E. Secretarial & Business
Office Manager, Secretaries, Accountants,
Computer, Payroll, Accounts Receivable,
Accounts Payable, Shipping and Receiving ........... 40
F. Miscellaneous
Technology and Security .................................... 14

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.

CENTRAL OFFICE PERSONNEL
2940 MacArthur Road, Whitehall, PA 18052
610-439-1431

ADMINISTRATION
Dr. Lorie Hackett........................................... Superintendent
Mr. Chris Schiffert................................. Assistant to the Superintendent
Dr. Michael Malay..........................Business Manager/Board Secretary
Dr. Barbara Chomik...Director of Curriculum & Instruction
Dr. Sandy Rex..................Supervisor of Literacy K-12
Mrs. Brooke Clary......... Director of Special Education
Mr. Thomas Solski........ Supervisor of Special Programs

BOARD OF SCHOOL DIRECTORS
Wayne A. Grim.................................President
Lloyd Schafer................................. V ice President
William Leiner, Jr.................................Treasurer
Eileen B. Abruzzi.................................Member
Owen W. Eberhart, Jr.................................Member
Patty D. Gaugler......................... Member
Tina J. Koren................................. Member
George Makhoul................................. Member
Arthur F. Tschiller......................... Member
Attorney Jeffrey T. Sultanik, Esq........ Solicitor
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 ofCoplay. Principal unincorporated communities located within the township are Allencrest, Egypt, Fullerton, Hokendaqua, Cementon, Stiles, and West Catasaqua.

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 MaCrArthur 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.

WHITEHALL-COPLAY SCHOOL DISTRICT HEALTH SERVICES
School Nurses
Mrs. Julie Bannor - Gockley School
Mrs. Sangeeta Dorner - Steckel School
Mrs. Lora Luchansky - Zephyr School
Mrs. Jane Dolin - Middle School
Mrs. Jessica Alonge - 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 of proof of immunization

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
- 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
- Ring Worm - under treatment with an anti fungal and area can be covered
- Scarlet Fever - at least 10 days from the onset or 24 hours after starting appropriate anti-microbial therapy
- Whooping Cough - 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
Unless released by the physician and approved by the school nurse, a student with a temperature over 100 degrees Fahrenheit may not attend school until fever free for 24 hours without the use of fever reducing medicine such as acetaminophen or ibuprofen.

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

4 doses of Tetanus (1 dose on or after 4th birthday)
4 doses of Diphtheria (1 dose on or after 4th birthday)
3 doses of Hepatitis B
4 doses of Polio (1 dose on or after 4th birthday)
2 doses of Measles
2 doses of Mumps
2 dose of Rubella or German Measles
2 doses of Chicken ox (varicella) vaccine or evidence of immunity

In addition, students entering 7th Grade are required to have the following immunizations:
1 dose of meningococcal conjugate vaccine (MCV)
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 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.

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.

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.
The Gockley School is truly a “great place to start!” Completed in 1978, the school currently houses 12 Kindergarten sessions, 2 Diagnostic Kindergarten sessions, 13 First Grade classes, 2 Learning Support classes, and an Emotional Support class. Our students begin their formal education in an attractive school designed in cluster or pod settings, which promote a versatile and stimulating environment. The staff provides a very caring atmosphere while implementing the most innovative teaching techniques available. Support programs include a Whitehall Intervention Team, SAP Team, Title I Reading, supportive math, and speech therapy. Parents and grandparents have the opportunity to actively participate in the PTO PLUS volunteer program.

KINDERNETGarten & FIRST GRADE REGISTRATION
A Parent Information Night is offered in January for parents of all incoming kindergarten students. Kindergarten registration is conducted in the spring of each year. Orientation for new students is scheduled in late August to acquaint students and their parents with the school. Registration of a child is not complete until the following items have been verified:
1. The child’s full legal name and date of birth. (A state issued birth certificate is preferred.) To be registered for kindergarten, the child must be 5 years old before September 1.
2. The completion of Pennsylvania’s school immunization requirements as found in 28 PA.CODE CH 23.
3. Verification of residency in the Whitehall-Coplay School District. Parents will be required to provide verification to enter the School District.

MARKING SYSTEM
All Gockley students receive electronic report cards at the end of each quarter which target specific competencies during each marking period. The kindergarten students receive grades in alphabet awareness, speaking, listening, math, handwriting, art, physical education, social development, and work habits. First grade students are assessed in reading, spelling, math, handwriting, science, social studies/health, work/study habits, art, music, and physical education.

