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# Warwick Elementary Schools

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## Parent/Student Handbook 2016/2017



### **John Beck**

418 East Lexington Road  
Lititz, PA 17543  
717-626-3704  
*Ms. Lisa Bonfield, Principal*

### **Kissel Hill**

215 Landis Valley Road  
Lititz, PA 17543  
*Dr. Ryan Berardi, Principal*

### **John R. Bonfield**

101 North Oak Street  
Lititz, PA 17543  
717-626-3705  
*Mrs. Stacie Bardell, Principal*

### **Lititz Elementary**

20 South Cedar Street  
Lititz, PA 17543  
*Dr. Jennifer Murphy, Principal*

**[www.warwicksd.org](http://www.warwicksd.org)**

Dear Students & Parents,

Welcome to a new year! We are excited to have you as a student in our school! You will join the rest of our students who demonstrate their best skills every single day.

Our mission at Warwick is to enable all students to acquire the knowledge, skills, and the values necessary to become responsible, productive and resourceful citizens. Our teachers and staff work hard each day to create opportunities for you to demonstrate your best abilities. From math and reading to social opportunities at recess to you will interact with many different staff and students. We hope to provide a wonderful learning journey each day!

Great care has been taken to develop a comprehensive Parent/Student Handbook that encompasses a wide variety of topics. In this handbook, you will find information on attendance, dress code, transportation, and much, much more!

In addition to the handbook, you will find many resources on our website [www.warwicksd.org](http://www.warwicksd.org), including a link to our fantastic Parent/Teacher Organization (PTO) and a link under “District Info” for “Food and Nutrition Services” that contains information related to lunch menus and prices.

If you have any questions related to this information or other school related items, please contact your child’s school.

We look forward to a wonderful year!

Sincerely,

Melanie M. Calender

Assistant Superintendent

Lisa Bonfield

Principal, John Beck Elementary

Stacie Bardell,

Principal, John R. Bonfield Elementary

Ryan Berardi

Principal, Kissel Hill Elementary

Jennifer Murphy,

Principal, Lititz Elementary

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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.**

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### **WARWICK SCHOOL DISTRICT PERSONNEL**

#### **BOARD OF DIRECTORS**

Dr. Timothy Quinn, President	Mr. Benedict Sahd
Mr. Todd Rucci, Vice President	Mr. Scott Shaub
Mr. Michael Landis, Treasurer	Mrs. Debra Wenger
Mr. Millard Eppig, Jr.	Mr. Nathan Wertsch, Secretary*
Mrs. Leslie Penkunas	*Non-member
Mr. Nelson Peters	

#### **DISTRICT ADMINISTRATIVE PERSONNEL**

Dr. April M. Hershey	Superintendent
Dr. Melanie Calender	Assistant Superintendent
Mr. Fred Griffiths	Director of Technology
Mr. Nathan Wertsch	Business Manager

#### **WARWICK ELEMENTARY ADMINISTRATION**

Ms. Lisa Bonfield	Principal, John Beck Elementary
Mrs. Stacie Bardell	Principal, John R. Bonfield Elementary

Dr. Ryan Berardi                      Principal, Kissel Hill Elementary

Dr. Jennifer Murphy                Principal, Lititz Elementary

### **ALMA MATER**

Let's all stand for dear old Warwick	We will sing her praises ever
With a spirit strong and true	Through the months and through the years
Red and black her high school colors	Warwick is our Alma Mater
Let them wave in glory new	Let's all sing it loud and clear!

### **Free Education Right**

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

### **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, gender, sexual orientation, ancestry, national origin, handicap/disability, or any other characteristic protected 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.

### **Discrimination**

Consistent with the Pennsylvania Human Relations Act (43 P.S. 951-9) no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.

## Partners in Education

The success of any educational institution is contingent upon the cooperation of parents, students, teachers, administrators, school board members and the community. Each element of this population has definite rights and responsibilities, which help to create the successful educational climate. The following paragraphs define those elements with which each group should be familiar. This listing includes the Chapter 12 regulation on student rights and responsibilities, building level discipline codes, and Warwick's attendance policy.

The **School Board** has the responsibility:

- To make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the laws of the state, or which may reasonably be implied or necessary for the orderly operation of the school.
- Not to make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reason. Generally, a rule is considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

The **Administration** has the responsibility:

- To make students aware of rules so that discipline problems are minimized. School rules and regulations should be published and distributed to the students or posted in prominent locations throughout the school. Students should be involved in the formulation of those rules and regulations.
- To consider all offenses on an individual basis.
- To consider other means of discipline, such as in-school counseling should be given special consideration as an alternative to, or in conjunction with, punishments.
- Not to require a student to perform work for the school as punishment, unless the work is related to the student's offense.
- Not to punish students as a group or at large for the offense of known or unknown individuals.

The **Teacher** has the responsibility to:

- Promote a climate of mutual respect and dignity which will result in the positive self-image on the part of the student.
- Be aware of, actively support and enforce the rules and regulations of the school.
- Promote a climate that encourages a close relationship between teacher and parent relative to the performance of the student.

