

WHITEHALL-COPLAY SCHOOL DISTRICT

Administration Office
2940 MacArthur Road
Whitehall, PA 18052
610-439-1431

ELEMENTARY SCHOOLS

Gockley Elementary School
2932 Zephyr Boulevard
Whitehall, PA 18052
610-433-7551
Grades K & 1

Steckel Elementary School
2928 Zephyr Boulevard
Whitehall, PA 18052
610-435-1521
Grades 2 & 3

Zephyr Elementary School
2934 Zephyr Boulevard
Whitehall, PA 18052
610-871-3671
Grades 4 & 5

MIDDLE SCHOOL

Whitehall-Coplay Middle School
2930 Zephyr Boulevard
Whitehall, PA 18052
610-439-1439
Grades 6, 7, 8

SECONDARY SCHOOL

Whitehall High School
3800 Mechanicsville Road
Whitehall, PA 18052
610-437-5081
Grades 9, 10, 11, 12

Maintenance/ Warehouse

2590 Campus Drive
Whitehall, PA 18052

Maintenance - 610-439-0110

Warehouse - 610-776-1670

Transportation

2640 Campus Drive

Whitehall, PA 18052

610-437-4780

Multi-Purpose Stadium

2700 Campus Drive

Whitehall, PA 18052

COMMUNITY

The Whitehall-Coplay School District is located in the Township of Whitehall, which is in the central-eastern section of Pennsylvania on the Lehigh River adjacent to the northern border of the City of Allentown in the Allentown-Bethlehem-Easton Metropolitan Area (the Lehigh Valley).

Whitehall Township is the second largest municipality in Lehigh County by population. Covering an area of approximately 13.1 square miles, the township is within a hundred miles of the cities of Harrisburg, New York, and Philadelphia. In addition to the city of Allentown and the Lehigh River, the township is bounded by the townships of North Whitehall and South Whitehall and the Borough of Coplay. Principal unincorporated communities located within the township are Allencrest, Egypt, Fullerton, Hokendauqua, Cementon, Stiles, and West Catasauqua.

The township is mainly residential and commercial in character with approximately 50% of the land use devoted to residences and 40% devoted to commercial purposes. Whitehall has developed into the preeminent commercial center for the Lehigh Valley. There are a number of major retail shopping areas in the township, including the Lehigh Valley Mall and Whitehall Mall, as well as the MacArthur Road corridor. The latter includes Whitehall Square and other shopping areas extending north on U.S. Route 145 from the Allentown border.

EDUCATIONAL PARK

In 1978, the Whitehall-Coplay School District completed a 143 acre campus with all schools located centrally in the district. Approximately 4,500 students report to the high school (9-12), middle school (6-8), elementary (2-5), and primary (K-1) buildings. In addition to these buildings, the campus also has an administration building, field house, outdoor resource laboratory, shipping and receiving building, garages, and stadiums. The Whitehall Township Public Library is on the northwest corner of the campus.

SCHOOL BOARD MEETINGS

Whitehall-Coplay School District Administration Building

2940 MacArthur Road

Whitehall, PA 18052

Board of Directors' Meeting - Second Monday of each month

Board Committee Meeting - Fourth Monday of each month

Occasionally a holiday or other circumstance will alter this schedule. In such a case, or in the case of a special meeting, public notice is made in advance of the change of date or location.

All students receive electronic report cards through the Parent Portal. First grade students receive them at the end of all four marking periods. Kindergarten students receive report cards for the 2nd, 3rd, and 4th Marking periods. Once weekly special subject areas (library, art, music, physical education and computers) are graded on a semester basis.

WHITEHALL-COPLAY SCHOOL DISTRICT HEALTH SERVICES
WHITEHALL-COPLAY SCHOOL DISTRICT HEALTH SERVICES

School Nurses

Mrs. Valerie Chajnicki - Gockley School

Mrs. Jane Dolin - Steckel School

Mrs. Diane Eraifeg- Zephyr School

Mrs. Brooke Minnich- Middle School

Ms. Courtney Dragovits - High School

The district employs 5 Certified School Nurses. State mandated services delivered to students include:

1. Height and weight screening - Annually
2. Vision screening - Annually
3. Hearing screening - Kindergarten, Grades 1, 2, 3, 7, and 11
4. Physical examinations - Kindergarten, Grade 1, or original entry; Grades 6 and 11
5. Scoliosis screening - Grades 6 and 7
6. Dental exams - Kindergarten, Grade 1, or original entry; Grades 3 and 7
7. Maintenance of cumulative health record
8. Monitoring for proof of proper immunization to start school. In addition, immunization updates are required to begin 7th and 12th grades.

COMMUNICABLE DISEASES

The regulations on the duration of exclusion from school and criteria for readmission will be strictly enforced.

