:

Vocal music instruction is provided for all students' grades one through six. Activities include songs, singing games, rhythmic, playing simple instruments, theory and music appreciation.

PHYSICAL EDUCATION:

Physical education is provided for all students' grades one through six. Stress is placed on developing good lifelong skills. Students participate in activities to improve locomotion, body awareness, rhythmic, ball skills, track and field activities, and apparatus skills.

SPECIAL PROGRAMS

INSTRUMENTAL MUSIC

The school district provides the opportunity for our students to begin instrumental music lessons in the fourth grade. After parental permission is granted for the child to receive lessons, an orientation session is held to explain the program and the instrumental rental system. It is the responsibility of the student to find out what classroom assignments he/she missed while at practice. This will provide him/her with the opportunity to develop independence and concern for his/her learning.

CHORUS

Students in grades five and six are invited to join a school chorus that is under the direction of the music teacher. During one semester, the chorus practices once a week. At the end of the semester, the members perform in a special program.

GIFTED PROGRAM

LEAP, a program for the gifted, is open to qualified students. Referrals for the program usually are made by the teacher or a child's parent. Preliminary tests are administered by the learning facilitator, following testing by the school psychologist. The decision for admittance to the program is made by a team of school personnel and the child's parents.

RELEASED TIME PROGRAM

For one hour each week, state law permits students in fourth and fifth grade to participate in the Religious Release Program sponsored by the Warwick Association of Churches.

INTERNET SAFETY AND NETWORK ACCEPTABLE USE POLICY

An Acceptable Use Policy has been developed to establish guidelines for all students and staff on the use of network resources in the district, including Internet access. With the Internet comes the availability of material that may not be considered appropriate in a school setting. The School District cannot regulate and monitor all the information received or sent by persons who use the Internet; and the School District cannot ensure that students who use the Internet will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The School District believes, however, that the availability and value of the Internet far outweigh the possibility that users may procure inappropriate or offensive material.

Internet access and network resources are available to teachers, administrators, and students in the Warwick School District solely **for educational and instructional purposes** and other purposes consistent with the educational mission of the School District. The School District employs the use of an Internet filter as a technology protection. The filter may not be disabled for any reason. All Internet activities that students engage in at school **must be in support of curriculum objectives.**

Examples of inappropriate technology use follow:

- Use for inappropriate or illegal purposes, for commercial or for-profit purposes, or for lobbying and political purposes.
- Use to access, view, or obtain material that is obscene or pornographic, including child pornography, or harmful to minors.
- Use to transmit material likely to be offensive, including harassing or discriminatory remarks, or sexually oriented material.
- Illegal installation, distribution, reproduction, or use of copyrighted software, including the loading or use of unauthorized games, programs, files, music, or other electronic media.
- Use which involves any copyright violation or for copying, downloading or distributing copyrighted material without the owner's permission, unless permitted in accordance with the Fair Use Guidelines.
- Use to obtain, copy or modify files, passwords, data, or information belonging to other users, or to misrepresent other users on the network.
- Any attempt to circumvent or disable the filter or any other security measure. In addition, student users shall not use the system to disclose, use, or disseminate any personal identification information of themselves or other students, or engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator. Students and parents should review the Acceptable Use Policy in its entirety at <http://www.warwicksd.org/aup>.

STUDENT SERVICES

The Warwick School District works diligently to provide an appropriate education program for all exceptional children in the least restrictive environment. We strive to provide all identified students with an individualized education plan (IEP) within their home school building or as close to the school district as possible, while meeting their unique learning needs. The school district provides a continuum of services designed to serve all special needs students. Building principals, learning facilitators and teachers (general and special) work closely with the special education referral and evaluation process. When a student is determined to be eligible for “specially designed” instruction, an IEP is developed. The special education placement is determined by the IEP team.

STUDENT SUPPORT TEAM (SST)

Each elementary building has a Student Support Team. The support team members gather pertinent information and data to assist in defining a student's needs and generate intervention strategies designed to be delivered in the general education classroom. Team members may include the student's parents, teachers, a reading specialist, a speech/language therapist, the school nurse, a learning facilitator and a school psychologist.

MULTIDISCIPLINARY EVALUATION (MDE)

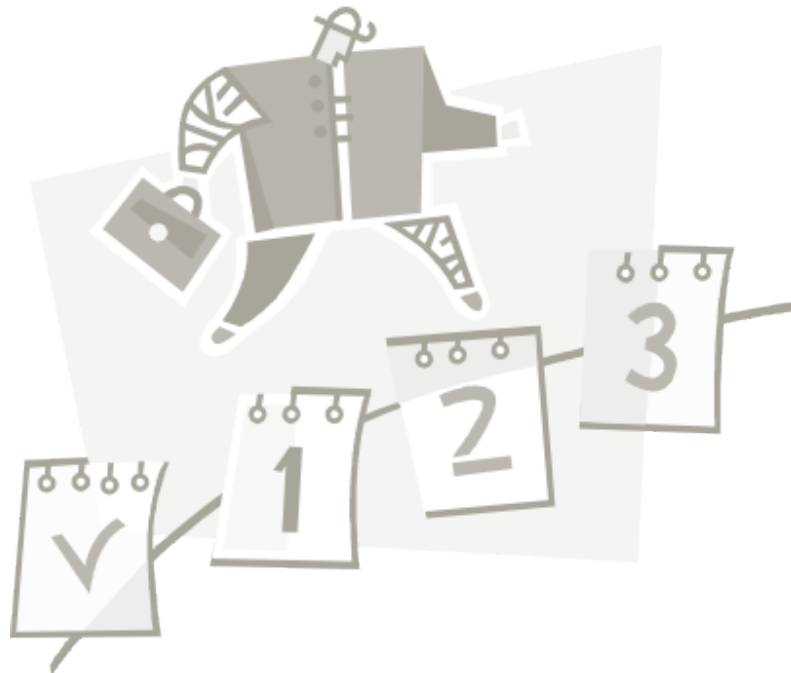
The MDE process is a team evaluation designed to provide a comprehensive report describing a student's educational strengths and needs. This team determines whether a student meets a definition of exceptionality (described in state regulations) and needs “specially designed” instruction as described in an individualized education plan (IEP), often delivered by a special education program teacher. This team is chaired by a certified school psychologist and/or the building principal. Again, parents are fully involved in the MDE process.

CONTINUUM OF SERVICES

Warwick School District provides a range of supports and programs for students with special needs. The Least Restrictive Environment (LRE) concept is used as the foundation for these supports and services. The mission associated with LRE is educating all students in an environment that is as close to the General education classroom as possible. Below is a list of supports and services that are used to ensure an appropriate education for all students:

- General education class with support strategies and intervention
- Tiered instruction
- Speech and Language Therapy
- Hearing and vision therapy/consultation
- Gifted Support services
- Learning Support services
- Emotional Support services
- Life Skills Support services
- Multiple Disabilities services
- Autistic Support services
- Approved Private Schools
- Residential Placement

It should be noted that some more restrictive services are accessed through a partnership with IU 13 and/or other agencies. Building Principals, Learning Facilitators, and School Psychologists are able to provide details supports and services available to all Warwick School District school-aged students. In addition, parents may contact the district's Supervisor of Special Education or Director of Student Services. Telephone numbers are found on the district's school calendar.



RESPONSE TO INSTRUCTION & INTERVENTION (RTII)

Warwick School District



Differentiated Instruction

Differentiated instruction is matched to the specific strengths and needs of each student. This instruction is available to all students in all classrooms.

Instruction must be differentiated to meet the needs of all students. This includes differentiation of the

- 1) *process* (instructional activities designed to help students make sense of the content)
- 2) *product* (student outcomes, or vehicle through which a student shows what he understands and can do as a result of learning)
- 3) *content* (the 'what and how' students will learn, e.g., facts, concepts, principles, skills).

