

# Williamsburg Elementary School



Home of the  
Little Blue Pirates

**2022-2023**





**WILLIAMSBURG  
ELEMENTARY  
SCHOOL**

**Parent / Student Handbook and Discipline Code  
2022 – 2023**

Lisa M. Murgas, Superintendent  
Jennifer A. Metzler, Elementary Principal

**607 Sage Hill Drive  
Williamsburg, PA 16693  
(814) 832-2125**

Welcome to the beginning of the 2022-2023 school year. We sincerely hope that this school year will be a happy and profitable one for your child. It is our aim at the elementary school to meet the educational needs of every student in order to be successful.

This handbook of information has been organized by the administration to inform you of district policies. Please read this handbook carefully and discuss its contents with your child. Many items are summarized so that you may be aware of the policies of your school.

We are looking forward to yet another great year at Williamsburg Elementary School.

This agenda belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Student ID: \_\_\_\_\_

# GENERAL INFORMATION

Phone: 814- 832-2125

Fax: 814-832-3042

## DAILY SCHEDULE

School begins at 8:55 AM and dismisses at 3:30 PM. Students are not permitted to enter the building until 8:45 AM. Students should arrive **no earlier** than 8:45 AM. (**Exception:** Only those students eating breakfast may arrive at 8:30 AM and enter the building as directed.)

### Daily Schedule

8:45 AM Classrooms open

8:50 AM Students are seated

8:55 AM School begins

3:25 PM Dismissal preparation

3:30 PM Dismissal

3:35 PM Bus dismissal

**NOTE:** *Pets are not permitted on school property at any time without prior approval from the administration. Safety for all children is our number one priority.*

## VISITORS

All visitors to the building must register at the office and receive permission to conduct business or enter classrooms. Normally permission will be granted only if the visitor has an appointment. Out-of-district student visitation is not permitted at any time.

## WEATHER EMERGENCIES

Our school will be closed if serious weather conditions make it dangerous to travel. At times a two-hour delay is scheduled to allow sufficient time to clear the roads. School delays and closings are announced using the District's mass notification system, SchoolMessenger.

## SCHOOLMESSENGER SYSTEM

You can sign up for the automated system to notify you of any events happening at the school such as weather emergencies, etc.. You will receive an automated call when your child is absent. This will ensure the parents and school are knowledgeable of the child's whereabouts. In addition to your call, a note from the parent is still required for attendance records. (See ATTENDANCE GUIDELINES)

## FLEXIBLE INSTRUCTIONAL DAYS (FIDs)

The Williamsburg Community School District has applied to the PA Department of Education to provide up to five Flexible Instructional Days to our students when deemed appropriate over the course of the school year. FIDs can be utilized when situations occur such as severe winter weather conditions or a building emergency require us to close our schools. We have the option to provide instruction to our students at home rather than in the classroom.

If a FID is scheduled, all staff and parents/guardians will be notified through a phone call and/or email from the District's mass notification system, SchoolMessenger. Students may leave school with their assignments if advanced notification was

given and assignments will be assigned and completed through Canvas using a school-issued Chromebook and/or paper/pencil assignments. Completed assignments will be used as proof of attendance and must be submitted through Canvas the day of the FID.

## PHONE- IN SYSTEM

Please call 814-832-2125 in the morning between 8 AM and 9 AM when your child is going to be absent or tardy.

## ATTENDANCE GUIDELINES

Attendance is compulsory as soon as a child is entered into school. This also applies to kindergarten students. The school laws of PA permit absence from school for the following reasons:

- Personal illness, quarantine, death in the family, court appearance, approved religious holidays, educational tours or family educational trips (limit 10 days in a 9 month period) and exceptional urgent reasons that directly contribute to the welfare of the child.
- All other absences are considered illegal unless PRIOR approval has been granted.
- A written statement signed by the parent or guardian is required, by law, for every absence on the day a pupil returns to school. The written note will be recorded as excused or unexcused. In addition to the reasons indicated above, only the following reasons will be marked excused:
  - a. weather emergency
  - b. educational trips with prior approval.
- If an excuse is not returned within 3 days of any absence, the absence will be marked "unexcused" regardless of the reason for the absence.
- A doctor's excuse will be required for any student absent from school for 3 consecutive school days. In the event that a student accumulates excessive absences during a school year, he/she will be required to present a statement from the doctor for each subsequent absence.
- A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days requires an excuse from the doctor.
- A child who arrives any day after the school session begins (8:55 AM) will be considered tardy. Parents must sign their child/ren in at the office upon entering the building along with a note of explanation from the parent or guardian. (See ATTENDANCE PROCEDURES - Tardiness)

## DOCTOR EXCUSES FOR GYM AND RECESS

- A doctor's excuse will be required for students to be excused from Gym classes for more than one week in order to maintain a Satisfactory grade.
- **PLEASE NOTE: If a student has a doctor's excuse not to participate in Gym class, the student will not be permitted to participate in physical activities at recess. Students will be permitted to participate in tabletop activities during recess.**

The following guidelines will be used in recording absences and tardiness.