No child, absent or excluded from class, with a communicable disease shall return to school before the specified time has expired. This regulation includes but is not limited to the following diseases:

- | | |
|----------------------------------|---|
| Chicken Pox | - 5 days from the appearance of the first crop of vesicles, or when all the lesions are dried and crusted |
| Conjunctivitis (pink eye) | - 24 hours from institution of appropriate therapy and when the eye no longer has a discharge |
| Covid-19 positive test | - must follow current PA Department Of Health (DOH) guidelines for isolation to return to school |

- German Measles** - 4 days from onset or when rash is gone; temperature is normal
- Head Lice** - to be determined by examination by school nurse
- Impetigo** - 24 hours after starting appropriate antibiotic therapy
- Measles** - 4 days from onset of rash
- Ringworm** - under treatment with an antifungal and area can be covered
- Scabies** - after completion of appropriate treatment
- Scarlet Fever** - at least 10 days from the onset or 24 hours after starting appropriate anti-microbial therapy
- Whooping Cough (Pertussis)** - 3 weeks from onset or 5 days after starting appropriate anti-microbial therapy

Exclusion times may be extended at the discretion of the school nurse. A doctor's release may be required before a child with a communicable disease returns to school.

FEVER

A fever is a temperature over 100.4 F. During the covid- 19 pandemic, students may not attend school until fever free for 72 hours (3 days) without the use of fever reducing medication or present a negative covid test during the time of the fever or present a note from a licensed medical provider clearing the student to return to school. This is an evolving situation and this may change throughout the school year. We will be following the most recent guidance for the PA DOH and CDC.

IMMUNIZATIONS

Children in ALL grades (K-12) need the following properly spaced immunizations for attendance:

- 1) 4 doses of Tetanus (1 dose on or after 4th birthday)
- 2) 4 doses of Diphtheria (1 dose on or after 4th birthday)
- 3) 3 doses of Hepatitis B
- 4) 4 doses of Polio (1 dose on or after 4th birthday)
- 5) 2 doses of Measles
- 6) 2 doses of Mumps
- 7) 2 doses of Rubella or German Measles
- 8) 2 doses of Chickenpox (varicella) vaccine or evidence of immunity

In addition, students entering 7th Grade are required to have the following immunizations:

- 1) 1 dose of meningococcal conjugate vaccine (MCV)
- 2) 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if five years have elapsed since last tetanus immunization)

Also, students entering 12th grade are required to have the following:

- 1) 1 dose of meningococcal conjugate vaccine (MCV)

All immunizations must be properly spaced based on the Pennsylvania Department of Health Immunization Regulations. Children may be exempt from immunization for religious or medical issues. Your child's school nurse can provide more information about exemptions from immunizations.

MEDICATIONS DURING THE SCHOOL DAY

The Nurse Practice Act prohibits nurses from giving out any medications without a doctor's order. In order for medication to be given during the school day, the

Medication Dispensing Form must be completed by the child's physician and signed by both the physician and the parent or guardian. Copies of this form are available at the health room in each school building or on the Whitehall- Coplay School District web site at www.whitehallcoplay.org. Both the completed form and the prescribed medication must be provided to the school nurse. Medications must be delivered to the school by a parent or designated adult.

The school physician from St. Luke's University Hospital has approved standing orders that the staff from the health office can administer throughout the school day. The standing orders allow: oral antacids, lozenges/cough drops, topical oral analgesic, Blistex for chapped lips, topical diphenhydramine gel, calamine lotion, topical hydrocortisone cream, and/or triple antibiotic ointment to be given. You must consent for your child to receive these medications through the online update.

TUBERCULOSIS TESTING

Every employee, independent contractor, and volunteer who provides direct services to students on behalf of the school district is required to obtain a tuberculin (TB) skin test prior to working in the school or on behalf of the school. The test must be completed within 3 months of the start date. The results of the tuberculin test must be provided to the school district prior to working with students.

Student Rights/Surveys

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.

Parents shall have the right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the Superintendent.

No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of students or parents.
2. Mental and psychological problems of the student's family.
3. Sexual behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

However, such survey, analysis or evaluation may be conducted on a voluntary basis, provided that the student and parent have been notified of their right to inspect all related materials and to opt the student out of participation.

The district shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed above.

ANONYMOUS TIP LINE

The Anonymous Tip Line is for anyone who believes a student could endanger another person or him/herself. Call Safe2Say 1-844-723- 2729

PSYCHOLOGICAL SERVICES

610-433-6675

Mrs. Michelle M. Beck, *School Psychologist*

Mrs. Karen Christ, *School Psychologist*

Mr. Douglas Hauck, *School Psychologist*

Mrs. Kelly Kirkpatrick, *School Psychologist*

Candace Zona- Slaw, *School Psychologist*

Services provided by the school psychologists include consultation to teachers and parents, group and individual counseling for students, and evaluation for identification of children with special needs. In addition, the school psychologists are members of the Whitehall Intervention Teams and the Student Assistance Program.

AVAILABILITY OF EVALUATION AND SUPPORT

Purpose of Identification Activities

In order to ensure that all students receive an appropriate educational program based on their individual needs, a variety of screening and evaluation procedures are conducted at various occasions for children 3 to 21 years of age.