- Distinguish between student misconduct which should be handled by the teacher and that which requires the assistance of the principal.
- Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

The **Parent** has the responsibility to:

- 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.
- Support the school in safety practices and follow simple procedures to keep all students safe.

The **Student** has the responsibility to:

- Attend school regularly and put forth a conscientious effort in classroom work and conformance to school rules and regulations. Make up work when absent from school.
- Share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- Not interfere with the education of his/her fellow students.
- Respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- Express their ideas and opinions in a respectful manner.
- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
- Assist the school in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.

- Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
- Report accurately and do not use indecent or obscene language in student newspapers or publications.

### **Student Obligations**

Students are responsible for and will return all school property. Students who have not returned school property (such as books, locks, athletic supplies, materials, etc...) which are the property of the Warwick School District will not be permitted to participate in Commencement exercises until all obligations, including disciplinary obligations, are satisfied.

### **Safe Reporting for Students**

The Lancaster County School Violence Hotline (1-888-814-3684) provides a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The toll-free hotline is operational 24 hours per day, 365 days a year by Lancaster County Wide Communications Center. 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.

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.

### **Mandatory Reporting for School Staff**

Under 23 Pa.C.S. § 6311 (relating to persons required to report suspected child abuse), licensees who, in the course of the employment, occupation or practice of their profession, come into contact with children shall report or cause a report to be made to the Department of Public Welfare when they have



reasonable cause to suspect on the basis of their professional or other training or experience, that a child coming before them in their professional or official capacity is a victim of child abuse.

### **Change of Contact Information (Address/E-mail)**

Warwick School District will use the parent contact information (phone and e-mail) to alert you of emergencies related to your child as well as to update you on important school information. If student or parent contact information changes throughout the year, the parent should contact the school to update this information for emergency contact and school information.

### **Counseling**

At the elementary level, we have Learning Facilitators who focus on the social, emotional and behavioral supports for all students. Students are urged to meet with the Learning Facilitator to discuss academics and personal/social concerns. Appointments can be made by calling the school building.

### **School Day**

The school day for students starts at 8:00 am and terminates at 2:30 pm. We ask for your cooperation in having your children arrive at school no earlier than 7:50 am, 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.

### **School Access**

The elementary buildings are open from 7:30am until 4:00pm daily. Summer schedules are Monday-Thursday only. Our student day is from 8:00am until 2:30pm. Students may enter the school building as early as 7:50am, and should be off school grounds by 2:45pm.

Our buildings remained secured throughout the school day. Visitors to our schools must enter the main entrance of our building and report to the main office to sign in. Parents/guardians/visitors/volunteers will be issued an identification badge and be required to display it at all times during their visit.

All visitors (parents, agency personnel, approved speakers, etc...) should make an appointment with the teacher or with the principal. A 48-hour advance notice is required in order to coordinate schedules. A staff member will accompany all visitors to the classroom. Classroom visit requests are 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.

### **Deliveries from Parents**

Parents/guardians who are assisting their child with dropping off items, such as projects, should drop items in the office. Due to school safety, parents may not escort students to the classroom.

## **Instructional Programs**

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.

Students are responsible for returning all assigned textbooks as requested. If a book is lost, parents will be charged. The amount is determined by the replacement cost of the book.

### **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.

### **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 in 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 in 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.

Students are required to wear sneakers to participate in Physical Education activities for safety reasons.

**INSTRUMENTAL MUSIC:**

The school district provides the opportunity for our students to begin instrumental music lessons in the fourth grade. This will provide him/her with the opportunity to develop independence and concern for his/her learning. 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.

**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.

**OPTIONAL 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. Please contact Religious Release Program for additional information on policies and procedures for the program, as some are different than the Warwick School District policies and procedures.

**Video/Photo Release**

Warwick School District reserves the right to use student photographs and/or videos for in-house publications and as part of its instructional program (i.e. district calendar, newsletter), our website, and/or school district social media accounts (district level accounts only). We may also use student photographs and/or videos for our broadcasting class, or in the evaluation of student teachers. Any families who do not wish to have photographs or images of students used for Warwick School District purposes shall write an opt-out letter to the principal of their child's school. This letter should be completed each year.

**Video Surveillance on School Campuses and School Provided Transportation**

Warwick School District uses video surveillance equipment on campus and on district-provided transportation. There should be no expectation of privacy on the campus or various modes of transportation provided by the Warwick School District due to the use of this safety and security equipment. Videos and images are housed within the district and are for official use only.

**Announcements/ Pledge of Allegiance**

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

## **The National Anthem** (Star Spangled Banner)

Students and citizens are expected to show respect for our country's National Anthem. It is the Warwick School District's expectation that all students stand, remove hats, and sing or remain silent during the playing of the Star Spangled Banner. This expectation is applicable at all events.

Students who decline to participate in this responsibility due to religious or personal belief are expected to respect the rights and interests of citizens and peers who loyally participate in this national rite.