- Students arriving to school between 8:55 and 11:00 will be marked tardy.
- Students arriving to school after 11:00 will be marked excused or unexcused absent ½ of a day.
- Any student dismissed from school prior to 1:45 PM will be marked absent ½ of a day.
- Absence for family educational trips may be excused providing a written request is submitted *PRIOR* to the dates of absence and with the understanding that all classwork and homework assignments are completed within one week after returning to school. **NOTE:** For trips involving 3 days or less, requests are to be addressed to the building principal at least 24 hours prior to the absence. For trips involving 4 days or more, requests are to be addressed to the Superintendent of Schools at least 48 hours prior to the absence. (The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term, if the student has exceeded 10 absences and/or 3 unexcused absences in any 9 month school period preceding the trip).
- Absences for out-of-town trips *WITHOUT PRIOR NOTIFICATION* are **unexcused**.

## ATTENDANCE PROCEDURES

Attendance and promptness are directly related to academic success. Please make sure your child is here every day possible, and on time.

The Board may report to appropriate authorities the infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

**Unexcused Absences** - Unexcused absences shall be dealt with in accordance with the Pennsylvania School Code. The Code states that schools will notify parents or guardians in

writing within ten (10) school days of the child's third unexcused absence that the child has been "truant." If the child continues to incur additional absences after this notice has been issued, the school will offer a student attendance improvement conference to the parent or guardian. When a child is habitually truant and under fifteen (15) years of age, the school will refer the child to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school **may** file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

**Tardiness** - Students who are tardy for school will be required to produce a written statement from the parent or guardian as to the nature of the tardiness. (See explanations below) (Refer to School District Policy 204 - Attendance). Students who are chronically late to school may also be referred to the local magistrate for failure to comply with the attendance regulations.

**Excused tardy:** (1) A situation in which a student is late for school, but has parental or professional verification which, in the interpretation of the administration, satisfactorily explains his or her circumstances.

**Unexcused tardy:** (1) A situation in which a student is late for school and does not have parental or professional verification explaining his or her circumstances.

(2) A situation in which a student is late for school and has parental verification, but in the interpretation of the administration, the circumstances do not warrant an excused tardy. (Oversleeping is not excused)

**10-days Absence** - A letter will be mailed after a student is absent 10 days to relate to the parent the importance of school attendance. The nature of any illness shall be reported to the school nurse and principal.

**15-days Absence** - Continued absence beyond 10 days shall be monitored closely. Fifteen days absence will necessitate a letter by the building principal.

**20-days Absence** - A request for a parent conference will be initiated by the building principal for any student missing 20 days or more.

**25-days Absence** - A cumulative record of 25 absences may result in retention at that grade level for the following year. Extenuating circumstances, however, such as hospitalization, homebound instruction, etc., will be taken into consideration. Final determination will be made by the school principal after consultation with classroom teacher(s).

## EARLY DISMISSAL / APPOINTMENTS

Students may be excused for dental or medical appointments provided a written excuse is presented to your child's classroom teacher **IN ADVANCE** of the appointment, **and** an appointment card (available in the school office) signed by the doctor or dentist is returned to the elementary office upon the child's return to school, indicating the child was seen for an appointment. (*In scheduling appointments, please remember when a student arrives at school after 11:00 AM or leaves before 1:45 PM, he/she is considered absent for ½ day.*) Please come

to the office to pick up your child where a sign-in/sign-out book is provided for your signature. For their safety, students will not be dismissed to walk home or to be picked up outside the building. In addition, ***without parental permission, NO STUDENT will be permitted to leave with any person other than those listed on the school emergency card.***

### **EMERGENCY DRILLS**

Emergency drills including fire drills, lockdown drills, and/or severe weather will be conducted to train the students in proper safety procedures.

### **STUDENT DRESS CODE**

Students attending school in clothing deemed by the administration to be disruptive to the orderly educational process will be detained in the office until the matter is resolved. The elementary principal will notify parents concerning the need for a change of clothing. In the event parents cannot be notified, a change of clothing will be provided.