Training for teachers in the process of differentiation is available at Warwick School District. Additional supports are available through PaTTAN and Intermediate Unit 13 staff.

Key Features of RtII

RtII ensures that all students receive high quality instruction and behavioral support in general education (the core curriculum) that is supported by research and aligned to PA standards.

RtII ensures that all students are screened throughout the school year (three to five times per year) to determine which students are "at risk" for not meeting grade level academic and behavioral standards and benchmarks.

RtII ensures that all staff and parents use a collaborative approach and assume an active role in student assessment and instruction.

RtII ensures that instructional decisions are based on student progress utilizing both progress monitoring and benchmark data.

RtII ensures that all students who have demonstrated need are provided with tiered interventions that are research based and provided through flexible grouping.

RtII ensures that parents are informed of the child's needs, interventions, progress and the right to request a special education evaluation at any time.

RtII provide school teams with data that can replace the IQ discrepancy model for determining the presence of a learning disability.

RtII

Response to Instruction
And Intervention

A Resource Guide

In collaboration with the community, the mission of the Warwick School District is to enable all students to acquire the knowledge, skills and values necessary to become responsible, productive and resourceful citizens.

Warwick School District

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RESPONSE TO INSTRUCTION & INTERVENTION (RTII) - CONT.

Response to Intervention

RTII is a multi-step school improvement approach to provide early academic and behavioral supports to struggling students rather than waiting for a child to fail before offering help.

In Pennsylvania, RTII is a three-tier prevention, early identification and intervening strategy provided in general education classrooms, and refers to a process that emphasizes how well students respond in changes to instruction.

In Pennsylvania, ALL students have the opportunity to get needed help in general education classes, potentially reducing the number of students referred for special education services. In the RTII model, students who fail to respond to Tier 3 intervention will be referred for a special education evaluation. This data gathered from the RTII process can be used to determine eligibility as a student with a specific learning disability.

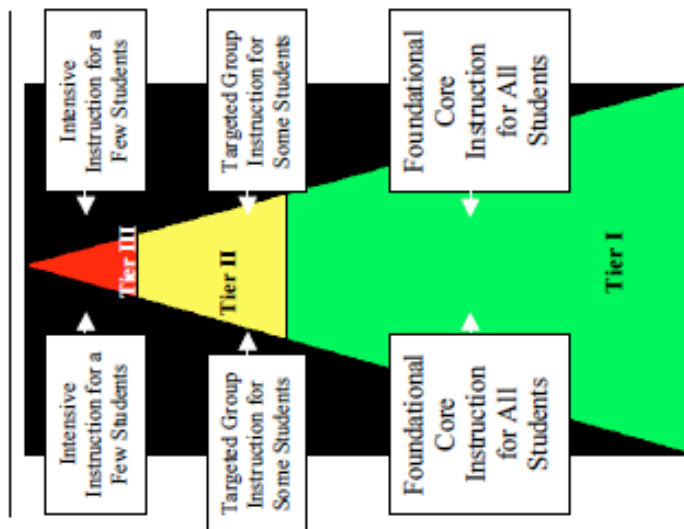
Key Terms

Universal Screening – All students are screened throughout the school year to determine which students are “at risk” for not meeting grade level standards. Screenings can be accomplished through formal and informal methods. (i.e. PSSA, 4Sight, etc.)

Tiered Intervention – Students receive increasingly intense levels of targeted instruction and scientifically research-based interventions based on their needs.

Baseline – Student data is collected prior to the initiation of an intervention. This data is utilized for comparison with data collected during and/or after an intervention has been

Academic RtII Behavior PBIS



Tier Descriptions

Tier I – The provision of general screening or group interventions that usually represent the core instructional program. If this instruction is adequately differentiated, 80-90% of students will respond and achieve established benchmarks. Assessment occurs three or four times/year.

Tier II – If students are not making adequate progress in Tier I, more intensive services and targeted interventions are provided in addition to the core program. Progress is monitored more closely, at least bi-weekly.

Tier III – For those students who do not adequately respond to targeted interventions in Tier II, another layer of intensive intervention is provided. The intensity is increased either in time, duration or program selection. Progress is monitored weekly.

Parental Engagement in RTII

Parents should be informed about their child's needs, interventions, and progress in school. They should also have a working knowledge of the RTII model. School personnel will provide information about the RTII model and individual students in the following ways:

- Dissemination of written materials explaining RTII to parents
- Formal or informal presentation at school events, such as Back to School Night or PTO events.
- Brief overview at parent/teacher conferences where it can be explained
- Continued discussion throughout the year regarding progress monitoring and overall growth.

They should partner with the school in order to facilitate student success for their child. This is especially important when the child is in Tier II or Tier III interventions.

In addition, there are several key questions that a parent should ask school personnel. Those are:

- What research-based programs are being used with my child and what research supports the effectiveness of the program?
- What data is used to determine if my child needs intervention and what process is used to match the intervention to my child's needs?
- How will my child's progress be communicated?
- If my child does not make progress, what will be the next steps?

RtII Resources for Parents

Response to Instruction and Intervention: An Introduction
www.pattan.net/files/RTI/RTIIIntro.pdf

Pennsylvania Training and Technical Assistance Network (PaTTAN)
www.pattan.net

National Center for Learning Disabilities: A Parent's Guide to Response to Intervention
www.ncld.org/publications-a-more/parent-advocacy-guides/s-parent-guide-to-rti

STUDENT EVALUATION

REPORT CARDS

Report cards for grade 1 through grade 6 are issued four times a year: November, February, April and June. For kindergarten students, reporting periods are January and April.

CONFERENCES

Each year the school district designates two days in November to conduct parent-teacher conferences. The purpose of these meetings is to have both the parents and the teacher gain an understanding of the child to assess his/her academic achievement and adjustment to the class. Parents are urged to attend these conferences. If it is impossible for one or both parents to attend, arrangements should be made to meet at a later time or to discuss the child's progress through a telephone conversation. Students receiving Tier 2 & Tier 3 instruction will also be invited to a spring conference. Parents should feel free to contact the teacher to arrange additional conferences if they are necessary. Please call the school office and leave a message for the teacher.

HOMEWORK/CLASSROOM ASSIGNMENTS

Homework is given to reinforce skills that have been presented, to extend or enrich beyond classroom instruction and to develop a sense of responsibility and self-discipline. At Open House, teachers discuss the type of assignments they give, how they check homework, and how absentee, emergency situations and educational trips are handled. They also talk about consequences for not doing an assignment. While it should be stressed that children vary in the time it takes to complete an assignment, if a child has particular difficulty, the parent should discuss this with the teacher.

It is the Warwick School District's practice that educators will advise parents at the beginning of the course/class of their homework procedures and expectations regarding academic responsibilities for the students. The sharing of these expectations will include the consequences the students will experience should they fail to be responsible for their work. Modifications will be made for students' academic programs if determined by an Individualized Education Program (IEP) or 504 Accommodation Plan.



HOMWORK GUIDELINES



WARWICK SCHOOL DISTRICT Elementary School *Homework Guidelines*

Effective Homework:

Regular homework is important because it gives pupils the opportunity to practice at home the tasks presented in class and helps pupils work to improve important skills. It also helps students to become confident and independent in their learning, which will help them throughout their time at school and in adult life. Homework will not be assigned or designed to be punitive or busy work. Family time and activities outside the school day are an important part of a child's life. (Evergreen Elementary, 2011)

Purpose:

- Practice exercises to follow classroom instruction
 - Individualized
 - Critical thinking
- Preview assignments to prepare for subsequent lessons
- Study/review for tests or other important topics

Time Frames:

Homework:

K-2: 10 minutes maximum per night

3-4: 20 minutes maximum per night

5-6: 30 minutes maximum per night

* Grade Levels will collaborate to ensure that total time for homework does not exceed the guidelines above.