Services and Programs Available

A. Preschool (age 3 years to school entrance) - The Whitehall-Coplay School District utilizes the services of the Carbon-Lehigh Intermediate Unit #21 (CLIU #21) for the purposes of screening and identifying potentially exceptional children. These evaluations and programs may include the following: hearing therapy, vision therapy, speech and language therapy, physical therapy, and academic programs for developmentally delayed children.

B. School Aged (Grades K - 12)

1. Standardized Group Achievement and Ability Testing
2. Whitehall Intervention Teams - Grades K - 8 only
3. Psycho-educational Evaluations by School District Psychologist
4. Consultation and evaluation services available through CLIU #21
5. Supportive Programs available include:
 - a. Individual and group counseling
 - b. Corrective reading
 - c. Corrective math
 - d. English for speakers of other languages

- e. District operated Special Education Programs
- f. Carbon-Lehigh Intermediate Unit #21 operated Special Education Programs
- g. District-operated Gifted Programs
- h. Student Assistance Program

Time and Location of Screening Activities (Procedures for Requesting Services)

A. Preschool - Services are available through the Carbon-Lehigh Intermediate Unit #21 upon parental request.

B. School Aged

- 1. Standardized Achievement and Ability Testing - conducted annually at each building level for all students.
- 2. Whitehall Intervention Team - referral from any staff member or parent through the building principal's office.
- 3. Psycho-educational Evaluation - referral from Instructional Support Team, any staff member, or parent through the School Psychology office.
- 4. Consultation and Evaluation by CLIU #21 - request through Multidisciplinary Team.
- 5. Supportive Programs - request by student, parent, any staff member, Multidisciplinary Team.

Maintenance of Records

Confidentiality of school records is governed by P.L. 93-380, "The Family Educational Rights and Privacy Act," which is available in each building principal's office.

School district policy dictates that psycho-educational records are electronically transferred and stored following high school graduation or the completion of the assigned educational program. A review of these records is available by appointment through the school psychology office. Questions or comments regarding these procedures should be directed to the School Psychology Office.

NOTICE TO PARENTS OF CHILDREN WHO RESIDE IN WHITEHALL-COPLAY SCHOOL DISTRICT

In compliance with state and federal law, notice is hereby given by the Whitehall-Coplay School District that it conducts on-going identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- 1. Autism/pervasive developmental disorder
- 2. Blindness or visual impairment
- 3. Deafness or hearing impairment
- 4. Developmental delay
- 5. Mentally gifted
- 6. Mental retardation
- 7. Multi-handicapped
- 8. Neurological impairment

9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech and language impairment

If you believe that your school-age child may be in need of special education services and related programs or your young child (age 3 to school-age) may be in need of early intervention, screening, and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to Mrs. Brooke Clary, Director of Special Education.

Special education programs for students with disabilities are provided by the district. The district operates a continuum of learning support programs, emotional support programs, and itinerant speech and language services. Inclusion and self-contained programs exist in all grade levels. A contract with the Carbon Lehigh Intermediate Unit (C.L.I.U.) provides additional services for students with special needs.

Protected Handicapped Students Annual Notice to Parents

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

For further information on the rights of parents and children, provisions of services, evaluation and screening (including purpose, time and location), you may contact the person listed above or any building principal.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, the person named above, or any building principal.

GIFTED EDUCATION SUPPORT – CHILD FIND (22 Pa. Code Chapter 16)

The Whitehall-Coplay School District provides gifted education support for exceptional children.

GIFTED EDUCATION SUPPORT SERVICES

If your child is found eligible, a Gifted Individualized Education Plan (GIEP) would be developed that specifically describes the supports and services your child would receive. Whitehall-Coplay School District provides the gifted child with a variety of program services.

SCREENING

Through a multifaceted evaluation process, the District systematically reviews multiple sources of information in order to find children who demonstrate gifted qualities. The screening process may include a review of the student's performance on standardized academic achievement testing, class work, performance-based assessments, teacher observation and input, verbal and non-verbal measures of intelligence testing, and parental input.

EVALUATION

If you believe that your child may qualify for gifted services, a gifted multidisciplinary evaluation (GMDE) will be conducted by a gifted multidisciplinary team (GMDT). The GMDT will be formed on the basis of the student's needs and will be comprised of the student's parents, a certified school psychologist, persons familiar with the student's educational experience and performance, one or more of the student's current teachers, persons trained in the appropriate evaluation techniques and, when possible, persons familiar with the student's cultural background. A single member of the GMDT may meet two or more of the qualifications specified in this subsection. All information gathered through the screening and/or re-evaluation process is considered confidential under Section 438 of the General Education Provisions Act.

Parents who suspect that their child is gifted may request a gifted multidisciplinary evaluation of their child at any time with a limit of one request per school year. The request shall be in writing. If a parental request is made orally to school personnel, the personnel will inform the parents that the request shall be in writing and will provide the parents with a form for that purpose.

Any questions regarding gifted education supports or services or child-find activities may be directed to the Gifted Coordinator, Brook Clary, at 610-439-1439.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, the person named above, or any building principal.