COUNSELING SERVICES
Mrs. Susan Pevorus - Counselor
Team Leader of Whitehall Intervention Team
The Gockley School counselor serves the 12 sessions of kindergarten and 13 first grade classes. Services are provided to the children via individual counseling and classroom instruction, to the teachers through consultation and assessment, and to parents through school or parent-initiated conferences. The counselor coordinates school support personnel and outside agencies which may be involved with a child.

Classroom guidance comprises a major component of the guidance program. Topics include friendship, learning to listen, feelings, positive self-esteem, cultural diversity/recognition and acceptance of individual differences, character education, career exploration, making good choices and conflict resolution.

The Whitehall Intervention Team is coordinated by the counselor and is made up of the principal, support teacher, speech therapist, psychologist, and referring teacher. Its purpose is to discuss and provide support and interventions to the classroom teacher for a student who may be experiencing academic and/or behavioral concerns. The goal is that each child works up to his or her potential with appropriate support to make the child successful.

ACTIVITIES
1. Meet the Teacher Night is held in the fall, and Open House is held in the spring.
2. A Musical Springfest, where first grade children are given the opportunity to sing before an audience, is performed for parents.
3. The Scholastic Book Fair is hosted in spring, which encourages an interest in reading.
4. A Kindergarten Information Night is conducted in January for all parents with students registering for kindergarten during the following school year.
5. Kindergarten orientation is held in August of each school year to welcome the new class of kindergarten students.
6. The PTO PLUS sponsors field trips, assembly programs, a holiday party, and Children’s Day for the students.

Modified Kindergarten Schedule
In the event of a 2-hour delay of school, we will use the following modified kindergarten schedule. Radio and television announcements during a 2-hour delay will indicate a modified kindergarten schedule. When you hear/see the announcement, please make all of the necessary arrangements for your child (which may include your childcare provider). For the modified kindergarten schedule, the bus for PM children will arrive approximately 50-60 minutes later than the regular pick-up time for school.

AM Kindergarten starts: 10:50 a.m. and ends: 12:40 p.m.
PM Kindergarten starts: 1:25 p.m. and ends: 3:15 p.m.

School-wide Positive Behavior Program (Gockley I Can Train)
This program is designed to teach, recognize, and reward positive student behavior and enhance the school environment. Train tickets are awarded to students when exhibiting the behaviors of the I Can Tran: I am Caring, Always do my Best, and Need to be Safe. These tickets are then redeemed at the school store for special prizes and activities. A Principal’s Club and monthly student celebrations also help to reinforce the I Can Train expectations. The implementation of this program results in maximized teaching/learning time, improved social skills, increased student responsibility, and enhanced school safety.
George D. Steckel Elementary
2928 Zephyr Blvd., Whitehall, PA 18052 • 610-435-1521

Cora Snyder, Principal x1302
Grades 2 & 3
Student Day: 8:35 a.m. - 3:15 p.m.

Steckel Elementary School houses approximately 620 pupils in grades 2 and 3. Currently we have 13 classrooms of each grade. This flexible space school is designed with three classrooms in a pod. The faculty and staff provide a caring and nurturing environment individually and in groups through numerous guidance programs, health services, Title I reading program, Response to Instruction and Intervention, Olweus Bullying Program, School-Wide Positive Behavior Program (Steckel S.T.A.R.S.), and the Whitehall Intervention Team (WIT).

The Whitehall Intervention Team is composed of the classroom teacher, reading specialist, guidance counselor, school psychologist, and principal. The team focuses on providing students with appropriate learning strategies and interventions to alleviate academic or behavioral concerns that are impediments to school success. High school ‘Career Ed’ students may provide extra support and tutoring to those students who need assistance. A Big Brother/Big Sister Program connects high school students with elementary children providing social, emotional, and academic support.

In conjunction with the Kellyn Foundation, the school maintains several raised bed gardens which provide students with science, ecology and math curriculum in a real life setting. The Kellyn Foundation helps maintain the gardens, and also presents their Eat Real Food Program to 3rd grade students. This program complements the school garden and is integrated into the science curriculum in both 2nd and 3rd grade, providing students with the opportunity to eat more fruits and vegetables. Steckel’s website invites parents and the community to stay current with school activities and events at: https://sites.google.com/a/whitehallcoplay.org/steckelelementary/. The school is also active on social media: The Facebook page and Twitter accounts can be accessed from the aforementioned school website.

MARKING SYSTEM
Students receive quarterly electronic report cards indicating their progress in the basic subject areas and the competencies that are stressed. In addition to a letter grade, teachers also indicate the child’s effort in each subject area. Once weekly special subject areas (library, music, art, physical education, and computers), are graded on a semester basis.