\* Unacceptable clothing includes, but is not limited to:

- bicycle shorts
- halters
- undergarments exposed or worn as outerwear
- pajama bottoms
- clothing with any patches, badges, emblems, pictures or printed words directly advertising drugs, alcohol, tobacco, obscenities and/or violence, or depicting sexual implications (**Note:** Some T-shirts depicting wrestlers/wrestling are considered to be endorsing violence.) (See DISCIPLINE CODE, Level IV - School Rules, #11.)

\* The student's trunk must be completely covered. Midriff or low cut blouses and shirts are not permitted. Any revealing clothing is not to be worn.

\* Shorts worn must be fingertip length when the student's arms are relaxed at the student's sides.

\* Hats, sunglasses, sweatbands and bandannas are not to be worn in the building.

\* Heelies/skate shoes/shoes with rollers are not permitted at school.

\* Platform shoes are inappropriate for recess and gym class.

\* Sneakers must be worn for gym class at all times.

\* Flip-flops may not be worn while participating in playground activities or climbing on the playground equipment.

\* Outdoor apparel should be kept on the hooks provided in the classrooms and is not to be worn in school unless permission to do so is granted by the classroom teacher.

\* For safety reasons, visible body piercings that could be a potential safety risk including, but not limited to bull rings, will not be permitted.

\* Spike belts, bracelets, chains or rings that could cause damage to school furniture, be used as weapons, or can be considered a disruption, are not permitted at school.

\* A student's hair color must not be disruptive to the educational environment.

### **DISTRIBUTION OF PERSONAL INVITATIONS**

Distribution of personal invitations to parties, etc., is discouraged due to the possibility of offending others.

### **DISTRIBUTION OF TREATS**

Health and safety of our students is a primary concern. Therefore, homemade treats to be shared with students and staff are not permitted. Only treats that are store-bought or individually packaged may be shared.

### **BIRTHDAY CELEBRATIONS**

Birthdays are celebrated on a monthly basis in coordination with the elementary PTO and the Food Service Department. Each month students are served a treat during lunch to celebrate birthdays for that month.

### **TRANSPORTATION**

The student's normal travel procedure (bus, car or walking) is to be directly to school or home and shall not be changed unless a written request is received in advance. Students will be permitted to ride only their assigned bus and will not be permitted to change/ride buses for social reasons. In emergency situations, individual consideration will be given when transportation is requested by a bus other than the student's regularly assigned bus. Bus students are required to follow the District Discipline Code while enroute to and from school.

**NOTE:** Bicycles are not permitted to be ridden to school. Safety for all children is our number one priority.

### **GRADING**

Grades are reported to students and parents every nine weeks by report cards. Final grades will be derived by averaging the four marking period grades. Mid-term and final exams may be given at the end of the first and second semesters.

Students who are absent from school for an excused reason(s) are permitted to make up work missed. Work missed because of an absence of one to five days must be made up within one week after returning to school.

The following grading scale has been established by the Williamsburg Community School District:

93 - 100	A
85 - 92	B
77 - 84	C
70 - 76	D
69 and below	F

Students in grades 1-6 will receive percentage grades.

Achievement will be recognized in the following areas:

High Honors - All A's in subject areas

Honor Roll - Grades of A's and B's in subject areas

Merit Roll - All B's in subject areas

### **WILLIAMSBURG COMMUNITY SCHOOL DISTRICT STUDENT INTERNET AGREEMENT (Board Policy #814a)**

Internet Access is available to students and teachers of Williamsburg Community School District. The Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communications.

Internet Access is available for students with written parental permission. Information regarding the Internet use agreement will be sent home with your child at the beginning of the school

year. Please review and discuss this information with your child. Parents and students will be required to sign and return the Internet agreement each school year. Without your signature your child will not be permitted to access the Internet.

**A copy of this Agreement will be sent home with your child for you to sign and return to school with your child.**

## **PROGRESS REPORTS**

Progress reports are sent home at the midpoint of each marking period if a student is experiencing difficulty. There are various reasons why a student may not be successful. It is of great importance that you schedule a conference with your child's classroom teacher to discuss the situation. In addition, please review weekly exams and daily work. Any time you feel your child's work is below his/her potential, please contact your child's teacher.

## **PARENT - TEACHER CONFERENCES**

Parent-Teacher Conferences are held each fall to provide parents and teachers the opportunity to discuss each child's achievements and/or needs.