## **Attendance Procedure**

Attendance at school is important for student achievement. Attendance Secretaries are at each elementary building to assist with the communication and tracking of school attendance. If you need assistance or wish to discuss an attendance matter, please call your child's school and speak with:

- John Beck: Gail Allen
- John R. Bonfield: Marissa Tocci
- Kissel Hill: Cathy Ruth
- Lititz Elementary: Deb Kreider

### **• Attendance**

The full version of the attendance policy can be found in the *Warwick School District Attendance Manual* on the school's webpage under the information header. Information contained in that manual include:

- PA Compulsory Education Law
- Absence from School
- Unlawful Absence
- Lawful Absence
- Educational Trips
- Medical Appointments
- District Accountability for Absences
- Written Notification for Absences
- School-Family Conference & Student Attendance Improvement Plan (SAIP)

### **• Tardiness**

A student who arrives later than 8:00 a.m. 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.

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 at 8:00 a.m. Students who are tardy to school should report directly to the office to check in and receive a pass to homeroom. When a student is late to school, it will be recorded as a tardy.

If a student is late to school and has a valid reason stated on a note signed by a parent/guardian, the

tardy to school will be recorded as an excused tardy if the note is returned within three (3) school days and is approved by the administration. When students are unexcused tardy, the minutes will be accumulated over the course of the school year and the hours will be counted as an unlawful/unexcused absence.

Students will be permitted to have three (3) unexcused tardies to school in a given year without penalty. For each additional unexcused tardy, disciplinary action may be taken by the administration. Students who have a doctor's appointment are to bring a doctor's note with them when they return to school.

Students who enter school after 10:00 A.M. will be counted as being absent for one half of a school day. Students who enter school after 1:00 P.M. will be counted as being absent for one whole school day.

- **Field Trips**

Each grade level is approved to take 2 field trips each year. These trips are aligned with our curriculum and the planned event for all students. Students participating in a school-sponsored field trip away from the school grounds must have parent/guardian permission.

All school rules are in effect for students participating in field trips or school sponsored activities away from the school.

- **Transfers/Withdrawals**

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. Requests 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 district boundary area within the district after April 1<sup>st</sup> is permitted to complete the school year in the current school.

### **Physical Education Participation**

All students are required to participate in physical education class. A doctor's excuse is necessary for excusal from Physical Education.

### **Written Request from Parents**

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

1. A child going to a home other than where he/she regularly goes after school.
2. A child staying indoors for one day during recess for health reasons.

3. Under the provision 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 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.

### **Release of Student**

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

### **School Communications**

Electronic communications will be sent to parents on Wednesdays related to Warwick School District/PTO news and Fridays related to community flyers/information. In addition, daily attendance is also sent through the Blackboard Connect system. It is important for parents to provide the school district with current parent/guardian phone numbers and e-mail addresses to increase efficiency in communication.

During the school year there may be occasions requiring a delay in opening the schools, early dismissals, or closing the school due to emergencies or inclement weather. When it becomes necessary to change normal school operations, every attempt will be made to promptly inform members of the school staff, pupils and the general public. The following procedures will be used should it become necessary to alter school schedules.

- **Delayed Openings:** The public schools will open two hours later than usual. Should it be necessary to delay the opening of school, a specific opening time will always be given in public announcements. School buses will make their regular runs, but two hours later than usual, depending upon the opening time of school. School breakfast is not served on days with delayed openings.
- **Early Dismissal:** Pupils are released from school prior to the regular dismissal time. Please contact childcare provided to determine their availability of services on early dismissal days.
- **School Closing:** The school is closed for the entire day. School closings are announced on a daily basis. These announcements are effective only for the day the announcement is made and do not apply to school operations the following day.

Warwick School District uses the rapid-fire communication service *Blackboard Connect* to send instant phone calls to parents in the event of an emergency or early dismissal. Please verify your contact information on the first day of school using the parent contact information form that is sent home with all students. You can also verify your contact information at any time by logging into Warwick WebGrades and clicking on the contact info tab. If your information changes during the school year, contact the District Office at 626-3734 to make changes.

Announcements will be broadcast by radio stations WDAC, WLAN, WSBA, WLPA, WJTL, WIOV, and WITF and television channels 8, 11 and 27. Information pertaining to the operation of school will be given to the television and radio stations prior to 6:30 a.m. and will be broadcast, in most instances,

every 15 to 20 minutes until approximately 8:30 a.m. DO NOT call the school or administration concerning school closing—listen for broadcasts.

- **School Closings**

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:

WDAC .....94.5 FM  
WLAN.....1390 AM/97 FM  
WSBA .....910 AM/103 FM  
WLPA .....1490 AM/WROZ 101.3 FM  
WJTL .....90.3 FM  
WIOV .....105 FM  
WITF .....99.7 FM  
WGAL.....TV Channel 8 – [www.wgal.com/swatch.htm](http://www.wgal.com/swatch.htm)  
WHTM.....TV Channel 27  
WPMT.....TV Channel 43  
Blue Ridge CATV    TV Channel 11

### **Parent Involvement**

- **Parent/Student Communications During the School Day**

When an unforeseen emergency occurs, feel free to call the office and leave a message for your child. School staff will deliver emergency messages to your child as needed.