COUNSELING SERVICES
Mrs. Jamie Bisignani - Counselor x1321

An elementary Guidance Counselor serves second and third grades. Direct services are provided to the children, via individual and group counseling; to the teacher, through consultation and assessment; and to the parents through school or parent-initiated conferences. The counselor also offers indirect service by coordinating the efforts of the school support personnel involved with the individual child.

The Steckel guidance program is an integral part of the overall school curriculum and is presented throughout the year during scheduled classroom sessions. Topics include developing organizational skills and improved study skills, self-esteem, improving peer relationships, understanding and respecting individual differences, family dynamics, dealing with potentially dangerous social situations, divorce, and understanding our emotional development.

ACTIVITIES
The school’s closed circuit television station offers a variety of highly successful programs. Mad Minute, an annual scholastic scrimmage among third graders, is streamed in the spring. Split Second is a game show for second graders in the spring. The TV network also produces an annual holiday show which is aired throughout the community by the local cable companies and streamed from the district website.

An After-School Program provides individualized assistance and small group instruction in math and reading. This program typically runs twice-weekly from January to April. Other extracurricular programs such as Mad Science and the After School Theater Program are also offered to students.

The Steckelwood Pops, a musical festival, is presented each May by the 2nd and 3rd grade musical groups.

A very active Parent Teacher Organization PLUS sponsors numerous assemblies, field trips, and Children’s Day for all the students. Parents are encouraged to participate in school activities.

School-Wide Positive Behavior Program (Steckel S.T.A.R.S.)
Our program has been in place for 8 years. We have been able to increase learning time, reinforce social skills, promote responsibility, ensure safety, and create a more positive school environment through our school-wide positive behavior program. Our program teaches, recognizes, and rewards our students for positive behavior. Our five character traits are taught by using the acronym S.T.A.R.S. for safety, team players, achievers, respect, and self-discipline. These expectations are reinforced across all seven of our school settings: the bus, the cafeteria, the hallway, the classroom, the playground, the bathrooms, and the coatrooms. Students are recognized and rewarded through a star system where they can earn prizes from the redemption center, gain access to the Principal’s Club 300, become Student of the Month, and join our marking period celebrations.
Response to Instruction and Intervention is an integral part of Zephyr. RtII was initially utilized at Gockley and Steckel in grades K-3. RtII provides additional instruction in the area of reading for students scoring below benchmark on the DIBELS assessment and/or below proficiency on the PSSA or 4Sight assessments.

MARKING SYSTEM
Students receive report cards four times a year. Subjects graded are reading, writing, spelling, grammar, mathematics, social studies, and science, as well as library, physical education, art, music, and computers, and health. Students will also earn O=outstanding, S=satisfactory, and N=needs improvement in areas of General Development and Effort.

COUNSELING SERVICES
Mrs. Brittany Rabe - Counselor

The counseling program at Zephyr Elementary is available to help students, parents, and teachers develop positive learning experiences. The program consists of a variety of services and activities including individual and group counseling, parent and teacher consultation, group guidance, information services, and referral assistance to other programs and services in the community.

The Whitehall Intervention Team (WIT) at Zephyr Elementary is coordinated by the counselor. This team provides an opportunity for teaching staff to seek assistance in meeting the academic, behavioral, and social/emotional needs of at-risk students. The team is comprised of the building principal, classroom teacher, guidance counselor, reading specialist, and at times, the speech therapist or school psychologist. The parent is also an integral part of this process.

Zephyr has a Student Assistance Program (SAP). This program is designed to provide assistance to students who are experiencing academic and/or behavioral difficulties. Students, parents, and teachers work together to create positive changes and help the student experience success at school.

Our Truancy Intervention Program (TIP) is an initiative designed to lower our absentee and tardy-to-school rates. Valley Youth House works with the school and parents and offers assistance and encouragement for school attendance. The Zephyr guidance curriculum is based on specific learning goals and instructional strategies designed to assist with personal, social, career, and educational development for all students. Lessons focus on the understanding of self and others, coping strategies, peer relationships, problems solving, decision making, conflict resolution, and bullying prevention.

Zephyr’s School-Wide Positive Behavior Support (SWPBS) program is an agreed upon common approach to discipline. The focus is on four expectations for behavior. BEEZ expectations include: Be safe; Excel in all we do; Encourage each other, and Zephyr pride. Students are rewarded for demonstrating behaviors supporting these expectations and may use their BEEZ bucks to purchase “Zephyr” items and school supplies in the redemption center.

ACTIVITIES
Getting students involved in extracurricular activities is important whether it be in community sponsored groups or clubs at school. Zephyr continues with a Key Club, which allows both fourth and fifth graders the opportunity to develop leadership skills while performing community service projects.