* Parents may sign children's unfinished homework if the time allocation has been used. From time to time, students may need some additional minutes to complete homework based on their individual understanding and ability. If this becomes a concern, the parents should contact the teacher.

Reading for Pleasure:

Reading for pleasure is encouraged for all students and staff. District daily reading expectations (outside of the homework time):

K: 10 minutes*

1: 10 minutes*

2: 15 minutes*

3: 15 minutes*

4: 20 minutes*

5: 20 minutes*

6: 20 minutes*

* Reading in the content areas can substitute for the daily reading expectations. Teachers should clearly state the substitution to students and parents.

Feedback/Review of Homework:

Teachers should provide corrective feedback for all homework assignments however, should not grade. Homework error analysis will be used to plan for subsequent lessons.

- Limit amount of time for review of homework in class. If you are following the guidelines and targeting/differentiating homework based on student needs, the review of homework will be quick.
- You may choose to provide feedback to students 1:1, in a group or as a class. Your feedback can be written or oral.
- Feedback should be:
 - Corrective in nature
 - Timely
 - Specific
 - Students can effectively provide their own feedback (example: keeping track of their own speed/accuracy, graphing progress, etc...)
- Homework completion will not result in a reward/consequence system. Research shows that if students are not at the independent stage for practice, they need extra practice time at school, not homework. If a student cannot do the homework in the time allotted, the student either needs more instruction or extra help. A portion of recess may be taken for the teacher to provide 1:1 or small group additional instruction on the missed homework assignment. If a pattern of missed homework occurs, the teacher will contact the parent.

Projects and Long-term Assignments:

Projects and long-term assignments are encouraged. Projects should be designed to blend multiple standards and be cumulative in nature. Teachers will prepare a written summary of the project requirements, timelines, and grading rubrics. Teachers will provide adequate class time to enable the student to complete the project and receive up to an A or the equivalent. Teachers will utilize class time to conference with students and provide feedback during project creation. Students may use additional time outside of school to enhance the project.

Record keeping:

Keep record of homework completion and/or reading logs, reflected as one grade per marking period per subject (total number of assignments completed/total number of homework given). In the area of Language Arts, the combination of homework completion and/or reading logs should not exceed 5% of the total marking period grade. If a teacher chooses not to grade the completion of assignments in this manner, homework completion can be recorded under "Prepares for Class" in Characteristics for Successful Learners. In grades 3-6, comment code 32 "Is prepared for class" (assignments and materials) may be used for each specific subject area.

Grade levels should be consistent with their record keeping practices.

Roles and Responsibilities:

Teachers:

1. Adhere to the guidelines provided above.
2. Assign relevant, challenging and meaningful homework that reinforces classroom learning. Assignments should allow for varied learning styles by including choices in the types of assignments when possible.

3. Give clear instructions and make sure students understand the purpose.
4. Give feedback.
5. Involve parents and contact them if a pattern of late or incomplete homework develops.
6. Modify homework assignments/grades based on students' individual needs. (i.e. IEP, 504 Plans)
7. Provide rubrics to score/grade projects.

Parents:

1. Set a regular, uninterrupted study time each day.
2. Establish a quiet, well-lit study area for their child to work.
3. Monitor student's organization and daily list of assignments in his/her assignment planner.
4. Help student work to find the answer.
5. Be supportive when the student gets frustrated with difficult assignments.
6. Report homework concerns to the teacher.
7. Prohibit cheating, plagiarism and any other dishonest practices in the completion of homework.
8. Parents may sign children's unfinished homework if the time allocation has been used. From time to time, students may need some additional minutes to complete homework based on their individual understanding and ability. If this becomes a concern, the parent should contact the teacher.

Students:

1. Write down assignments in the assignment planner.
2. Be sure you understand assignments; don't be afraid to ask questions if necessary.
3. Set aside a regular time for studying and independent reading.
4. Find a quiet, well-lit study area to complete homework assignments.
5. Work on homework independently whenever possible, so that it reflects your ability.
6. Produce quality work that demonstrates effort according to teacher expectations.
7. Make sure assignments are done according to the teacher's instructions and completed on time.

Resources

Barber, Bill. "Homework Does Not Belong on the Agenda for Educational Reform." *Educational Leadership*, May 1986: 55-57.

Bennett, Sara, and Nancy Kalish. [*The Case Against Homework: How Homework Is Hurting Our Children and What We Can Do About It*](#) (New York: Crown, 2006).

Buell, John. *Closing the Book on Homework: Enhancing Public Education and Freeing Family Time*. (Philadelphia: Temple University Press, 2004).

Dudley-Marling, Curt. ["How School Troubles Come Home: The Impact of Homework on Families of Struggling Learners."](#) *Current Issues in Education* [On-line] 6, 4 (2003).

Hinchey, Patricia. "Rethinking Homework." *MASCD* [Missouri Association for Supervision and Curriculum Development] *Fall Journal*, December 1995: 13-17.

Kohn, Alfie. [*The Homework Myth: Why Our Kids Get Too Much of a Bad Thing*](#) (Cambridge, MA: Da Capo Press, 2006).

Kralovec, Etta, and John Buell. *The End of Homework: How Homework Disrupts Families, Overburdens Children, and Limits Learning* (Boston: Beacon Press, 2000).

"The Case For and Against Homework" by Robert Marzano and Debra Pickering in *Educational Leadership*, March 2007 (Vol. 64, #6, p. 74-79). www.ascd.org

Samway, Katharine. "'And You Run and You Run to Catch Up with the Sun, But It's Sinking.'" *Language Arts* 63 (1986): 352-57.

Vatterott, Cathy. ["There's Something Wrong With Homework."](#) *Principal*, January-February 2003: 64.

Waldman, Ayelet. ["Homework Hell."](#) Salon.com. October 22, 2005.

HEALTH SERVICES

The primary function of school health services is preventive in nature. The Certified School Nurses and other health room staff of Warwick School District provide and coordinate services which are mandated by the Pennsylvania Department of Health and Warwick School District Board policy. Health room care is available for students who become ill or are injured **while in school**. Illnesses or injuries occurring outside of school should be evaluated by your family health care provider. Health room personnel may not diagnose and are not a replacement for medical care from your family health care provider.

IMMUNIZATION REQUIREMENTS

The Pennsylvania School Immunization Law requires the following minimum immunizations for all students entering school.

- Four or more doses of diphtheria and tetanus vaccine, with one dose administered on or after the fourth birthday.
- Three or more doses of polio vaccine.
- Two doses of measles (rubella) vaccine, preferably given as an MMR, with the first dose administered at 12 months of age or older and the second dose administered at least 30 days after the first dose.
- Two doses of mumps vaccine, preferably given as an MMR, administered at 12 months of age or older and the second dose administered at least 30 days after the first dose.
- One dose of German measles (rubella) vaccine, preferably given as an MMR, administered at 12 months of age or older.
- Three properly spaced doses of hepatitis B vaccine, with a minimum of 28 days between the first and second doses, and the third dose separated by at least 4 months after the first dose and at least two months after the second dose. The third dose must be given after 6 months of age.
- Two doses of varicella (chickenpox) vaccine; OR a written statement from the parent, guardian, or health care provider noting the age of the child when he/she had the chickenpox disease.
- **Children entering 7th grade need the following additional vaccines:**
 - * One dose of tetanus, diphtheria, acellular pertussis (Tdap) vaccine if 5 years has elapsed since the last tetanus immunization.

* One dose of meningococcal conjugate vaccine.