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.

- **Planning to Pick Up Missed Work Due to Absence**

If a child is too ill to attend class, we encourage parents to call the school between 8:30-9:30 a.m. to request homework. Homework assignments requested by parents may be picked up in the office after 3:00 p.m. 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 p.m.



- **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.

**Volunteer** – 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 Volunteers include tutors, and chaperones for field trips and classroom support. 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**

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

- **Clearances**

All **Volunteers** 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 153 of the Pennsylvania Public School Code and District policy #916, and must not be dated more than one (1) year prior to the date of approval by the Board. The cost to procure the federal criminal history 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. Effective July 25, 2015, there is no charge for the child abuse reports/PA state police clearances. No individual will be approved to serve as a volunteer of activity sponsor if 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.

- **Procedure for Volunteering**

All volunteers must sign in and where identification (badge or sticker) when working in the school.

### **Student Services / Student Evaluation**

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/guidance counselor 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 of the 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 detailed 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.

## RtII and Parents

Parents should be informed of RtII and maintain a working knowledge in order to benefit their children. This is especially important when the child is in Tier II or Tier III interventions. Parents' understanding of RtII can be accomplished through:

- 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

# 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.

#### *RtII Resources for Parents*

Response to Instruction and Intervention: An Introduction  
[www.pattan.net/files/RTI/RTIIntro.pdf](http://www.pattan.net/files/RTI/RTIIntro.pdf)

Pennsylvania Training and Technical Assistance Network (PaTTAN)  
[www.pattan.net](http://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/a-parent-guide-to-rti](http://www.ncld.org/publications-a-more/parent-advocacy-guides/a-parent-guide-to-rti)

#### Warwick School District

301 West Orange Street  
Littitz PA 17543  
Phone: (717) 626-3734  
Fax: (717) 626-3850

Revised: April 5, 2011

#### *Key Features of RtII*

RtII assesses the learning of ALL students early and often.

RtII uses standards aligned and research-based interventions that are both based on research and aligned to state standards at increasing levels of intensity to support students and help them reach standards.

RtII relies on progress monitoring and data collection.

RtII intervention plans are designed, implemented, and monitored by a multi-disciplinary team of professionals.

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

Overall, RtII improves services by:

- Increasing the success rate of students receiving instruction in the general education setting
- Providing research-based instruction as an early intervention to students
- Providing critical data needed to design, implement and monitor interventions
- Reducing the time for which students wait for additional supports.
- Reducing the number of referrals to special education.



## 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 continue to struggle in Tier 3 are referred for a special education evaluation, and data from the RtII process can be used to determine eligibility as a student with a specific learning disability.

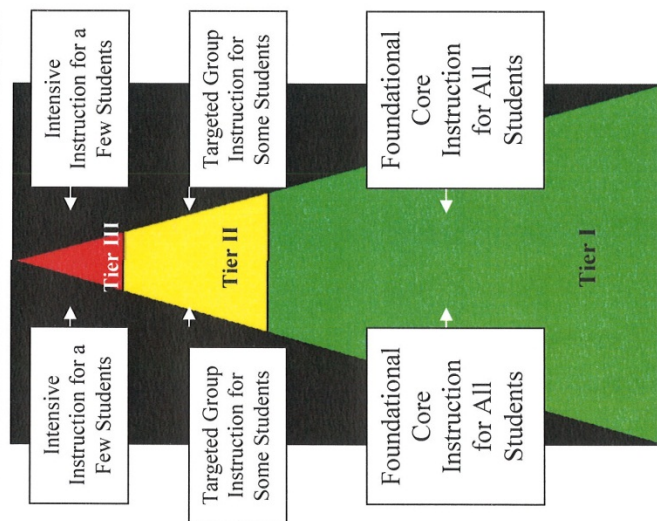
### Key Terms

**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** - Data 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 implemented.

## 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.

## Differentiated Instruction

Teachers are faced with diverse learners who require instruction geared to their individual needs. RtII is a framework that encourages teachers to utilize planning and preparation, implementation of instruction and assessments or evidence of learning modules.

### What will I teach?

- Work collaboratively to articulate and map curriculum and assessments by grade level and between grades, ensuring scaffolding
- Work independently to design the curriculum
- Instructional planning attends to the environment, materials, resources, groups and structure of the lesson or unit

### How will I teach?

- Choose only specific learning activities and projects which advance student understanding
- Employ questioning and discussion techniques to maximize student interaction
- Employ active learning to maximize engagement
- Modify instruction to accommodate diverse needs

### How will we measure progress?

- Products and assessments to measure student understanding are determined during the planning process
- Evidence of learning takes many different forms (i.e., reports, projects, exhibitions and demonstrations)

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## **Student Progress/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 June.

Report cards are electronic. Parents will receive an e-mail from the school with directions for accessing the progress report. Parents must have a Parent Portal account to access the electronic report card.

Parents without internet access can request paper copies from the school office.

### **Interim Progress Reports**

Interim progress reports are sent to parents if a child is in danger of failing at mid-marking period. If students need to improve their grade and/or performance, teachers will offer suggestions to help them improve their work.