NON-DISCRIMINATION POLICY

The Whitehall-Coplay School District is an equal opportunity education institution and will not discriminate in its educational programs, activities or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability, union membership, or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, Section 504, and Americans with Disabilities Act.

For information regarding:

1. Civil Rights
2. Grievance Procedures
3. Services, activities and facilities that are accessible to and useable by disabled persons, or
4. Employee or participant complaints of harassment or discrimination, contact:

Dr Robert Steckel, Compliance Officer
2940 MacArthur Road

FEDERAL DRUG-FREE WORKPLACE ACT

The Federal Drug-Free Workplace Act requires that your workplace be totally free of the illegal use of drugs and requires that we issue the following statement to you. **No one is allowed to use, make, sell, distribute, or have in their possession any illegal drugs.** Any violation of the Act will lead to severe disciplinary action which will normally include dismissal.

STUDENT RECORDS - NOTIFICATION OF RIGHTS - PARENTS/ELIGIBLE STUDENTS - POLICY 216

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the students educational records, as follows:

1. The right to inspect and review the student's education records within thirty (30) days of the district's receipt of a request for access.
2. The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise violates the privacy rights of the student.

A parent or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official).

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

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent.

Disclosure of personally identifiable information can be made without consent to the following:

A. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

B. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested.

C. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and State and local educational authorities.

D. Officials connected with a student's application for a receipt of financial aid.

E. State and local officials who are required to get specific information pursuant to State law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the State statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by State law, without prior written consent of the parent.

F. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.

G. Accrediting institutions.

H. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.

I. Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order.

The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.

4. The right to file a complaint with the U.S. 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
600 Independence Avenue, SW
Washington, DC 20202-4605

5. The right to refuse to permit the designation of any or all of the categories of directory information.

The district is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal by October 1st of the current school term.

Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; and other similar information.

6. The right to request that information not be provided to military recruiting officers and/or representatives of postsecondary institutions without prior written parental consent.

Names, addresses, and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.

STUDENT ATTENDANCE

Pennsylvania law requires that all parents annually receive District regulations regarding student attendance. You should refer to the handbooks issued at each school building for further details. The basic regulations are as follows:

Effective with the 2020-2021 school year, a child must comply with compulsory attendance requirements from age 6 to age 18. Specifically, a child who has attained the age of 6 on or before September 1 must enroll and attend school or begin a homeschool program that year. Additionally, any student less than 18 years of age must comply with compulsory school age requirements. The term "compulsory attendance" refers to the mandate that all children of compulsory school age having a legal residence in Pennsylvania must 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 the following situations found in sections 1327, 1327.1, and 1330 of Pennsylvania's Public School Code (School Code):

Right to a Free Education:

- A. All persons between 5 years and 21 years residing in the Whitehall-Coplay School District are entitled to a free and full education. This right extends to migratory children, children in foster care, emancipated minors, non-resident students living gratis with a district resident, and pregnant or married students. Mentally retarded children will be provided a program of education and training appropriate to their learning capabilities.
- B. 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. Students who are less than 17 years of age are subject to the compulsory attendance law even though expelled. The responsibility for placing the student in school rests initially with the student's parents or guardian.

- C. Students have the right to complete high school, even after they reach 17 years of age, provided they are fulfilling their responsibilities as students. A student will not be excluded from the public schools or from extracurricular activities solely on the basis of being married or pregnant.
- D. No student will be denied access to a free and full public education for reason of race, religion, sex, national origin or handicap.
- E. No student may be admitted or permitted to attend the public schools unless the child has received immunizations required by the Department of Health.

BUS POLICY

Mrs. Christine Smith, *Supervisor of Transportation Services*

(610) 437-4780

The Board desires to provide the maximum safety for students of the district who use school buses.

The Board recognizes that it is necessary that bus drivers are properly trained and that buses are maintained in proper operating condition. Equally important, however, is the conduct of the students who ride the buses.

The responsibility for conduct rests primarily with parents and students. The responsibility for administration of any discipline required as a result of this policy is assigned to the school building principal.

Important Safety Rules

1. Students should arrive at the bus stop 5-10 minutes prior to their assigned times and wait for the bus off of the street. If crossing the street to board or exit the bus, do so at least 10 feet in front of the bus after checking for traffic.
2. Please ride only your assigned bus and pick it up at only your assigned bus stop. Exceptions must be pre-approved by the Transportation Department.
3. The bus driver is the adult in charge and has the right to assign seats as needed.
4. Only personal listening devices with headphones are permitted on the bus.
5. Transporting musical instruments, athletic equipment, and school projects are permitted. However, all items must fit on the students' lap in their seats.
6. No glass objects, pets, or animals of any kind are permitted on the bus.

School bus Violations Subject to Penalty

1. Not following directions from the bus driver.
2. Annoying or unnecessarily distracting the bus driver.
3. Violating safety rules.
4. Talking too loud or boisterous behavior.
5. Not allowing others a seat.
6. Littering.