### **Hints for Successful Parent-Teacher Conferences**

- Make appointments for conferences unless conferences have been pre-scheduled.
- Have your questions prepared before conferences begin.
- Use the conferences to exchange information about your child.
- Ask for a clearer explanation of any terms, forms, or ideas you do not understand.
- Share information about your child that may help the teacher.
- Seek information about your child's social, emotional, and physical progress at school.
- At the end of conferences make plans as to what you and the school can do to help further your child's progress.
- Plan to meet again if all points are not covered.

### **Remember to:**

- Keep informed as to your child's progress. Review your child's report card with him/her.
- Extend learning opportunities which occur naturally in the day's activities and routines.
- Discuss school activities as a family. Participate in school activities for parents.
- Inform the school about emergency situations at home.
- Let your child know that you and the school are working together with him/her to make learning a happy experience.

## **TESTING**

The Acadience Literacy assessment is a set of measures used to assess early literacy and reading skills and is administered in grades K-4 three times per year.

The Acadience Math assessment is used to measure early numeracy, computation, concepts and applications and is administered in grades K-2 three times per year.

The MAPS growth assessment is administered three times per year in grades K-6. The assessment is designed to measure student achievement in the moment and growth over time in math and reading.

The Pennsylvania State System of Assessment (PSSA) is administered annually to third through sixth grade students. ELA and Math assessments are administered in grades 3-6. The science assessment is administered in grade 4. This state-wide evaluation is used to measure and compare students in our district with students of other districts in a similar school setting. Since student attendance is a primary factor for better testing results, the administration requests that students not be scheduled for routine doctor/dentist visits or family educational trips which require them to be absent during testing procedures.

## **EMERGENCY CARDS**

It is essential to the welfare of the child that the parent or guardian fill in completely and return to the school the emergency card which is sent home early in the school year or upon admission to the school. Please note important health conditions such as heart murmur, diabetes, and/or allergic reactions. In order to maintain current emergency information, ***please notify the school office of any change of address and/or telephone number during the school year.***

## **MEDICATION**

The administration of prescribed medication to a student during school hours, in accordance with the directions of the prescribing physician, will be permitted only when

- failure to take such medicine would jeopardize the health of the student, or
- the student would not be able to attend school if the medicine were not made available during school hours.

Medication, both prescription and non-prescription, will be administered only upon the completion of the proper forms which may be obtained from the school nurse or the elementary office.

## **IMMUNIZATIONS**

The state of Pennsylvania now requires that **all** students must show proof that your child has received four (4) doses of DTP (Diphtheria/Tetanus/ Pertussis), four (4) doses of Polio vaccine, two (2) doses of MMR, and three (3) doses of Hepatitis B. In addition, students in Kindergarten through Grade 6 must have received (2) Varicella (chickenpox) vaccine *or* prove a history of the disease. Proof of the immunizations **must** be received before or on the first day of school. If we do not receive proof, your child will be placed on the provisional status and may be excluded after the fifth day of school.

## **HEALTH EXAMINATIONS**

In compliance with the School Code, the Board shall require that students of this district submit to health and dental examinations. Physical examinations are required of children entering kindergarten or first grade for the first time, and sixth grade. Dental examinations are required of children entering kindergarten or first grade for the first time, and third grade. It is recommended that these examinations be performed by the

student's personal physician or dentist in order to enhance the child's continuity of medical care. However, if this is not possible, the school district will arrange to have the examinations performed by the school physician or dentist. Parents and guardians of children who are to be examined by the school physician or dentist shall be notified of the date and location of the examination and are encouraged to attend.

Reports of private physical and dental examinations will be accepted if the examination is completed within one year prior to the student's entry into the grade where an examination is required.

### **CARE & RELEASE of SICK & INJURED CHILDREN**

The school attempts to provide an environment in which the child will be safe from accidents. However, accidents do occur and parents will be contacted in the event of illness or injury. No care beyond first aid, defined as the immediate temporary care in case of accident or sudden illness, will be given by the school nurse without your permission or a person authorized to do so. However, if dire emergency exists, the child will be taken to the hospital by an ambulance, and efforts to contact the family will be continued.

**PLEASE NOTE: Without parental permission, *NO STUDENT* will be permitted to leave with any person other than those listed on the school emergency card.**

### **COMMUNICABLE AND CONTAGIOUS DISEASES**

Any child shall be excluded showing signs of a communicable or contagious disease. The school has the right to require the approval of a physician before a pupil is allowed to return to school.