Proof of immunization is required before a student may enter school for the first time or transfer from another school. Students will be excluded from school if immunizations are not completed by the date established by the Pennsylvania Department of Health. Proof of immunization means a **written verifiable record** showing the dates (month, day, year) your child was immunized. Parents are encouraged to provide to the school nurse, the dates of all immunization boosters that the student receives during his/her school years. **The only exemptions to the school laws for immunization are for medical reasons documented by your medical doctor and for religious beliefs.**

PHYSICAL EXAMINATION

The Pennsylvania School Code, Section 1402 requires that students have medical examinations performed upon original entry (kindergarten or first grade), sixth grade and eleventh grade. Students with incomplete health records will also be required to have a medical examination. The medical examination must be performed on or after September 1st of the previous school year to be acceptable. It is recommended that these examinations be performed by your family physician so that needed immunizations and care can be completed. The school physician will examine your child if you are unable to have your family physician complete the exams. Failure to return the medical form completed by the family physician or signed permission for the school exam will require the involvement of the principal.

DENTAL EXAMINATION

In accordance with the Pennsylvania School Code, dental examinations are required for all students upon original entry into school (kindergarten or first grade), third grade and seventh grade. Transfer students and students with incomplete health records will also be required to have a dental examination. It is recommended that your family dentist perform your child's exam as he or she can best evaluate and assist in obtaining the necessary corrections. The school dentist will examine your child if you are unable to have your family dentist complete the exam. Reports of dental examinations performed by the family dentist on or after September 1st of the previous school year will be accepted and must be returned to the school nurse no later than November 30th. Failure to return a form completed by the family dentist or signed permission for the school exam will require the involvement of the principal.

SCHOOL HEALTH SCREENINGS

The following school health screenings are performed as outlined by Pennsylvania School Health Law. Parents can set-up a portal account to access a student's health screening results through the confidential online "health report card."

- **Hearing Screenings** are performed annually for students in kindergarten through third grades, seventh grade, and eleventh grade.
- **Vision Screenings** (far and near) are performed annually for all students. Additionally, convex lens screening is performed for all first grade students; color vision and depth perception screenings are performed for all second grade students.
- **Height, Weight, and Body Mass Index (BMI)** are measured annually for all students.

MEDICATION GUIDELINES

When possible, all doses of medicine should be given at home. If it is necessary to take medication at school, the following procedures **must** be followed:

- **All** medication must be kept in the health room. Students may **not** carry medicine of **any** kind or keep the medicine in their lockers or desks. Exceptions to this policy *may* be granted providing that the parent/guardian obtains a written request from the student's physician **and** approval from the principal. Students needing to carry and self-administer asthma inhalers and/or Epinephrine auto-injectors will be permitted to do so upon receipt of the self-administration authorization forms completed by the parent/guardian **and** the licensed prescriber each school year.
- It is the expectation of the District that the parent/guardian or adult authorized by the parent/guardian deliver the medications to the nurse. It is also the responsibility of the parent/guardian, or an adult authorized by the parent/guardian to pick-up any remaining medication from the nurse.
- It is the responsibility of the student to report to the nurse at the time the medication is to be given.
- **All medications** require **both** written parent/guardian consent and written authorization from the licensed prescriber. Medication orders must be presented to the nurse in writing, with an original signature, or an authorized electronic signature of the licensed prescriber. Written parent/guardian consent and written authorization from the licensed prescriber for medication administration are required each school year, and also each time a change in medication type, dosage, or time of administration occurs throughout the school year.
- **Over-the-counter (nonprescription) medications** require **both** written parent/guardian consent **and** written authorization from the licensed prescriber. Standing orders written by the school physician(s) authorize the administration of certain over-the-counter medications as outlined in the Warwick School District's "Health Room Guidelines for First Aid and Emergency Care." Medications that can be

administered per the standing orders are listed on the “Annual Health Update” form and require annual written parent/guardian consent.

- **All medications** must be sent in the original container with proper and legible labels affixed. Expired medications and medications sent in baggies, plastic containers, etc., will **not** be administered.
- Please feel free to contact the nurse with any questions regarding the above guidelines. To review the entire Warwick School District Policy regarding the administration of medications in school, field trips, and other school-sponsored activities, please refer to Board Policy 6130.

ILLNESS AND INJURY

A student who becomes ill or injured during school hours should report to the school nurse after receiving permission from the supervising teacher. The nurse will administer first aid care. The ill/injured student should not leave the building under any circumstances without permission from the nurse or administration. The nurse will contact the parents in the event that the student needs to be taken home or needs to be referred for further medical care. It is the responsibility of the parents to make arrangements to take the child home or to the physician. The nurse has the authority to summon an ambulance without prior notification of the parent/guardian or physician, and parents are responsible for the ambulance fee.

COMMUNICABLE AND OTHER DISEASES

A student may be temporarily excluded from school because of symptoms suggesting a communicable disease or other condition that may be transmitted. Students will be sent home from school if:

1. They are obviously ill or have a temperature at or above 100 degrees. It is advised that a student be fever-free for 24 hours before returning to school.
2. They have unusual skin eruptions, or other symptoms suggestive of an infectious condition.

Students excluded by the school nurse for suspected infectious diseases such as conjunctivitis, impetigo, scabies, strep throat, and etc., may return to school when they are judged to be noninfectious by the nurse or upon written permission by a physician indicating that the student is free of the infectious disease or condition.

Students will be permitted to attend school after treatment for the following conditions **if they have waited for the proper time interval and are checked by the school nurse upon returning to school:**

1. Chicken pox/ Shingles –all lesions are crusted and dry.
2. Head lice – after appropriate treatment and removal of all nits.
3. Ringworm – after appropriate treatment and if the area can be covered.

If you have any questions, do not hesitate to call the school nurse.

GYM CLASS AND RECESS EXCUSES:

Written requests addressed to the principal are required from parents for the following reasons:

1. A child excused from physical education classes for one or two sessions. A doctor's excuse is necessary for more than two consecutive classes.
2. A child staying indoors for one day during recess for health reasons.

LUNCH PROGRAM

Warwick School District has excellent food service facilities. Nutritious lunches, including milk, are available to all students. The menu is e-mailed to the home each month and is available on the district website. Meals served at school have been nutritionally analyzed to insure students receive a well-balanced meal daily. Please encourage your student to eat all of the five meal components offered with the lunch. For those who carry lunch to school, milk and bottled water are available for purchase. Ala carte items are not included in the price of the meal.

There are several ways to pay for school lunch. Students may pay cash on the lunch line. Money can be deposited by check to a student's lunch account, and meal purchases will be debited from the balance. Parents may choose to deposit funds using the EZSchoolpay.com on-line payment service. MasterCard, VISA and Discover cards are accepted with a minimal transaction fee. Registration for EZSchoolPay.com is free and lunch account balances can be monitored on-line after your student has been registered.

If your student does not have money to pay for lunch, the entrée will be replaced with either a peanut butter and jelly or cheese sandwich. You will be advised when your student has received three substitute lunches.

When sending lunch to school with your child, please select food and containers that can be handled independently by the student. The monitors in the dining room may not be able to give immediate help to every child.

Please notify the school nurse if your child is allergic to milk or certain foods. A milk substitute can only be offered if it includes all the nutrients of an 8oz. glass of milk, however, 100% fruit juice is available daily as a fruit choice. Fruit juice, along with another fruit, are included as part of the student meal. The Warwick Food and Nutrition staff looks forward to serving your student a nutritious school lunch daily!

SCHOOL BREAKFAST

Breakfast is available to all students in the Warwick School District at a minimal cost. Students eligible for free and reduced meals are welcome to a free breakfast daily. Ala carte items are not included in the free and reduced program.