7. Eating, drinking or chewing gum on the bus.
8. Pushing or tripping getting on or off the bus.
9. Blocking the aisle of the bus, all items must be in the seat.
10. Standing or changing seats while the bus is in motion.
11. Putting head, hands or feet out the bus window.
12. Throwing objects out the window.
13. Throwing or shooting objects at the bus driver or passengers.
14. Harassment to the bus driver or other students.
15. Unacceptable language and/or obscene gestures.
16. Lighting matches or lighter on the bus.
17. Fighting on the bus or at the bus stop.
18. Destruction and/or damage of any kind to the bus. (Violation will result in full restitution.)
19. Smoking or use of smokeless tobacco.
20. Use of or carrying of alcoholic beverages and/or controlled substances.
21. Carrying a weapon.

Disciplinary action will be the decision of the building principal. The penalties will be based on the severity of the violation and the age of the student.

Violation of Items 17 thru 21 may result in criminal charges being served on the student(s) involved by the bus driver and/or Supervisor of Transportation.

Corrective Action:

ITEMS 1 through 7:

FIRST OFFENSE: Warning given by the bus driver. Bus driver will document the date of warning and violation number.

SECOND OFFENSE: Conduct Report issued. Conference with the student and principal. Report sent home, signed by parent, and returned to principal. Indication of the possible loss of bus riding privilege on the next offense.

THIRD OFFENSE: Conduct Report issued. Conference with student and principal. Upon notification to the parent, students may lose bus riding privilege for up to one(1) week.

FOURTH OFFENSE: Conduct Report issued. Conference with student and principal. Upon notification to parents, students may lose bus riding privilege for an indefinite period of time. Conference with the principal and parent(s) before reinstating bus riding privilege.

ITEMS 8 through 16:

FIRST OFFENSE: Conduct Report issued. Conference with the student and principal. Report sent home, signed, and returned to the principal.

SECOND OFFENSE: Conduct Report issued. Conference with the student and principal. Upon notification to parents, students may lose bus riding privilege for up to one (1) week.

THIRD OFFENSE: Conduct Report issued. Conference with the student and principal. Upon notification to parents, students may lose bus riding privilege for an indefinite period of time. Conference with principal and parents before reinstating bus riding privilege.

ITEMS 17 through 21:

FIRST OFFENSE: Conduct Report issued. Upon notification to parents, students may lose bus riding privilege for an indefinite period of time. Conference with principal and parent(s) before reinstating bus riding privilege.

SECOND OFFENSE: Conduct Report issued. Upon notification to parents may result in immediate removal of bus riding privilege for the remainder of the school year.

The Supervisor of Transportation and/or School Bus Driver will be available for any conference if their presence is requested.

VIDEO CAMERA SURVEILLANCE – POLICY 810.3

The Board of Education recognizes its responsibility to maintain discipline and to insure the safety and welfare of its occupants on school transportation vehicles, in school facilities, and on school property. As such, all persons on school owned property and in district vehicles shall be hereby notified of the presence of video cameras and the intended uses of the recordings.

Video cameras with audio capability may be used to monitor the behavior of occupants on school property and in school buses and school vehicles, to observe and monitor conditions present in facilities and on the district campus, and to monitor and promote the safety of the school environment.

The following guidelines will govern the use of video cameras:

1. Video cameras will be used on school buses transporting students to and from school or extra-curricular activities.
2. Staff and students are prohibited from tampering or otherwise interfering with video camera equipment.
3. Video recordings shall be used primarily for the purpose of evidence for disciplining students. Additionally, video recordings shall be used by the school district and various law enforcement agencies as evidence as permitted by law.
4. Students in violation of conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.
5. The District will comply with the provisions of federal law regarding records requirements as applicable in the district's use of video recordings. Video recordings

considered for retention as part of a student's record will be maintained in accordance with established student record procedures governing access, review and release of student and other school district records.

6. The board has established policies that are specific to the use of video cameras. It is the responsibility of students, employees, and public occupants to understand and abide by those policies.

WEAPONS' POLICY 218.1

Purpose

The Board has made a strong and determined effort to maintain its schools as safe and secure places where students and staff can pursue educational endeavors. The Board is committed to providing the district with the means to maintain a safe climate for all students, staff, and visitors. Possession of weapons in the school setting is a threat to the safety of students, staff and visitors 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, look-a-like gun, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. A weapon may include any object readily capable of lethal use or capable of directly or indirectly inflicting bodily injury and possessed, transferred or handled under circumstances not manifestly appropriate for lawful uses which the object may have.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; 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.

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

Delegation of Responsibility

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act. Any person discovering possession of a weapon in violation of this policy, or a threat to use a weapon, shall immediately notify the principal or designee, who shall immediately conduct an investigation, including interviewing witnesses, obtaining written statements, and compiling anecdotal records substantiating or refuting the claim.

The principal or designee shall immediately notify the Superintendent, the parents/guardians of all students involved, and local law enforcement officials.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be

followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form twice each year.