In addition, fourth and fifth graders have the opportunity to show their musical talents by participating in band and chorus. Performances will be held in December and in spring.

An after-school program is provided for qualifying students to enhance reading and math skills. Students work on their individual weaknesses in small groups.

Zephyr Elementary is looking forward to offering a variety of assemblies, field trips, and activities through the support of the Whitehall-Coplay School District Parent Teacher Organization PLUS. This group of dedicated individuals provides educational opportunities for our students as well as providing hundreds of volunteer hours before, during, and after school.
Mr. Glenn Noack, Principal  
Mrs. Angela Friebolin, Assistant Principal  
Mr. Jeffrey Krempasky, Assistant Principal  
Grades 6, 7, 8  
Student Day: 7:25 a.m. - 2:15 p.m.

Just over 1000 students, grades six through eight, attend the Whitehall-Coplay Middle School. In addition to the core subjects of math, English, social studies, and science, several exploratory courses are offered. Family and Consumer Science and Technology Education are co-educational courses available to all students in grades 7 and 8. Other exploratory courses include computer instruction in grades 6, 7, and 8; German and Spanish, grade 8; health in grades 6, 7, and 8; library, grade 6; and Academic Strategies, grade 7, and Study Skills, grade 8. We also continue to build on the students’ elementary experiences in art, music, and physical education.

The Middle School is based on a philosophy that is both transitional and exploratory in nature. Utilizing a variety of organizational patterns, grouping arrangements, and instructional teams, students are able to gradually make the transition from an elementary to a high school setting. Students work with a team of teachers who plan for coordinated instruction and support students academically, socially, and emotionally. A variety of team activities are planned by core teachers to support team building among teachers and students. Further, the Olweus Bullying Prevention program will include class meetings as a class-building activity. Appropriate behavior and effort is rewarded through the School-Wide Positive Behavior Supports Program (SWPBS). Everything we do aims to help students make a healthy connection to the school and their lives.

The Middle School employs additional support services to help meet the needs of students who may be experiencing difficulty. The Student Assistance Program (SAP) is designed to help students who are experiencing school-related problems (academic, behavioral, social, or emotional), which may be due to alcohol or drug involvement, possible depression, or other concerns that may arise from in- or out-of-school conditions or situations. A student, parent, or staff member may refer individuals to this program by contacting the administration, guidance department, or a SAP team member. Several counseling groups are also available. These are listed below. Response to Instruction and Intervention continues from elementary buildings into our 6th grade. RtI thinking then extends into interventions in our seventh- and eighth-grade reading support program.

**MARKING SYSTEM**

Middle school pupils receive a report card at the end of each nine week period that indicates their achievements and attitudes for each of their courses. Following is a key to the marking system:

- **A** - Mastery of Subject  
- **B** - Above Average  
- **C** - Average  
- **D** - Minimum Required Work  
- **F** - Consistent Failure

Grades are based on overall performance, effort, and participation.

**COUNSELING SERVICES**

- Mrs. Lori Galucy - Counselor, grade 6  
- Mrs. Jean Sommers - Counselor, grade 7  
- Mrs. Jennifer Senavaitis - Counselor, grade 8  
- Dr. Trevor Pinho - School Psychologist

The Middle School counselors work with individuals and groups of students to provide opportunities for educational, personal, social, and vocational development. To meet specific needs of students, consultations are conducted with teachers, parents, administrators, and special service personnel. Counselors also place new students, maintain records, coordinate special programs and services, and conduct group guidance classes.

These group guidance classes are held on a scheduled basis within the classroom setting. Topics include, but are not limited to, the following:

- 1. Conflict resolution  
- 2. Developing friendships  
- 3. Promoting tolerance of others  
- 4. Career awareness  
- 5. Developing study skills  
- 6. Social and emotional development  
- 7. Relevance of education to future plans

While individual counseling is provided both in crisis situations and on an ongoing basis for students in need, counselors also are involved in various group counseling situations.

**ACTIVITIES**

Student Council, band, and chorus are offered for pupils. Students also have the opportunity to participate in a variety of clubs throughout the year. Seventh and eighth grade students are eligible to participate in middle school football, girls’ field hockey, girls’ and boys’ volleyball, girls’ softball, junior high wrestling, girls’ and boys’ basketball, coed cross country, coed soccer as well as the high school band.