The elementary breakfast is Grab and Go and is available ten minutes prior to the start of the school day. Students enter the cafeteria upon their arrival at school, pick up their breakfast, and take it to the classroom to eat. Breakfast at the secondary level is available in the cafeteria and eaten in the dining room prior to homeroom. Warwick Food and Nutrition invites every student to kick-start their day with breakfast, the most important meal of the day!

BUS TRANSPORTATION

Bus transportation is provided for those students in grade 1 through grade 6 who live one mile or more from the school. The decision for bus assignments is made by the assistant superintendent. No children will be permitted on the bus unless they are on the assigned bus list. If an emergency arises and an unassigned child needs bus transportation, a note must be written by the parent to the principal for approval. Students assigned to bus transportation must ride the bus. Exceptions must be accompanied by a written request from the parent. Students are required to remain in their seats on the bus and not raise their voices in a loud manner. Cooperation with the bus driver is the key for adherence to good safety practices. (The Bus Conduct Code and Discipline Code are printed at the end of the handbook.)

WALKERS

Walkers should go directly home from school. This is particularly important if your child is crossed by a safety or adult crossing guard. Some of the streets are heavily traveled after 2:30, and many children need assistance crossing them. If the students tarry too long, the guards will not be on duty when the children are ready to cross.

BIKE RIDERS

Students in grades 4 through 6 may only ride bicycles to school after receiving permission from the building principal. Parents who wish to have their child ride to school should submit a request in writing. Students in grades K to 3 are permitted to ride their bicycles when accompanied by a parent.

OTHER GENERAL INFORMATION

SCHOOL DRESS

We encourage students to wear sensible and appropriate clothes to school. The principal will contact a parent if a child is sent to school in what is judged to be inappropriate dress. Inappropriate dress is defined as apparel that is disruptive to the educational process and/or causes a safety concern. Hats, Heelys shoes, flip flops or sandals without a back, spaghetti strap tops, skirts/shorts less than finger tip length or clothing that references drug, alcohol or offensive language are not permitted to be worn in the building.

RECESS EQUIPMENT

Most of the equipment that is needed for recess activities is provided by the school. At times, students bring articles and pieces of equipment from home that are inappropriate for use on our playgrounds. Please do not permit your child to bring the following:

1. Hard baseballs or Lacrosse balls
2. Skateboards, scooters
3. Toy weapons
4. Roller skates/roller blades
5. Any sharp objects

Note: Students should not bring computer toys, radios, recorders and other expensive equipment to school unless arrangements have been made with the teacher. If a child brings these items to school, teachers will send them to the office for safekeeping. We will return the toys and equipment to your child after parent contact is made.

LOST AND FOUND ITEMS

At the end of each year, many articles are left in the school unclaimed. Some of these items are of considerable value. If you or your child think that an item might have been lost, check the lost and found box before the end of each month. All unclaimed items at the end of the school year are donated to charity.

PARTIES

Teachers will not distribute invitations to parties held outside of school unless every child in the class is invited. This is because those not invited can have hurt feelings. Please do not ask the teacher or secretary for addresses or telephone numbers. We honor the right of privacy for parents.

SAFETY/TRANSFERS/WITHDRAWALS

SAFETY PATROL

Members of the safety patrol are chosen by the safety patrol director and the teachers. They are selected for their courtesy, dependability, attitude toward others and scholastic standing. Patrol members' duties include helping other students arrive at school and back home safely, and also reporting dangerous practices of students to the director. They are expected to report for duty on time, perform their duties faithfully, set good examples to other students and make satisfactory progress in their academic work. At the end of the school year, patrol members are rewarded for the service they have rendered to fellow students with a special trip/activity.

WITHDRAWAL AND TRANSFERS

Parents should inform the school at least one week before the child will be withdrawn. This will enable us to prepare reports for the next school district. Parents must sign a release for school records to be sent to a receiving district.

The student will be given a transfer card and his/her immunization card to be taken to the new school.

No pupil shall be allowed to attend school out of his assigned attendance areas except by special permission. Request for such changes must be in writing to the Superintendent. Such changes shall only be allowed for medical or psychological reasons. A student who moves into another school boundary area within the district after April 1st is permitted to complete the school year in the current school.

CHANGE OF STATUS

Parents are **required** to notify the school when there is a change in:

1. Home address
2. Home, cell or business telephone number
3. Your emergency contact person
4. Email

Please contact the Administrative Assistant at your child's school.

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

It is the policy of the Warwick School District to provide for all students to achieve their maximum potential through the programs offered in the school regardless of race, color, familial status, age creed, religion, sexual orientation, ancestry, national origin, handicap/disability, or any other characteristic by law. The district shall provide to all students,

without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities.

The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. Students who have been subject to discrimination are encouraged to promptly report such incidents to the building principal.

Complaints of discrimination shall be investigated promptly, and correct action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination. Discipline in school is essential to assure an orderly environment in which each student may live and learn to his/her full capabilities in harmony with others. Ideal behavior is self-directed and self-controlled; however, when this fails, discipline from outside the individual should be imposed to maintain an atmosphere conducive to learning.

PARENTS' RESPONSIBILITIES

- Make sure that the child's attendance at school is regular, punctual and that all absences are excused.
- Guide the child from the earliest years to develop socially acceptable behavior, to exercise self-control and to be accountable for his or her actions.
- Teach the child, by word and example, respect for the law, for the authority of the school and for the rights and property of others.
- Become acquainted with the school, its staff, curriculum and activities. Attend parent teacher conferences and school functions.
- Know the rules of the school and the consequences for violation of the rules.
- Send the child to school dressed and groomed appropriately.
- Help the child to develop an interest in learning and exploring a variety of fields of knowledge.
- Be sure the child is free of communicable disease and is in as good health as possible in order to ensure effective classroom performance.

STUDENTS' RESPONSIBILITIES

- Attend school regularly and punctually.
- Help to develop a climate in the school that is conducive to wholesome learning and living.
- Know and respect the rights and feelings of others.
- Express ideas and opinions in a respectful manner so as not to offend or slander others.
- Strive for mutually respectful relationships with teachers.
- Be aware of all rules and regulations for student behavior and language.
Follow these standards in school and on the bus.
- Make a conscientious effort in classroom work and make all necessary arrangements for making up work when absent from school.
- Exercise proper care when using public facilities and equipment, and respect the property of others.

- Dress and groom appropriately.
- Assume that until a rule is waived, altered or repealed, it is in full effect.

TEACHERS' RESPONSIBILITIES

- Help develop a climate in the school that is conducive to wholesome learning and living.
- Strive for mutually respectful relationships with students.
- Provide an interesting, stimulating and comfortable classroom climate that will prevent most discipline problems from developing.
- Be fair, firm and consistent in enforcing school rules in classroom, hallways, restrooms, school buses and at school-sponsored activities.
- Guide learning activities so students learn to think and reason, to assume responsibility for their actions and to respect the rights and property of others.
- Participate in the establishment of school rules and regulations regarding student behavior; explain the rules to students and require observance of them.
- Demonstrate, by word and personal example, respect for law and order, and self-discipline.
- Inform parents regarding student achievements and behavior, both positive and negative.
- Refer to a counselor or administrator any student whose behavior requires special attention.

PRINCIPALS' RESPONSIBILITIES

- Help to develop a climate in the school that is conducive to wholesome learning and living.
- Create the best teaching-learning situation possible.
- Take leadership in establishing reasonable rules and regulations for the well-ordered operation of the school.
- Make these rules and regulations known to and understood by students, parents and all school staff.
- Receive teacher and counselor referrals of students with behavioral problems, confer with these students and their parents, and establish procedures for bringing about modification of the student's behavior.
- Be fair, firm and consistent in all decisions affecting students, parents and staff.
- Demonstrate by word and personal example, respect for the law and order, and self-discipline.
- Become acquainted with students by visiting classrooms and attending school activities.
- Maintain open lines of communication between school and home.
- Maintain ongoing communication with the faculty about the status of discipline within the school.
- Inform teachers promptly of the disposition of disciplinary referrals made by that teacher.