Guidelines

Students, staff, and parents/guardians shall be informed at least annually concerning this policy.

This policy shall not apply to school sponsored programs such as the Archery Program or Industrial Arts, Home Economics, or Art areas which routinely use tools, which, if improperly used could be considered a weapon. Under no circumstances are these tools to be removed from their respective areas. School officials and staff members have the responsibility to emphasize their proper and intended use(s).

Weapons may be brought into school for legitimate school purposes, such as to assist in a speech, exhibition, or project in connection with any course or extracurricular activity sponsored by the school district but only after pre-approval is made by the principal or designee, in writing, prior to the event. In such an event, the device shall be required to be deposited with the principal or designee at the school office until such time in the school day as it may be needed, when it would be checked out of the school office for that limited period of time. Further parental permission shall be required in writing. Weapons under the control of law enforcement personnel are permitted.

Any student discovered in violation of this policy to have any weapon in his/her possession, including in a locker or desk, or threatens to use a weapon on another person shall be subject to have the weapon immediately seized by school personnel. In the sole discretion of the principal or designee, the student may be excluded and not be permitted to remain in the school building, on any school premises, on any school bus, or at any school activity, event or function held at or away from school immediately upon discovery.

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students: When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

BULLYING/CYBERBULLYING POLICY 249

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The board recognizes that 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 bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting 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.

Bullying, as defined in this policy, includes cyberbullying.

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.

Authority

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

District administration shall annually provide the following information with the Safe School Report.

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school
2. Parental conference
3. Loss of school privileges

4. Transfer to another school building, classroom or school 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

UNLAWFUL HARASSMENT

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. The Board encourages students who have been harassed to report promptly such incidents to the designated employees. The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the districts' legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

DRUG AND ALCOHOL POLICY/GUIDELINES

PREFACE

This policy, including its rules, regulations, and guidelines, is a coordinated effort by the Whitehall-Coplay School District to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by members of its entire student population. (K through 12)

STATEMENT OF POLICY

Through the use of an up-to-date revised curriculum, classroom activities, community support and resources, a strong and consistent administration and faculty effort, and rehabilitative and disciplinary procedures, the Whitehall-Coplay School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood altering substances by the entire student population.

As an extension of this policy, the following rules, regulations, and guidelines shall be used by all school district personnel when responding to drug, mood altering substance, and alcohol related situations.

DEFINITION OF TERMS

Drug/Mood Altering Substance/Alcohol - shall include any alcohol or malt beverage, any drug defined by law as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include, but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances and any capsules or pills not registered with the school nurse, annotated within the student's health record and given in accordance with the School District policy for the administration of medication to students in school.

Student Assistance Program Core Team - a multi-disciplinary team, hereafter called the S.A.P. Core Team, composed of school personnel (teachers, administrators, nurses, counselors). This team has been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Distributing - deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

Possession - possess or hold, without any attempt to distribute any alcohol, drug, or mood altering substances determined to be illegal or as defined by this policy.

Cooperative Behavior - shall be defined as the willingness of a student to work with staff and school personnel in a continuing reasonable and helpful manner, complying with requests and recommendations of the members of the S.A.P. Core Team.

Uncooperative Behavior - is resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the S.A.P. Core Team.

Drug Paraphernalia - includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood altering substances as defined by law. Examples include but are not limited to roach clips, pipes, and bowls or other items as defined by law.

Cumulative Records - All Drug and Alcohol violations records will be cumulative in grades K through 5 with no carryover to grades 6-12. Beginning in grade 6, Drug and Alcohol violations will again become cumulative and transferable within the Whitehall-Coplay School District.

Administrator(s) - the person(s) in charge of the individual building in which the incident takes place.

RULES AND REGULATIONS

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, drugs, or mood altering substances, or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any such chemical substance restricted by law or over the counter drug not registered with the school nurse, shall be subjected to discipline pursuant to the provisions and procedures outlined in Board Policies.

SITUATIONAL/CATEGORY

1. A student possesses, uses, or is under the influence of drugs, mood altering substances, or alcohol. First offense.

DISCIPLINE/REHABILITATION

Referral to the S.A.P. Core Team. Possible 10 day out of school suspension or expulsion. The administration may request that conditions for the return to school following suspension include an assessment by a licensed drug/ alcohol agency or School Board designated mental health professional and compliance with the recommendations obtained. Possible expulsion from extra-curricular activities.

SITUATIONAL/CATEGORY

2. A student is caught again in possession, use, or under the influence of drugs, mood altering substances, or alcohol.

DISCIPLINE/REHABILITATION

Referral to the S.A.P. Core Team. Ten (10) day out of school suspension. Possible expulsion from school, which could be permanent. The administration may request that conditions for the return to school following expulsion include an assessment by a licensed drug/alcohol agency or School Board designated mental health professional and compliance with the recommendations obtained. Possible expulsion from extra-curricular activities.