#### **EXCLUSION TABLE**

- A. **Chicken Pox (Varicella)** - May return to school six days from the last crop of new pox
- B. **Fifth Disease** – May return to school if no fever is present
- C. **Fever** – May not be sent to school with a fever (above 100.1); students must be fever free for at least 24 hours prior to returning to school
- D. **Hand, Foot and Mouth Disease – (Coxsackie A Virus)** – May return to school if no fever is present
- E. **Head Lice (Pediculosis)** – Return to school at discretion of school nurse after evaluation of student
- F. **Hepatitis** – May not return to school until cleared by a physician
- G. **Impetigo** – May return to school after being cleared by physician
- H. **Measles** – May return to school four to seven days from onset of rash
- I. **Meningitis (Viral and Bacterial)** – Student is excluded from school until released by physician to return to school. All cases must be reported to PA Dept. of Health.
- J. **Mononucleosis** - May return to school after being cleared by a physician.
- K. **MRSA** – May return to school 24-48 hours after institution of appropriate therapy or released by physician to return. Affected area must remain covered while child is in school.
- L. **Mumps** – May return to school nine days from the onset of disease or until swelling stops

- M. **Pink Eye (Conjunctivitis)** – May return to school 24 hours from institution of appropriate therapy and if pus-like discharge has ceased
- N. **Ringworm** – May return to school after appropriate treatment is started
- O. **Scabies** – May not return to school until treated and released by physician
- P. **Streptococcal Diseases (Strep throat, Scarlet Fever)** – May return to school 24-48 hours after institution of therapy
- Q. **Whooping Cough (Pertussis)** – Excluded from school until cleared by a physician
- R. **Coronavirus (Covid-19)**-Follow District Health and Safety Plan

### **INSURANCE**

All students are covered by school insurance provided by the Board of Education during regular school hours or any school event. In the event of a student injury, a parent or guardian must notify the school nurse. An insurance claim form will be provided to the parent or guardian for completion. **PLEASE NOTE:** Claim forms **must** be mailed to the insurance company within 90 days of the accident.

### **CAFETERIA SERVICES**

Our elementary school provides a hot breakfast and lunch program. Guidelines and applications for free and reduced lunches are distributed at the beginning of each school year. Regardless of income, please complete this form and return it to school. All families will be notified of their qualification status. The cafeteria system is computerized. Each child will access his/her account by entering an identification number on a keypad. Money for your child's account may be sent at your convenience. The account may contain money sufficient for a week, a month or longer, as you prefer. Money must be in the child's account in order for *extra* food items to be purchased. No money will be accepted through the lunch line.

In order to not discriminate, meal envelopes will be sent home with all students on a weekly basis and are to be returned to school on the first school day of the following week. If your child qualifies for free meals, simply return the empty envelope on the first school day of each week. *Please note that Free and Reduced prices apply to whole lunches and breakfasts only.*

A child may either purchase or carry his lunch. Milk is available separately. Lunch and breakfast may be purchased on a weekly or daily basis.

**CAFETERIA CHARGE POLICY:** Lunches, breakfasts and à la carte items are to be prepaid. No students will be permitted to charge more than two weeks of lunches and/or breakfasts. Students may not charge a second lunch or à la carte item.

## **INSTRUCTIONAL SUPPORT TEAM PROCESS**

Each elementary aged student who experiences academic, behavioral or emotional difficulty will have access to instructional support in regular education. The instructional support process is composed of assessment and intervention procedures that are used to assure that students receive an effective instructional program as well as other school services that will meet their learning needs.

The hub of instructional support is the Instructional Support Team (IST) process, which assists classroom teachers in planning and implementing strategies that are designed to produce success for the identified students. Each IST student is aided by a support teacher who is trained to assist other teachers in meeting the goals set by the team. Any student receiving grades below "C" may be referred by the parent, teacher, or principal for Instructional Support services.

If you feel your child could benefit from Instructional Support services or you have any questions regarding this team approach to individualized instruction, please do not hesitate to take advantage of this service. Contact Jennifer Metzler at 814-832-2125.