BEHAVIOR

All teachers will monitor behaviors in their classrooms and in the hallways. If a student is seen misbehaving on school property, the teacher will speak to the child and then take the following steps, depending on the behavior:

LEVEL I OFFENSES:

Minor offenses will be handled by the classroom teacher.

EXAMPLES OF LEVEL II OFFENSES:

- Defiant behaviors
- Forged signatures
- Throwing food in the cafeteria
- Vulgar language and gestures

CONSEQUENCES:

- With first infraction, teacher will deal with the situation and notify parents.
- Subsequent infractions, teacher notifies the principal.
- Principal's discretion
 - Restitution
 - In-school suspension
 - Out-of-school suspension

EXAMPLES OF LEVEL III OFFENSES:

- Vandalism
- Smoking or possession of tobacco products—name given to District Judge
- Truancy
- Stealing
- Fighting
- Harassing or threatening others

CONSEQUENCES:

- With first infraction, teacher will deal with the situation and notify parents.
- Subsequent infractions, teacher notifies the principal.
- Principal's discretion
 - Restitution
 - Detention
 - In-school suspension
 - Out-of-school suspension
 - Notification of police

EXAMPLES OF LEVEL IV OFFENSES:

- Possessing, using, selling or under the influence of drugs and alcohol including look-alike drugs
- Carrying weapons such as knives, bullets, guns — including look-alikes
- Continued harassment or threats to others

CONSEQUENCES:

- Principal's discretion
 - In-school suspension
 - Out-of-school suspension
 - Notification of police

HARASSMENT REPORTING PROCEDURES

Any student who alleges verbal, physical or sexual harassment by a staff member or student in the school district should promptly report such harassment directly to his or her teacher, building principal, assistant superintendent, or superintendent of schools. Reporting harassment will not reflect upon the individual's status, nor will it affect grades.

Sexual harassment may include, but is not limited to, the following: Verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes, posters, etc., suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc. The building principal shall be responsible for a prompt and thorough investigation of an alleged harassment complaint. In the event the complaint involves a principal, the superintendent shall investigate the complaint. A written report of the allegation and investigation shall be filed with the superintendent of schools within ten days of the complaint.

Bullying/Cyber-bullying – Policy no. 249

The Warwick Board of School Directors is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying/cyber-bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the **Board prohibits all forms of bullying/cyber-bullying by district students.**

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Each student is responsible to respect the rights of others and to ensure an atmosphere free from bullying. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct/Student Handbook, which may include but not limited to the following:

1. Counseling within the school.

2. Parental conference.
3. Loss of school privileges.
4. Transfer to another classroom or bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/therapy outside of school.
10. Referral to law enforcement officials.



BULLYING & CYBER-BULLYING (ELEMENTARY POSTER)

Remember to Always...

- 1. Be Responsible**
- 2. Be Respectful**
- 3. Be Ready**

And to NEVER...

Bully or Cyber-Bully

And if you do, in addition to receiving support services...

Consequences WILL include:

1. Meeting with the Principal.
2. Calling your Parents and/or Parent conference.

Other Consequences MAY include:

1. Loss of school privileges.
2. Transfer to another classroom or bus.
3. Exclusion from school-sponsored activities.
4. Suspension.
5. Expulsion.
6. Referral to law enforcement officials (Police).

IMPORTANT: If ever you feel that you or someone you know is being bullied or cyber-bullied...

Report it immediately to a teacher or staff member.

Warwick School District

School Board Policy 249

August 2011



WARWICK SCHOOL DISTRICT

REGULATIONS FOR PUPILS RIDING

SCHOOL BUSES

THE PRIVILEGE OF ANY PUPIL TO RIDE A SCHOOL BUS IS CONDITIONED UPON GOOD BEHAVIOR AND OBSERVANCE OF THE FOLLOWING RULES AND REGULATIONS. ANY PUPIL WHO VIOLATES ANY OF THESE RULES OR REGULATIONS WILL BE REPORTED TO THE PRINCIPAL OF THE SCHOOL FOR NECESSARY CORRECTIVE ACTION.

1. The driver is in charge of the bus and pupils. Obey the driver promptly.
2. Be on time. The driver cannot wait beyond the regular schedule for those who are tardy.
3. Pupils must ride their assigned bus and get off at the designated location.
4. Pupils must not engage in any activity which might damage or cause excessive wear to the bus or other property.
5. Students should report to the driver any damage done to the bus. Persons causing damage shall be expected to defray the full cost of repairs before riding privileges are restored.
6. Always cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver. (Minimum of 10-12 ft.) Cross only on the driver's signal.
7. Do not run toward or cross the street in front of a school bus while it is in motion.
8. Never stand in the road while waiting for the bus. Wait in an orderly line off the highway or street.
9. Pupils must board the bus and immediately take a seat without disturbing other passengers; ride three in a seat and do not move within the bus or exchange seats while it is in motion.
10. Pupils must not engage in any activity that might divert the driver's attention away from driving the bus and cause an accident, such as:
 - (a) loud talking or laughing, or unnecessary confusion.
 - (b) unnecessary conversation with the driver.
 - (c) extending any part of the body out of the bus windows.
11. The following activities are prohibited at all times:
 - (a) behavior to include: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving and similar offensive acts.
 - (b) smoking on the bus.
 - (c) eating, drinking or chewing gum.
 - (d) possessing knives or sharp objects.
 - (e) bringing animals on the bus.
 - (f) throwing articles or objects inside or from the bus.
 - (g) tampering with mechanical equipment, accessories or controls of the bus.
 - (h) obstructing the aisle in any manner.
 - (i) occupying more space in a seat than required. (All items including musical instruments that students bring on a bus must be held by the student and will not be placed on seats or in the aisle.)
 - (j) tracking mud or dirt onto the bus.
 - (k) littering the bus.

- (l) opening or closing windows without permission of the driver.
12. Any pupil who persists in violating any of these rules or regulations shall be reported to the principal of the school which the student attends for disciplinary action. After due warning has been given, the principal shall withdraw the privilege of riding the bus for a specified period.
13. Any complaints of drivers, pupils or parents, not specified in the above regulations, shall be reported promptly to the principal or transportation office.
14. The use of video cameras on school buses is aimed at preventing discipline problems from occurring while not serving as a threat to normally acceptable student behavior. Video cameras will add a dimension of verification of student behavior that will not further detract driver attention. Video monitoring will not replace the responsibility of the driver to control the students riding his/her bus. All bus discipline policies and procedures remain in effect and the driver must continue to monitor the behavior of riders as has been expected in the past.

TRANSPORTATION GUIDELINES

Parents sometimes request changes in their children's transportation schedule to accommodate baby-sitters, visits to grandparents, their own work schedules, etc. These variations include different pickup or discharge locations on certain days, or even riding different buses on some days. Student schedules are becoming very complicated with an increasing number of changes being requested. We have great concern for the safety and security of those students who vary their transportation schedule. There is the increased possibility of not picking up a waiting student or of discharging a student at an incorrect stop. Our liability carrier strongly recommends that we discontinue this dangerous practice.