SITUATIONAL/CATEGORY

3. A student is distributing a drug, mood altering substance, or alcohol.

DISCIPLINE/REHABILITATION

Referral to the S.A.P. Core Team. Grounds for expulsion from school, which could be permanent. The administration may request that conditions for the return to school following expulsion include an assessment by a licensed drug/alcohol agency or School Board designated mental health professional and compliance with the recommendations obtained. Possible expulsion from extra-curricular activities.

Responsibilities for Policy Implementation

Implementation of this policy is the responsibility of the building principal who is charged to interpret the evidence and the circumstances of each situation to determine the status of the offender and the status of the offender's future program. Searches without warrant may be conducted upon the basis of reasonable suspicion that the student is concealing something, possession of which is either in violation of the law or of school rules. Individual personal searches may be made upon the denial of voluntary disclosure of suspected property or the denial of consent to make the search while reasonable suspicion continues to exist.

SCHOOL GUIDELINES

As an integral part of the Whitehall-Coplay School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substances, and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a positive means to respond to drug, mood altering substances, and alcohol related incidents. The Whitehall-Coplay School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any reasonable measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

The complete Controlled Substances/Paraphernalia Policy (227) and Guidelines (Attachment 227) can be viewed on the district's website <http://www.whitehallcoplay.org/districtsite/> following the *District* tab to *District Overview* to *WCSD Policy Manual*.

SUSPENSION AND EXPULSION POLICY 233

Purpose

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

Authority

The Board may, after proper hearing, suspend or expel a student for such a time as it deems necessary, or may permanently expel a student.

Every principal or teacher in charge of a public school may temporarily suspend any student for disobedience or misconduct.

The principal and/or his/her designee have the authority to suspend a student (in-school or out-of-school suspension). The following examples include, but are not limited to, the offenses that warrant suspension or expulsion. The suspension may take place during school hours or after the school day.

1. Fighting
2. Use of tobacco
3. Use or possession of controlled substances and/or drug paraphernalia
4. Truancy
5. Destruction of (school) property
6. Stealing
7. Use of profanity (oral or written)
8. Cutting of classes
9. Disruption of the educational process after a request or command to cease all actions (verbal or physical), which distract other students' attention, concentration, or performance
10. Activating false fire alarms, issuing a bomb threat, or any action threatening the safety of the student body and/or staff
11. Disregard for safety procedures while on school property
12. Student drivers who do not register for parking permit
13. Extortion of money or service
14. Chronic lateness to class
15. Leaving school building without permission
16. Reckless driving or speeding on campus
17. Behavior leading to ejection from school functions
18. Chronic discipline infractions
19. Bus misconduct
20. Terroristic threat
21. Harassment/bullying
22. Other acts or misconduct considered serious in nature by the principal or his/her designee may result in similar action.

Any of the offenses listed in this policy may jeopardize a student's privilege to participate in baccalaureate or commencement exercises at the end of the school year.

The following offenses include but are not limited to resulting in expulsion in accordance with Board policy:

1. Second offense of possession or use of controlled substances
2. Possession of large amount of controlled substance
3. Selling or dispensing controlled substances
4. Possession of weapons or look-alike weapons in violation of Board policy
5. Assaulting any district employee
6. Repeated acts of misbehavior for any and all offenses after full suspension

Exclusion From School – Out-Of-School Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive schooldays and shall immediately notify the parent/guardian and the Superintendent or designee in writing when the student is suspended.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten school day period.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such a hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension. Informal hearings under this provision shall be conducted by the building principal. The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.

The district shall provide for the student's education during the period of in-school suspension.

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board or a duly authorized committee of the Board, and upon action taken by the Board after the hearing. A formal hearing shall be required in all expulsion actions.

The complete Suspension and Expulsion Policy (233) can be viewed on the district's website <http://www.whitehallcoplay.org/districtsite/> following the *District* tab to *District Overview* to *WCSD Policy Manual*.

REPORTING AND RECORDS RETENTION REGARDING DISCIPLINE AND VIOLENCE IN SCHOOLS

Student Admission to the District

Prior to the admission to any school within the District, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school in Pennsylvania or any other state for a act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence against persons and/or property committed on school premises, at any school sponsored activities, or on any public or school sponsored activity. This registration shall be maintained as part of the student's disciplinary record. **24 P.S. 13-1304-A(A).**

A willful false statement made under this section is a misdemeanor of the third degree and shall be reported immediately to the appropriate authorities. **24 P.S. 13-1304-A(B).**

Student Transfer

Whenever a pupil transfers from the District to another school entity, a certified copy of the student's disciplinary record shall be transmitted upon request to the school entity to which the pupil has transferred. Once the school entity to which the student has transferred requests the record, the District shall supply a certified copy of the student's disciplinary record within ten (10) days from receipt of the request. **24 P.S. 13-1304-A(B).**

Permission of the parent, guardian or other person having control or charge of the student shall not be required for transfer of the individual student's record to another school entity within Pennsylvania or in another state in which the student seeks enrollment or is enrolled.