## **TITLE I**

Title I is a financial grant funded by the federal government to provide additional academic support for your child in Reading and Math. Williamsburg Elementary School is a schoolwide Title I school which means all students K-6 are eligible to receive services. Title I services do not replace the Reading and Math curriculum in place at Williamsburg Elementary School. Title I is set up to meet the specific educational needs of any student needing support in the basic skills. Assessment data and teacher recommendations will be utilized to provide supplemental reading and math support to students. Please contact Mrs. Jennifer Metzler or Mrs. Camala Gilbert for more information about Title I at 814-832-2125

## **EDUCATION FOR HOMELESS YOUTH**

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento. To access the Basic Education Circular on Homeless youth, please use the following link: [www.education.pa.gov](http://www.education.pa.gov) or go to the school website at [www.williamsburg.k12.pa.us](http://www.williamsburg.k12.pa.us) For more information regarding Homeless Youth, please contact Homeless Liaison, Mrs. Lisa Murgas.

## **LEARNING DISABILITIES**

Learning disabilities and identifying them is becoming a universal problem in our society. Research is revealing more and more problems a child with a learning disability must face. To fully understand the problem, some facts should be taken into consideration:

- Learning disabilities affect up to 20% of all school children. As you can see, this has become a common problem.

- Most children with learning disabilities have average, nearly average, or above average intelligence.
- Most have no noticeable handicaps.
- Learning disabilities, if left uncorrected, can damage a child's self-image and self-confidence, with lifelong effects.

Having a better understanding of learning disabilities can lead to earlier detection and help for the learning-disabled child. Here is a list of symptoms that may be observed in children with learning disabilities:

1. Restlessness ~ can't stay interested in anything.
2. Disorientation ~ says one thing, means another.
3. Poor adjustment to change.
4. Immature speech.
5. Trouble listening and remembering ~ often unable to follow multiple directions.
6. Difficulty telling time and telling right from left.
7. Trouble remembering names of familiar people or things.
8. Reversal of letters and words, or placement of them in an incorrect sequence.
9. Difficulty sounding out words.
10. Poor reading and writing skills.
11. Trouble understanding words or concepts.
12. Poor coordination.
13. Late speech development.
14. General behavioral problems.

## **SPECIAL EDUCATION SERVICES**

### **Individuals with Disabilities Education Act (IDEA)**

The district psychologist services students having a need for psychological and transitional services.

### **Other Intermediate Unit Services**

Should the need arise, the district has available, through the IU, additional services such as hearing impaired, multiple disabilities, developmental delays, life skills support, etc.

### **Learning Support / Emotional Support**

The district maintains a learning support classroom for elementary students with mild handicaps and/or learning disabilities.

The district also provides an emotional support program for students in need of this service.

### **Speech Support**

The district provides a speech therapist for students in need of this particular service.

### **Gifted Services**

The district provides a process for screening and determination of eligibility for gifted services. The district's gifted program provides enrichment within the classroom environment based upon the unique needs of each child.

## **SAP PROGRAM (Board Policy #236)**

### **What is a student assistance program?**

Student Assistance Programs (SAP) were designed to aid school personnel in identifying and assisting students who may be experiencing behavior or academic problems in school. At times, those problems may be related to mental health concerns, or alcohol and other drug use.

The SAP team utilizes a systematic process, along with specially trained school personnel, to intervene and refer these students to appropriate in-school and/or community services.

### **Why do schools have SAP teams:**

All school districts in Pennsylvania are mandated to establish and maintain a program to provide appropriate counseling and support services for students who experience difficulties in school. The program has been in existence since 1985 and has been maintained as a cooperative effort between the Pennsylvania Education, and Health and Public Welfare departments. Approximately 71,274 students in Pennsylvania are referred to SAP core teams every year. However, not all teams in schools are called the "Student Assistance Program." For example, in Blair County, they may be called SAIT, STAR, CAP, PACE, etc.

### **How does SAP work?**

The core of the program is a professionally trained team, including school staff such as teachers, principals, nurses, counselors, school psychologists and representatives from human service agencies. The specially trained team members meet weekly to review referrals and make appropriate recommendations.

Students can be referred for different reasons: behavior concerns, a drop in school performance, exhibiting signs of mental health problems, or violating the district's drug and alcohol policy. Students can be referred to SAP by teachers of other school personnel, parents, friends or themselves.

Student participation in the program is voluntary and is meant to be a support service for students and families. All information regarding a student's involvement in the program is confidential and maintained in the best interest of the student.

Mrs. Metzler, Elementary Principal  
Mrs. Ebersole, School Nurse  
Outpatient Therapy Counselor  
Mrs. Gilbert, Team Member

### **AWARDS**

The following awards are presented at the end of the school year to qualifying elementary students.