### **Parent/Teacher 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**

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 Back to School Night, 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 and 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.

## 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
  - Collaboration of team for time
- 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\*

\*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 availability. 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. This feedback should be formative for lesson construction. Feedback may be provided to students in a 1:1 situation, in a group or as a class. Feedback should be timely, specific and students can effectively provide their own feedback (example: keeping track of their own speech/accuracy, graphing progress, etc.).

Homework should involve grading/checking for accuracy & completion in the most efficient manner, regardless of whether homework is put in the grade book. If homework is graded, it should be graded for accuracy, not effort or completion. Further, if homework is graded the following scale should be used for percentage of the grade in regards to the frequency of the grading of homework:

- Minimal 0-5%

- Moderate 0 - 10%
- High 0 - 15%, with grading not to exceed 15% of the total grade

Homework completion will not result in a disciplinary consequence. 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 demonstrate complete understanding. Teachers will utilize class time to conference with students and provide feedback during project creation. Teachers should have periodic check-ins with students prior to the long-term assignment's due date, to ensure that students understand the project expectations and are working to complete the project in a timely and efficient manner.

#### *Record keeping:*

Teachers will keep record of homework accuracy and/or reading log completion, reflected as either one grade per marking period per subject (total amount of assignments completed/total amount of homework given) or as separate entries. If a teacher chooses not to grade the accuracy of assignments in this manner, homework completion can be recorded under Academic Behaviors in the gradebook. Grade levels should be consistent with their record keeping practices.

#### *Absences:*

Parents have been requested to ask for homework before 8:30 a.m. Some teachers make additional special arrangements with parents. Students should have as many days to make up work as the number of days missed. A student will be given a day's "grace" period and is not expected to turn an assignment in on the child's day of return to school. If the child was too ill to come to school, he/she may be too ill to do the assignments.

#### *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 their 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.

### **Health Services**

The primary function of school health services is preventative 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**. Student illnesses and/or injuries that occur 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 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.
- 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 7<sup>th</sup> 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 or 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 July 1<sup>st</sup> 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 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 complete the exam. Reports of dental examinations performed by the family dentist on or after July 1<sup>st</sup> of the previous school year will be accepted and must be returned to the school nurse no later than November 30<sup>th</sup>. 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 annually 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** medications 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 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.
  - School health care providers and teachers trained to use Epinephrine auto-injectors may treat students in the event of an allergic reaction. Staff training for Epinephrine auto-injector is facilitated by the school health care provider. **Parents who do not wish for their child to be treated by staff other than the health care provider must submit a letter to the building principal annually.**
- 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 container, 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 210.

- **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 of 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.
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.

## **Food and Nutrition Programs:**

- **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 lunch program.

The elementary breakfast is available ten minutes prior to the start of the school day. Students enter the cafeteria upon their arrival at school and will eat breakfast in the cafeteria prior to going to homeroom. Students have a limited time to eat breakfast.

- **Lunch Program (Please see Appendix A for Forgotten Lunch Money Procedures)**

Warwick School District has excellent food service facilities. Nutritious lunches, including milk, are available to all students. The menu is emailed 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 WOW sunbutter 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. Monitors in the dining room may not be able to give immediate help to every child. Soda and energy drinks are not permitted.

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 8 oz. 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!

## **Guidelines for Use of Food in Schools**

At Warwick School District, we are responsible to ensure the safety and security of all students and staff. We take that responsibility seriously and make every effort to ensure that safety. As part of those efforts, we need to be sure that all food served to students or staff is safe. We have well-developed policies and procedures in the food services areas in each of our schools and continuously evaluate those policies and procedures in order to maintain a high level of food safety.

In addition, at both the state and national levels of government, there is growing attention focused on health and nutrition within our schools. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. The Warwick School District has recently increased our attention in this area as well. We are committed to helping students establish and maintain lifelong, healthy eating patterns.

Finally, food allergies are an area of growing concern in schools across America. Millions of children suffer allergic reactions due to food exposure, whether that exposure is through ingestion, touch or even in an airborne form. Those reactions can vary in severity from mild to life-threatening. This is a major health issue and must be taken very seriously. Again, the safety of all students in our school is a top priority for the Warwick School District.

For the reasons mentioned above, the district is recommending the following procedures related to food in our schools and classrooms. The following guidelines will outline these updated procedures. Any snacks eaten in school should be “healthy snacks.” Fruits, vegetables, and other snacks that are low in both calories and sugar content are considered to be “healthy snacks.” All snacks or food of any kind will be eaten in the cafeteria or other designated area assigned by the building principal (i.e., Cafeteria classroom). Food will no longer be served in classrooms, except in the areas of Family and Consumer Science. In addition, clubs and other extracurricular activity group meetings that meet in classrooms before school should no longer include snacks or other food. Outside food provided by parents or students as rewards, for parties or served as other treats is not permitted. Food is not permitted to be consumed in the building hallways or other common areas. Finally, teachers should use prudent judgment about storing and eating personal food items in their classroom. Recommended clean-up procedures should always be followed.