24 P.S. 13-1306-A.

Availability of Record

A student's disciplinary record, as well as records maintained under this policy, shall be available for inspection to the student and his parent, guardian or other person having control or charge of the student, to District officials and to state and local law enforcement officials as provided by law. **24P.S. 13-1306-A.**

Maintenance of Records

The District shall maintain updated records of all incidents of violence, incidents involving possession of weapons and convictions or adjudications of delinquent acts, as defined in 42 PA C.S. Section 6302, for acts committed on school premises, at any school sponsored activities, or on any public or private conveyance providing transportation to or from a school or school sponsored activity by students enrolled therein on both a district-wide and school-by-school bases. Records maintained under this section shall be contained in a format developed by the Pennsylvania State Police in cooperation with the Office of Safe Schools. A statistical summary of these records shall be made accessible for examination by the public during regular business hours.

24 P.S. 13-1307-A.

The District may also make similar reports regarding incidents involving possession of facsimile weapons.

PARENTAL/FAMILY INVOLVEMENT POLICY 917

Purpose

The Board recognizes the vital role parents/guardians and family play in the education, welfare and values of their children. The district is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.

Definition

Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.

Authority

The Board recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students. To this end, the Board shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.

Guidelines

Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.

The parental and family involvement program may include the following:

1. Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles.
2. Promotion of clear two-way communication between the school and the family about school programs and student progress.
3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.
4. Involvement of parents/guardians, with appropriate training, in instructional and support roles at the school.

New Student Registration - EFFECTIVE June 1, 2009

At the time of enrollment/registration into the Whitehall-Coplay School District (at any grade level) parents will be required to provide verification of residency in Whitehall-Coplay School District. Students will not be allowed to enter the School District without this verification.

Please contact the district registration secretary for complete listing of residency verification.

STUDENT'S RIGHTS AND RESPONSIBILITIES

The Whitehall-Coplay School District Board of Directors has adopted policies and guidelines concerning Student Rights and Responsibilities as required by the State Board of Education. The following items are provided in order to implement the policies and are effective immediately.

Student Responsibilities

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- C. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
- D. It is the responsibility of the students to:
 1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
 2. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 3. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
 4. Assume that until a rule is waived, altered or repealed, it is in full effect.
 5. Assist the school staff in operating a safe school for all students enrolled therein.
 6. Be aware of and comply with state and local laws.
 7. Exercise proper care when using public facilities and equipment.

8. Attend school daily, except when excused, and be on time at all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
11. Avoid inaccuracies in student newspapers or publications and indecent or obscene language.

Corporal Punishment

Corporal punishment is not to be utilized but reasonable force may still be used by professional employees under the following circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self defense.
4. For the protection of persons or property.

Freedom of Expression

Students may use publications, handbills, announcements, assemblies, group meetings, buttons, arm bands, and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities. Students have the responsibility to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. The following rules apply to use of the Public Address Systems in the Whitehall-Coplay School District.

Usage shall:

- be for essential announcements only.
- be subject to approval of the building principal.
- be used only for recognized school activities, not to interrupt classes.

Student use of facilities is encouraged with the following guidelines:

1. Requests must be submitted well in advance of the need of the facility.
2. Generally, use shall be granted on a first come first served basis whenever the request does not interfere with regular school operation or routine use of the facility.
3. Custodial services must be available if deemed necessary by the principal.

**** The Acceptable Use of the Electronic Communications Systems and Network Policy can be viewed on the district's website**

<http://www.whitehallcoplay.org/districtsite/> following the *District* tab to *Technology to WCSD Technology Policy*.

****The use of tobacco (including cigars, cigarettes, pipes, and smokeless tobacco) is prohibited in any school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.**

WHITEHALL ATHLETICS' SCHEDULES

INSTRUCTIONS ON HOW TO USE:

www.usatodayhss.com

TO ACCESS UP-TO-DATE AND CURRENT SCHEDULES FOR YOUR STUDENT-ATHLETE'S ATHLETIC TEAM!

1. Using your web browser, type in the URL: **www.usatoday.hss.com**
2. In "Find your School," type: **Whitehall**
3. On the following screen, you will see a listing of today's events, and you will see a calendar of events for the week or the month. You can change the view as you like. You can change months by clicking on the arrows next to each month.
4. All events that are scheduled are listed in the corresponding date. You can move your cursor over the event to get more detailed information.
5. You can see your entire team schedule by using the drop down menu in the box entitled "**Select by Team.**" When you select a team and click the view schedule, the entire season's schedule for that sport and level will appear.

Receiving instant change notification!!!

1. You can also sign up for instant notification of cancellations or postponements by clicking "**My Account**" at the top of the page.
2. After you get to the sign-up screen, fill in the information completely and accurately on the first page.
3. You will be able to choose the sports about which you would like notification. Select that sport and level and click add to the list.
4. At the bottom of the screen, you can add a cell phone number for notification via text message as well as additional email addresses for family, friends, etc. who would also like to know this information.

This method of finding about athletic changes will be the quickest and most efficient method available to you, much quicker than voicemails!