Grade Level Math Award (2<sup>nd</sup>-6<sup>th</sup> Grades)  
Grade Level Reading Award (2<sup>nd</sup>-6<sup>th</sup> Grades)  
Star Student Award (K-6<sup>th</sup> Grades)  
Presidential Academic Excellence (Straight A's) (6<sup>th</sup> Grade)  
Presidential Academic Achievement (All A's & B's) (6<sup>th</sup> Grade)  
Presidential Academic Achievement Award (3<sup>rd</sup> Grade)  
Bob Miller Memorial Award (6<sup>th</sup> Grade)  
Andrew Foster England Memorial Award (Math) (3<sup>rd</sup> Grade)  
Student Council Award (3<sup>rd</sup> - 6<sup>th</sup> Grades)  
Wally Lynam III Memorial Award (Primary Student with Hustle)  
(Lower Level)  
Andrew England Memorial Award (Intermediate Student with Hustle)  
(Upper Level)  
David Crouch Memorial Award (Kindness Counts) (2<sup>nd</sup> Grade)

### **BUS CODE**

The Bus Discipline Code is incorporated into the School Discipline Code. Disciplinary measures are at the discretion of the administration.

**NOTE:** Any bus offenses recorded from the last week of school will carry over to the next school year.

### **DISCIPLINE**

In Williamsburg, we encourage and expect each student to discipline himself. Through self-discipline the student learns individual responsibility and mutual respect for his fellow students. Very few students need to be reprimanded for serious misbehavior by teachers or administrators. However, those who do not exercise self-discipline will be disciplined according to the Discipline Code which follows this handbook.

Please read the Discipline Code and explain it to your child.

**A Discipline Code Review Form is located in this handbook.**  
**Please sign and return it to school with your child.**

### **NONDISCRIMINATION STATEMENT**

The Williamsburg Community School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact the Superintendent's office at Williamsburg Community School District, West Third Street, Williamsburg, PA 16693, (814) 832-2125. For more information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Superintendent's office, (814) 832-2125.

### **WILLIAMSBURG ELEMENTARY SCHOOL Discipline Code for School and Bus**

**2022-2023**

#### **Level I Offenses**

1. Possession of a weapon (**Refer to School District Policy #218.1 below**)

#### **Level I Consequences**

- One-year expulsion from school

#### **Violence Policy No. 218.1**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

**Weapon-** the term shall include but not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument capable of inflicting serious bodily injury.

**Possessing-**a student is in possession of a weapon when the weapon is found on the person of the student; in the student's backpack; under the student's control while on school property, on property being used by the school, at any school function of activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may

recommend modifications of such expulsion requirement on a case-by-case basis. Any reduction in discipline is not to be considered a precedent to be followed in future cases.

### **Level II Offenses**

1. Drug, alcohol and tobacco possession (**Board Policy #227 and #222, respectively**)
2. Bomb threat
3. Terroristic Threat/Act (**Board Policy 218.2**)
4. Arson
5. Physical abuse or threats of staff member or students
6. Initiating a false fire alarm
7. Major vandalism and/or theft
8. Use of fireworks and/or explosive devices
9. Bullying (**Refer to Board Policy No. 249 below**)

### **Bullying/Cyberbullying Board Policy No. 249**

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; that has the effect of doing any of the following:

- substantially interfering with a student's education*
- creating a threatening environment, or*
- substantially disrupting the orderly operation of the school*

Bullying, as defined in this policy, includes cyber bullying. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, on the way to and from school, or at any activity sponsored, supervised, or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal.

The Board directs that complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith effort reports of bullying.

Each student shall be 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.

### **Level II Consequences**

- On the **first** offense and all of the following:
  1. Principal will notify parents immediately
  2. Police may be notified
  3. Minimum of three-day suspension from school to maximum of expulsion from school may occur at the discretion of the administration, including all district-wide activities
  4. Mental Health services requested
  5. Mandatory tobacco fine (\$50 plus court costs)
  6. Suspension from all district related functions
  7. Alternative Education Placement

- On the **second offense and thereafter** consequences may range from suspension to expulsion.
- **PLEASE NOTE:** \* ALL LEVEL OFFENSES AND CONSEQUENCES OF THE DISCIPLINE CODE WILL BE USED TO ENFORCE PROPER DISCIPLINE FOR THE SAFETY OF OTHERS ON DISTRICT SCHOOL BUSES.