#### **What about food rewards, special parties, and activities that align with the curriculum?**

1. The use of outside food (i.e., pizza, fast food, candy, etc.) purchased and provided by teachers, other school staff, students or parents will NOT be permitted. All food rewards should be purchased through the district’s Food Services Division to guarantee that the food meets the *Chapter 12 - Food and Nutritional* guidelines. A request to purchase food by school staff for any event, including those that align with the curriculum, should be made of the building principal. Attached is the Food Request form. In addition, all recommendations and directives related to student needs due to food allergies in the classroom and school must be followed.
2. As stated above, outside food provided by parents will not be permitted, including Birthday treats. **If parents choose to provide a treat, options may be purchased through the district’s Food Services Division utilizing the Birthday Celebration order form which may be found on the Warwick School District website, or by contacting the Food Services Coordinator at your child’s respective school. If an order is placed with the Food Services Division, the building principal will be notified.**
3. Parties, celebrations, and other events that do include food purchased from Food Service may not interfere with school breakfast or lunch and may begin no earlier than 30 minutes after the last meal period of the regular school day with the exception of events that include serving a meal in lieu of breakfast or lunch.
4. If the planned event includes a meal in lieu of breakfast or lunch, a healthy meal that meets the nutritional guidelines will be ordered by the Food Service Director. The Food Services Director will inform the building principal, and the building principal will make any necessary recommendations related to student needs due to food allergies in the classroom.

5. Teachers and other school staff should always consider the use of non-food rewards such as pencils or erasers for in-class reinforcement or special celebrations and parties.

### **Are there exceptions to these procedures?**

Yes. Special events that take place after school hours and are not sponsored by the school district (i.e., Fun Nights, etc.) are exempt from these procedures, but should try to offer healthy options to the attendees. Also, students who have medical conditions that require the availability of food/snacks as directed by a doctor will be permitted. This should be coordinated with the building nurse.

All other exceptions to these Food Guidelines will be made by District Office administration in consultation with the building principal.

### **Other General Information**

- **School Dress**

We encourage students to wear sensible and appropriate clothes to school. Please ensure that your child is appropriately dressed for the current weather conditions as they will participate in regularly planned outdoor activities. The principal, school nurse, or classroom teacher 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, 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**

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

1. Hard baseballs and bats or Lacrosse sticks and 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 make arrangements with you to return the equipment 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 at the end of the school year are donated to charity.

- **Out of School Party Invitations**

Students will only be able to distribute invitations to birthday parties held outside of school if every child in the class is invited. This is because those not invited can have hurt feelings. Teachers will not be responsible for handing out invitations. Please do not ask the teacher or secretary for addresses or telephone numbers. Confidential personal information cannot be shared.

- **Safety Patrol**

Safety patrol members 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 works. 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.

- **Electronic Devices**

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 service that provides an unfiltered connection to the Internet. This includes the use of 3G or 4G services on personally owned devices.**

The possession of laser pointers and attachments and paging devices/beepers by the student 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.

As we work together with parents/guardians to enforce School Board Policy, the administration has developed the following consequences:

- First Offense: The device will be confiscated. The device can be picked up by the student at the conclusion of that school day in the school office. Parents will be notified of the first offense violation through email, or phone call.
- Second Offense: The device will be confiscated. The device will NOT be returned to the student. The parent/guardian must appear at the school to collect the device.
- Third Offense: The device will be confiscated. The device will NOT be returned to the student. The device will be returned to a parent/guardian. In addition, further consequences may be applied.



Electronic devices that have been used or suspected to have been used to disrupt the educational environment are subjected to be confiscated for investigative purposes. They may be handed over to the police if necessary and may result in disciplinary action.

- **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 the 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 Code of Conduct**

Our (4) elementary schools have three consistent student rules:

- Be respectful
- Be responsible
- Be ready

Please encourage your child to demonstrate these behaviors in all environments. Student behavior is monitored by school personnel from the time the student leaves the door at home until the time they return to their home. Teachers will recognize positive and redirect negative behavior. Teachers will communicate to you both positive and negative student behaviors. Your partnership is valued!

Descriptions of teacher behavior plans are presented to parents at Back to School Night and available upon request. If a student is seen misbehaving on during school time or 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

### **Potential Consequences of Level II Offenses:**

- 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 (this includes a lighted or unlighted cigarette, cigar, pipe, or other smoking product or material and smokeless tobacco in any form. This definition includes the e-cigarette, personal vaporizer, and/or electronic nicotine delivery system. The Board prohibits possession, use, or sale of these items by students at school, on school property, buses, vans, and vehicles owned, leased, or controlled by the District. Possession or use of them by students at school-sponsored activities off school property is also prohibited) – name given to District Judge
- Truancy

- Stealing
- Fighting
- Harassing or threatening others

**Potential Consequences of Level III Offenses:**

- 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 the police

**Examples of Level IV Offenses:**

- Possessing, using, selling, or under the influence of drugs and alcohol including look-alike drugs (this includes a lighted or unlighted cigarette, cigar, pipe, or other smoking product or material and smokeless tobacco in any form). This definition includes the e-cigarette, personal vaporizer, and/or electronic nicotine delivery system. The Board prohibits possession, use, or sale of these items by students at school, on school property, buses, vans, and vehicles owned, leased, or controlled by the District. Possession or use of them by students at school-sponsored activities off school property is also prohibited.
- Carrying weapons such as knives, bullets, guns – including look-alikes
- Continued harassment or threats to others

**Potential Consequences of Level IV Offenses:**

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

**• Harassment Reporting Procedures – School Board Policy No. 248**

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 or assistant 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 – School Board 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 bully/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 of 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.