Consequently, effective September 6, 1994, the following policy is in effect:

- Requests for Warwick School District bus transportation from locations other than the student's home will be considered only if it is in the school attendance area to which the student is assigned. Kindergarten students will be assigned to a morning or afternoon session depending on the location of the their home or baby-sitter.
- Students will be assigned to bus stops only on a consistent basis. For example, parent works Wednesdays, Thursdays and Fridays. Student will be brought home on Mondays and Tuesdays and taken to a baby-sitter or day care Wednesdays, Thursdays and Fridays. This schedule must be consistent. We cannot honor requests for transportation that will vary each week.
- Requests for a change in transportation will become effective only after adequate time has been given to properly notify all concerned and make the necessary changes.
- Exceptions to the assigned transportation may be granted by building principals for emergencies such illness or death in the immediate family, parents out of town, etc. Requests for transportation changes for non-emergency reasons (working on school projects, staying overnight with a friend, scout meetings, family shopping, etc.) will not be accepted. Telephone requests will be taken in case of emergency only. All other requests must be made by completing a "Transportation Request Form" and submitting it

to the transportation office located at the district office. Notes requesting transportation changes signed only by parents will no longer be accepted by bus drivers.

- Requests for transportation to a baby-sitter will be granted only if the baby-sitter is on the established bus route.
- Students will be permitted to ride only the bus to which they are assigned. In addition, they will be permitted to get on or off the bus only at the stop to which they are assigned for safety reasons.
- Baby-sitting/Day-care “Transportation Request Form” must be submitted before July 10 of each year. Student bus stops revert back to the home location at the end of each school year. Requests for transportation to baby-sitters must be made annually.
- If your child is to be transported to and/or from school at a location other than your home, please fill out a “Transportation Request Form” and return it to the transportation office located in the district office. “Transportation Request Forms” are available at each school.

While this change may cause parents temporary inconvenience, please be sure that it is necessary for the safety of all our transported students. We are very serious about our responsibility for transporting students to and from school safely. We appreciate your cooperation in this matter. If you have any questions, please feel free to call either Deb Weidler, Transportation Coordinator, at 626-3734 x3880 or Dr. Floyd, Assistant Superintendent, at 626-3734 x3752.

WARWICK SCHOOL DISTRICT **WEAPONS POLICY**

6425.1 Students may not possess, at any time or under any circumstances, a weapon on a school bus or vehicle, in a school building or on the grounds, or during a sponsored activity of the Warwick School District. The definition of “weapon” includes, but is not limited to:

6425.1a Any knife, cutting instrument, cutting tool, nun-chuck, stick, club, firearm, shotgun, rifle, air gun or spring gun.

6425.1b A firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon; and

6425.1c Any “look-alikes” of any items listed above.

6425.1d Any item intended to be used or being used to inflict bodily injury or property damage.

6425.2 In instances where it is determined that students have violated this policy, the following action will be taken:

6425.3 ALL STUDENTS

6425.3a The student will be immediately taken to the principal’s office where he/she will remain until parent(s) arrive.

6425.3b The weapon or item considered to be a weapon shall be immediately confiscated and secured.

6425.3c The incident will be reported to the student’s parent(s)/guardian(s).

6425.3d The incident will be reported immediately to police.

6425.3e The student will be removed from class or suspended until such time as a parent conference is held.

6425.4 ELEMENTARY STUDENTS (K-6)

6425.a Possession of a weapon, no intent to use:

6425.4a1 The administration shall follow steps 6425.3a through 6425.3e (All Students).

6425.4a2 The administration may suspend the student from school for a period of up to ten (10) school days.

6425.4a3 The administration may refer the student to the Board with a recommendation for expulsion.

6425.4b Use or possession of a weapon/critical situation/with intent to use it:

6425.4b1 The administration shall follow steps 6425.3a through 6425.3e (All Students).

6425.4b2 The administration shall immediately suspend the student from school for ten (10) days.

6425.4b3 The administration (superintendent) shall refer the student to the Board with a recommendation for

expulsion from school for a period of not less than one year. On a case-by-case basis, the superintendent may recommend discipline short of the one year expulsion.

6425.5 SECONDARY STUDENTS (7-12) In all instances of violations of this policy:

6425.5a The administration shall follow steps 6425.3a through 6425.3e (All Students).

6425.5b The administration (superintendent) shall refer the student to the Board with a recommendation for expulsion from school for a period of not less than one year. On a case-by-case basis, the superintendent may recommend discipline short of the one-year expulsion.



Student Attendance Manual

WARWICK SCHOOL DISTRICT

301 West Orange Street
Lititz, PA 17543



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Overview

The Warwick School District is committed to working with students and parents/guardians to provide a framework that supports consistent and regular attendance for all children. We value the education of our students, recognizing the relationship between regular attendance and student achievement. We work with our families to ensure that whenever possible, their children are in attendance at school.

The purpose of this attendance manual is to provide information about the laws and regulations governing school attendance, and the procedures followed by the District to maintain compliance with these mandated policies. Through utilization of the guidelines and forms provided in this manual, the District reinforces consistent implementation of attendance procedures across all K-12 schools. These procedures help ensure students attend school on a regular basis.

Pennsylvania Compulsory Education Laws

The term *compulsory school age* in Pennsylvania refers to the period of a child's life from the time the child enters school as a beginner (first grade), which may be no later than eight years of age, until the age of seventeen or graduation from a high school, whichever occurs first. It is mandatory for all children of compulsory school age having a legal residence in Pennsylvania to attend a day school in which the subjects and activities prescribed by the Standards of the State Board of Education are taught in the English language, except in certain situations found in sections 1327, 1327.1, 1329, and 1330 of the Pennsylvania School Code.

All students from age 8 until age 17 are required to participate in an approved educational program. Parents or guardians are required by law to ensure that their children attend an approved educational program.

The following chart provides a quick overview of Pennsylvania's educational laws regarding compulsory school attendance.

Code Section	Tit. 24 §§13-1326, et seq.
Age at Which School Attendance is Required	Between 8 and 17
Exceptions to Attendance Requirements	Graduated high school; 15 and with approval, child may enroll in private trade school; enrolled in home education program pursuant to Tit. 24 §13-1327.1 or private school; physical/mental defects rendering education impracticable; 16 and lawfully employed; 15 and engaged in farming or domestic service or 14 if engaged in same having achieved highest elementary grade; resides over 2 miles from nearest public highway, school or free public transportation is not furnished
Home School Provisions	File annual notice with a notarized affidavit of various information including proposed education objectives and immunization record; evaluation by teacher or administrator; minimum course requirements at each educational level; portfolio of records and materials
Penalties on Parents for Noncompliance	Up to \$300, together with costs and upon default of payment subjected to county jail up to 5 days

Source: <http://law.findlaw.com/state-laws/compulsory-education/pennsylvania/>

Although the compulsory education law defines the starting age as 8 years, the Warwick School District implements these regulations as soon as a student enrolls in the school system. For example, if a student is enrolled in kindergarten at the age of 5 or 6 years old, the district will implement the attendance laws for that child. All students enrolled in the district prior to the age of 8 must abide by the attendance laws.

Absence from School

Absence is defined as the nonattendance of a student on a day that school is in session. It is expected that a parent/guardian notify the school about the student's illness or family emergency on the day of the absence.

Unlawful Absence (under 17 years of age)/Unexcused Absence (17 years of age or older)

Parents/guardians must provide a written explanation for the absence of their student. All absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three (3) school days of the absence. If no written explanation is provided, the absence is recorded as unexcused/unlawful. Likewise, if a written explanation offers an excuse for absence that is not allowable (as outlined in Board policy no. 204 of this attendance manual), the absence will be recorded as unexcused/unlawful. If a written explanation is questionable in nature, the absence will be investigated. An absence only becomes excused when the school codes it accordingly.

When students under the age of 17 have an unexcused absence, the absence will be counted as unlawful. As per the Pennsylvania Department of Education, all unlawful absences are considered truant.

Unexcused absences include absence from school due to parental neglect, parental consent for reasons other than those specifically excused, illegal employment, and truancy.