### **Level III Offenses**

1. Fighting with another student during school or in route to or from school by school bus
2. Verbal abuse or disrespectful language / actions / gestures used against a staff member, bus driver or student
3. Destruction of property and/or petty theft
4. Having matches or lighters on school property or school bus
5. Throwing stones, snowballs, or other non-recreational objects
6. Leaving the school grounds without permission
7. Sitting in the bus driver's seat or using any of the switches, levers, or handles
8. Students will not cheat.
9. Intentional physical contact, i.e. punching, hitting, kicking, biting, choking, etc. is prohibited.

### **Level III Consequences**

- On the **first to third** infractions all of the following:
  1. Teacher will notify parent and principal.
  2. Student will receive one hour after-school detention, one-half day in-school suspension, one day out of school suspension or suspension from school bus.
  3. Bus driver will notify principal; parents will be notified.
- On the **fourth** infraction and thereafter all of the following:
  1. Principal will notify parent
  2. Principal, teacher/bus driver, student, and parent conference
  3. 2 day out-of-school suspension
  4. One to three day suspension from bus
- On the **seventh** infraction and thereafter all of the following:
  1. Principal will notify parent
  2. Principal, teacher/bus driver, student, and parent conference
  3. Loss of privileges as designated by the principal
  4. Three, five, or ten days out-of-school suspension
  5. Resource agencies may be utilized - School Psychologist, P.A.C.E. Team, Mental Health, Children and Youth
  6. Three to five day suspension from bus

### **Level IV Offenses**

1. Not following directions of staff or bus driver
2. Students will not misuse computer resources. (Refer to school district policy 814.a).
3. Students will be polite (no use of profanity), prompt, and prepared.
4. Students are to report directly to assigned classroom upon entering the building.
5. Students are required to properly use restroom facilities.
6. Students must receive permission to leave area.
7. No chewing gum is permitted.
8. Sunglasses, hats, sweatbands and bandannas may not be worn in the building.

9. In accordance with Policy No. 237, Cellular phones, paging devices, and any other electronic devices shall be turned off during instructional and class time, and at any other time where use of the device would cause a disruption of school activities. Violation of this policy will result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with the parent/guardian.
10. Skin tattoos made with ink/marker or stick-on material are prohibited.
11. Clothing with any patches, badges, emblems, pictures or printed words directly advertising drugs, alcohol, tobacco, obscenities and/or violence, or depicting sexual implications is prohibited.
12. A student's hair color must be of natural color and natural pattern.
13. Students desiring to stay for an after-school activity or go home with a friend must bring a note signed by the parent to the homeroom teacher. (See TRANSPORTATION regarding changing buses.)
14. Students may not ride bicycles to school.
15. No food or drink is permitted on bus (exception: sport teams' lunches).
16. Leaving or entering bus in a disorderly manner is prohibited.
17. Sitting on back of seat, or crawling over seats/on bus floor is prohibited.
18. Having arms, hands, or head out window while bus is moving is prohibited.
19. Throwing objects out of bus windows or doors is prohibited.
20. Standing while bus is in motion is prohibited.
21. Students will report to the cafeteria with assigned classroom.
22. Students will remain seated until called to line up in the cafeteria.
23. Food throwing is not permitted.

24. Paper and can products must be picked up before students are dismissed from the cafeteria.
25. Students will remain seated in the cafeteria until dismissed by the teacher on duty.
26. Students will be dismissed from the elementary building from the front foyer.
27. Students will not forge parent/guardian signatures and/or initials.

#### **Level IV Consequences**

- On the **first** infraction all of the following:
  1. Verbal reprimand given by reporting teacher for school incidents; homeroom teacher notified
  2. Principal notified of bus report; verbal reprimand given; parent notified by teacher.
- On the **second and third** infraction and thereafter all of the following:
  1. Verbal reprimand given by reporting teacher
  2. Homeroom teacher is notified
  3. Reporting teacher notifies parents
  4. Loss of recess or assembly at discretion of reporting teacher/principal
  5. Principal notified of bus report; parents notified, AM or PM suspension from bus
- On the **fourth** infraction and thereafter all of the following:
  1. Homeroom teacher is notified
  2. Reporting teacher will notify parents and principal
  3. One of the following per infraction:
    - a) One-half day in-school suspension
    - b) One hour after-school detention
    - c) Three-day suspension from bus

**\* ALL DISCIPLINE PROCEDURES WILL BE HANDLED AT THE DISCRETION OF THE DISTRICT ADMINISTRATION.**

## **PARENT/STUDENT AGREEMENT**

I verify that I have read and understand the contents of the Williamsburg Elementary School Parent/Student Handbook and Discipline Code for the 2022-2023 school year.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign and return this page only to the elementary school office.**