- **Warwick School District Weapons Policy – Board Policy No. 218.1**

### **Purpose**

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.

### **Definitions**

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

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

### **Authority**

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.[2][3]

The Board 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 and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

### **Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

### **Guidelines**

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.

### **ALL STUDENTS**

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

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

The incident will be reported to the student's parent(s)/guardian(s).

The incident will be reported immediately to police.

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

### **ELEMENTARY STUDENTS (K-6)**

#### Possession of a weapon, no intent to use:

The administration shall follow steps through (All Students).

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

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

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

The administration shall immediately suspend the student from school for a period of up to ten (10) school days.

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.

Remember to Always...

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

And to NEVER...

## **Bully or Cyber-Bully**

And if you do...

### **Consequences WILL include:**

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

### **Other Consequences COULD include:**

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

### **And if you feel that you are being bullied...**

Report it immediately to a teacher or staff member.

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**Warwick School District**  
**School Board Policy 249**



## **TRANSPORTATION OF 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 Mrs. Jen Grove, Transportation Coordinator, at 626-3734, ext. 3880 or Dr. Ryan Axe, Director of Secondary Education, at 626-3734.

### **Bus Riders**

If your child is to be transported to and/or from school at a location other than your designated home area bus stop, please complete the Transportation Request Form. If your child is being transported from home to home, you DO NOT need to fill out this form. Forms can also be found on the Warwick website: [www.warwicksd.org](http://www.warwicksd.org).

Requests for Warwick School District bus transportation from locations other than the student's home will be considered only if the location is in the same school attendance area as the student's home and is on an established bus route.

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 the additional parent and/or child care provider on Wednesdays, Thursdays and Fridays. This schedule MUST be consistent. We cannot honor requests for transportation that will vary each week.

After July 19 or during the school year, allow 5 days for processing Transportation Requests.

Exceptions to the assigned transportation may be granted by building principals for emergencies such as illness in the 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, parent going shopping, student working, 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. Notes requesting transportation changes signed by parents will NOT be accepted by the bus drivers.

Students will be permitted to ride only the bus to which they are assigned. Further all students designated as bus riders must ride the bus unless picked up by a parent or designee. In addition, for safety reasons, they will be permitted to get on or off the bus only at the stop to which they are assigned. Staff and 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.

### **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 p.m., 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.

Student in grades 4 through 6, who are typically walkers, 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. Permission will not be granted to students who are assigned a bus.

### **Warwick School District Regulations For Students Riding School Buses**

***The privilege of any pupil to ride a school bus is conditional 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 students. Obey the driver promptly.
2. Be on time. Students should arrive to the bus stop 5-8 minutes before the scheduled time. The driver cannot wait beyond the regular schedule for those who are tardy.
3. Students must ride their assigned bus and get off at the designated location.
4. Students 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. Students 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. Students 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 the seats or in the aisle.)



- j) tracking mud or dirt onto the bus
  - k) littering the bus
  - l) opening or closing windows without permission by the driver.
12. Any student 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, students 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 for safety purposes. Videos are 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.

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# Student Attendance Manual

WARWICK SCHOOL DISTRICT

301 West Orange Street  
Lancaster, PA 17543

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January 2016

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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 (kindergarten or 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 or at the time of the child’s life that they have entered school
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 preapproved by the appropriate administrator - limit of two (2) annually, not to exceed a total of (5) school days

♦ Pre-approved annual visits to post-secondary options:

Colleges, trade schools or job sites-with a maximum (non-cumulative) of:

\* 9th – 1 day

\* 10th – 1 day

\* 11th – 3 days

\* 12th – 3 days

- ♦ Student visits to colleges - maximum of three (3) days annually and must be an 11<sup>th</sup> or 12<sup>th</sup> grade student
- ♦ 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 preapproved 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.

- Elementary (Grades K - 6): 8:00 a.m. - 2:30 p.m.
- Middle School (Grades 7 - 8): 7:49 a.m. - 2:55 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 School Attendance Improvement Plan (SAIP) meeting to resolve the issue. All parties (student, parent/guardian, school staff, etc.) sign the SAIP at the conclusion of the meeting.
- Any additional unlawful absences (4 or more) that occur after the SAIP meeting may result in citations from the District Magistrate's office. Any future attendance issues should be referred to the district magistrate.