Lawful Absence

A lawful absence from school is broadly defined by the state. Excused absences from school at the Warwick School District include the following:

Illness

Prearranged medical, dental, clinic, or hospital appointment

Court appearances

Funeral of relative

Educational trips pre-approved by the appropriate administrator - limit of two (2) annually, not to exceed a total of (5) school days

Student visits to colleges - maximum of three (3) days annually

Authorized school activities

Family emergencies

Observance of student's religious holiday

Participation in religious instruction program - maximum of 36 hours annually

Attendance at PA State Farm Show - one (1) day only

Participation in a 4-H, FFA or combined 4-H and FFA project - upon written request

Hunting - maximum of three (3) days annually

The building administrator may require a doctor's certificate in situations where frequent absences are occurring and/or it appears absences are unexcused and/or unlawful. This requirement may remain in effect for the remainder of the school year.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification are permitted during a school year. All cumulative lawful absences verified by parent note beyond ten (10) days will require an excuse from a physician. Students who are legally absent have the opportunity to make up any work missed. It is expected that students complete the work within the time frame allotted by school staff.

Educational Trips

A student may be permitted to take a limit of two (2) educational trips per school year, with his/her parents/guardians, not to exceed a total of five (5) school days. These trips are to be pre-approved and comply with program requirements as described in the *Student Handbook*. When an educational trip requires an absence of one day from school, an *Educational Trip Request Form* must be completed and given to the building administrator for prior approval. When an educational trip requires an absence of two or more consecutive days, the *Educational Trip Request Form* must be completed and returned to the Superintendent's Office at least one (1) week prior to the trip. See the Appendices section for a copy of this form. The form is also located on the district and school websites.

Educational trips for the first and last ten (10) days of school and during scheduled testing times (for

state-mandated assessments - PSSA, Keystone Exams; final exams) are strongly discouraged and may not be approved during these windows. The testing calendar is available in your student's school office.

Educational trips will not be approved for students who are failing their subjects or have unexcused absences. Shopping trips and similar activities will not be approved as educational trips.

Parents/guardians are encouraged to contact the student's building administrator for details relating to excused absences for educational trips.

Medical Appointments

Students with an appointment to visit a doctor or dentist during school hours may be excused for the absence if a signed written request is provided by the parent/guardian prior to the event. The written request should include the name of the physician and appointment time. A note from the doctor/dentist must be given to the office upon the student's return to school. If a student does not bring a note to school before leaving for an appointment, the absence will be marked unexcused.

If an appointment becomes necessary at the last minute, the parent/guardian should contact the building to provide authorization for the student to leave school. A note from the doctor/dentist should follow the student's return to school, recognizing the three-day grace period.

Student athletes are strongly encouraged to make appointments after school hours. If students in extracurricular activities have a doctor's appointment prior to 1:00 p.m., they must return to school before the end of the school day with a note from the doctor/dentist in order to participate in the after school events.

Tardiness

Tardiness is defined as arriving late to a student's homeroom or class. Tardiness can have a significant negative impact on the learning process. Students must be in their homeroom classes by the starting time of the school. Below are the starting and ending times for the elementary schools, middle school, and high school.

- Kindergarten: (A.M. Session) 8:00 a.m. - 10:45 a.m.; (P.M. Session) 11:50 a.m. - 2:30 p.m.
- Elementary (Grades 1 - 6): 8:00 a.m. - 2:30 p.m.
- Middle School (Grades 7 - 8): 7:55 a.m. - 2:45 p.m.
- High School (Grades 9 -12): 8:00 a.m. - 3:01 p.m.

District Accountability for Absences

It is the responsibility of each school to maintain accountability for student attendance. Building administrators are responsible for assuring that all regulations are followed. If there are situations that cannot be addressed at the building level, and/or issues that directly relate to district policy regarding attendance, the District Office will provide guidance.

As per Board policy no. 204, the Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing it in the student handbook, parent newsletters, district web site and other efficient methods. School rules and procedures governing student attendance, absences and excusals will be shared annually with these stakeholders.

Written Notification for Absences

The Warwick School District has implemented the following guidelines for monitoring attendance and providing written notification to parents/guardians about their student's absences.

Lawful Absences

After a student has seven (7) lawful absences (excuses consist of approved lawful absences), a Doctor's Excuse Warning Letter is issued to the parent/guardian.

After a student has ten (10) lawful absences (excuses consist of approved lawful absences), a Doctor's Excuse Required Letter is sent to the parent/guardian. Subsequent absences that do not have an accompanying doctor's note will be considered unlawful.

The written excuse is to be submitted within three (3) days of the absence.

Unlawful Absences

Absences are treated as unlawful until the school receives a written excuse, to be submitted within three (3) days of the absence.

After a student has one (1) unlawful absence, the school will send an Unlawful Absence Warning Letter.

After a student has three (3) unlawful absences, the school sends an Unlawful Absence Letter (the first official notice) via certified mail, which includes: (a) dates of the three (3) unlawful absences (or accumulated school time missed), and (b) legal penalties resulting from additional unlawful absences. If the letter is returned, the school will send another one using regular mail service.

After the third unlawful absence, the school may coordinate a Truancy Elimination Plan (TEP) (“Attendance Intervention Plan”) meeting to resolve the issue. All parties (student, parent/guardian, school staff, etc.) sign the TEP at the conclusion of the meeting.

Any additional unlawful absences (4 or more) that occur after the TEP meeting will result in citations from the District Magistrate’s office. Any future attendance issues should be referred to the district magistrate.

School-Family Conference & Truancy Elimination Plan (TEP)

Pursuant to the BEC 24 P.S. 13-1327, schools are required to notify the parent/guardian regarding the need for a joint conference upon the third unlawful student absence. The TEP (Section IV(A)(3) BEC 24 P.S. 13-1327) is developed cooperatively with involved stakeholders through a school-family conference.

The school-family conference engages all participants involved in the student’s life to explore possible solutions to increase the student’s school attendance. Maintaining open communication between the student and adults will facilitate positive outcomes. The purpose of the school-family conference is to discuss the cause(s) of the truancy and to develop a mutually agreed upon plan to assure regular school attendance. The school-family conference provides all individuals the opportunity to identify, understand, and explore all issues contributing to the student’s truant behavior.

The TEP should include, but not be limited to, the following components as appropriate:

Identification and provision of appropriate academic supports by the school and/or community organization(s)

Identification and provision of appropriate social, emotional, physical, mental, and behavioral health support from the school and/or community organization(s)

Identification of the school environment issues that affect the student's success and solutions to address these issues

Explanation of the student's strengths and responsibilities related to the TEP

Explanation of the family's strengths and responsibilities related to the TEP

Clarification of method(s) used for monitoring the effectiveness of the TEP

Explanation of the consequences for each stakeholder if the TEP is not fully implemented

Discussion of the benefits for successfully implementing the TEP

Follow up and report the outcome of the TEP

The TEP substantiates efforts made by the school, family, and other vested third parties to assist the student in addressing and resolving school attendance issues. This comprehensive system of supports and services provides documentation of the "good faith" effort between the school and the student's family should future action be required (e.g. citation to the magisterial district judge and referral to the county children and youth agency upon the fourth unexcused absence).

Appendices

School Board Policy no. 204 - *Attendance*

Relevant Sections from the Law - PA School Code Sections 1326, 1327, 1333 and 1354

Educational Trip Request Form - Request for Pre-approval

Doctor's Excuse Warning Letter (for seven lawful absences)

Doctor's Excuse Required Letter (ten lawful absences)

Unlawful Absence Warning Letter (for first unlawful absence)

Unlawful Absence Letter (for third unlawful absence - first "official" notice)

Truancy Elimination Plan