## **School-Family Conference & Student Attendance Improvement Plan (SAIP)**

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 SAIP (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 school will make 3 attempts to have the full team present for the SAIP development meeting. If the parent/guardian does not respond to the attempts, or if the parent/guardian refuses to attend the meeting, the school team will develop the SAIP and mail it home to the parent.

The SAIP 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 SAIP
- Explanation of the family's strengths and responsibilities related to the SAIP
- Clarification of method(s) used for monitoring the effectiveness of the SAIP
- Explanation of the consequences for each stakeholder if the SAIP is not fully implemented
- Discussion of the benefits for successfully implementing the SAIP
- Follow up and report the outcome of the SAIP

The SAIP 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. A referral to the county children and youth agency may occur anytime following these citations.).

# 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 Preapproval
- 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)
- Student Attendance Improvement Plan (SAIP)



301 West Orange Street

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## School Attendance Improvement Plan

Date:

Goal: Increase \_\_\_\_\_ school attendance by \_\_\_\_\_

Student's Name:

### **Basic Student Information:**

Name:

DOB:

Grade Level:

Home Address:

Phone Number:

Medical/Health Needs

Special Needs:

Name of School:

### **Basic School Information:**

Name of School Building:

Principal:

Home and School Visitor:

Guidance Counselor:

School Phone Number:

Schools Address:

Attendance Secretary:

## Basic Parent Information

Name of Parent/Guardian: \_\_\_\_\_

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

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

Work Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### List of those who attended the SAIP and role/relationship to student:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

### Strengths of Student/Relevance to Plan:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Strengths of Parent/Guardian:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### General Information Regarding Family Members and Routines:

Who lives in the household? \_\_\_\_\_

With whom does child live with during the week: \_\_\_\_\_

What time does the student wake up on a school day? \_\_\_\_\_

Type of transportation/Who is providing transportation? \_\_\_\_\_



**Assessment/Areas of Need:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Solutions: Description	Responsible Party	Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

**Specific Potential Benefits for Compliance with Plan:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Specific Potential Consequences for Non-Compliance with Plan**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**This SAIP was created collaboratively to:**

- Assist the student in improving attendance;
- Enlist my/our support as the parent(s)/guardian(s); and
- To document the schools attempts to provide resources to promote the educational success of the student.

As the parent(s)/guardian(s), I/we understand that while the school has demonstrated its support and assistance to this student through this process, by law, it is my/our responsibility to ensure that the student attends school.

**We agree with this Plan, including all requirements and consequences set forth herein, and we agree to comply with the terms set forth in the Plan. Parties in agreement with this plan will sign below:**

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

Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Should we have difficulty in implementing the plan or are not clear on the roles of each party,

We can contact \_\_\_\_\_ with questions or concerns.

Please see attached attendance information:

**Attempts:**

<b>Phone call</b>	<b>Certified Mail</b>	<b>Home Visit</b>
Date:	Date:	Date:
Date:	Date:	Date:
Date:	Date:	Date:

## FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. This includes: staff employed by the district including an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel, a person serving on the school board, a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary committee or grievance committee, or assisting with another school official performing his or her task.
  - Other schools to which a student is transferring (Upon request, the district discloses educational records without consent to officials of another district in which a student seeks or intends to enroll.);
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, email address, photos, videos, date and place of birth, names of parents and siblings, honors and awards, graduation confirmation and date, participation in extracurricular activities, weight and height of interscholastic athletic team members, schools attended throughout the district and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Warwick School Districts permits parents to inform the district, in writing, by September 15<sup>th</sup> or within 30 days of enrollment if they deny this disclosure. Schools must notify parents and eligible students annually of their rights under FERPA. At Warwick, we notify parents through the printed calendar, on our website and in our parent/student handbooks.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

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

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

## Appendix A

**It is important that every child eats a healthy meal during the school day. A nutritional breakfast and lunch are vital to a child's success in school. For this reason, Warwick has a very generous policy regarding forgotten lunch money.**

**Elementary students** who do not have funds to purchase lunch may borrow money from the cashier.

- *Students are allowed to borrow money for the full or partial cost of a meal.*
- *When money is borrowed, an email will be sent home to advise families of the amount owed.*
- *Negative balances will be deducted from monies deposited to a student's account.*
- *Money may not be borrowed for ala carte purchases.*

**Middle School students** who do not have funds to purchase lunch may borrow money from the cashier.

- *Students are allowed to borrow money from the Food and Nutrition fund for the full or partial cost of a meal.*
- *When students have borrowed the equivalent of two lunches, they may no longer borrow money until the borrowed amount is paid.*
- *When money is borrowed, an email will be sent home to advise families of the amount owed.*
- *Negative balances will be deducted from monies deposited to a student's account.*
- *Money may not be borrowed for ala carte purchases.*

**High School students** who do not have funds to purchase lunch may borrow money from the cashier.

- *When students have borrowed the equivalent of one lunch, they may no longer borrow money until the borrowed amount is paid.*
- *When money is borrowed, an email will be sent home to advise families of the amount owed.*
- *Negative balances will be deducted from monies deposited to a student's account.*
- *Money may not be borrowed for ala carte purchases.*