The middle school enjoys the support of our very active Parent Teacher Organization PLUS, which sponsors numerous assemblies, Accelerated Reader rewards, SWPBS rewards, and field trips. Parents are encouraged to participate in school activities.
Whitehall High School
3800 Mechanicsville Road, Whitehall, PA 18052
610-437-5081
Mr. Nathan Davidson, Principal
Mr. Gabriel Dillard, Assistant Principal
Mrs. Heather Hampton, Assistant Principal
Ms. Alicia Knauff, Assistant Principal

Grades 9, 10, 11, 12
Student Day: 8:00 a.m. - 2:45 p.m.

Whitehall High School offers an eight period rotating schedule with full year and semester courses. Class periods run approximately 55 minutes. Students select their academic and/or technical programming, which provides the optimal preparation for their goals in college, business, trade schools, armed forces, and the work force. Recommended course selections are provided by the student’s counselor. High School students may also participate in programs at LCTI while continuing to attend classes and participate in extracurricular activities at the home school.

ACTIVITIES
In addition to the 18 varsity sports offered at Whitehall High School, there are also over 40 different clubs and activities students can get involved in throughout the year, including a very active Student Council and National Honor Society.

SWPBIS:
The Whitehall High School School-Wide Positive Behavior Intervention and Support is a framework with a focus on prevention and intervention to assist in: increasing compliant and positive behaviors, increasing safety and comfort, and increasing positive school climate and culture. The overall goal of SWPBIS is to increase academic performance by teaching, modeling and reinforcing positive behavior. Our SWPBIS framework recognizes students who show their Zephyr PRIDE by demonstrating they are Prepared, Respectful, Involved, Dependable, and Empathetic.

MARKING SYSTEM
Students must successfully complete a minimum number of credits in order to receive a high school diploma. In addition, students must successfully complete a graduation project as prescribed in Chapter 4 regulations. Quality points for course work are awarded as follows: A = 4.0, B = 3.0, C = 2.0, D = 1.0, and F = 0.0. Additional quality points for ranking purposes are awarded for Honors, Dual Enrollment, an AP courses. Further details can be found in the WHS Course of Study Catalog.

GRADUATION REQUIREMENTS
Minimum Required Units for Graduation:
Minimum of 25 credits
4.0 units of English
4.0 units of Social Studies
4.0 units of Science
4.0 units of Mathematics
2.0 units of Fitness & Wellness
1.0 unit of Industrial Business/Technology
1.0 unit of Art/Humanities
6.0 units of Career Pathway Electives
Proficiency on Algebra 1, Literature, and Biology Keystone Exam – Beginning with the Class of 2019

POST HIGH SCHOOL EDUCATION - CLASS OF 2018
Private Liberal Arts Colleges & Universities 25%
State Colleges & Universities 22%
Community Colleges 25%
Trade and Technical Schools 1.5%
Military 3%
Employment 1.5%
Undecided 22%

COUNSELING SERVICES
Mrs. Linda E. MacGill - students with last names A-C
Mrs. Amy Madeira – students with last names D-He
Ms. Meredith Kester – students with last names Hi-Mi
Mr. Chad Stefanovik – students with last names Mj-R
Mr. Richard E. LaDuke – students with last names S-Z

The counselors will work closely with both parents and students to develop a career oriented educational plan for each student. The recommended program of testing includes:
Freshmen - Keystone Exam
Sophomores - Preliminary Scholastic Aptitude Test (PSAT) (Optional), Keystone Exam, Career Inventory
Juniors - Preliminary Scholastic Aptitude Test (PSAT), ASVAB, Keystone Exam, Scholastic Aptitude Test (SAT), American College Test (SAT)
Seniors - Scholastic Aptitude Test (SAT), Achievement Test (ACT), American College Test (ACT), National Occupation Competency Testing Institute (NOCTI) (LCTI Students), Keystone Exam

College and financial aid workshops, as well as parent orientation nights are sponsored by the department.

The school counselors are very involved with students in both individual and small group counseling sessions.

This interaction covers a wide range of topics including (but not limited to) career counseling, emotional concerns, peer relationship/family problems, academic difficulties, and drug and alcohol issues. All students are strongly encouraged to see their counselor immediately should any of these concerns arise or to simply gather information.

AFTER SCHOOL TUTORING PROGRAM
Students requiring more time and support to be successful may attend an After School Tutoring Program. Please contact your school counselor regarding this program.

AFTER SCHOOL LIBRARY
A certified teacher is available after school to assist students with homework. Hours are posted in the main office.

INTERSCHOLASTIC ATHLETICS
Mr. Robert Hartman, Athletic Director

Boys - cross country, golf, football, soccer, basketball, swimming, wrestling, tennis, track, baseball, and volleyball
Girls - cross country, field hockey, basketball, swimming, tennis, track, softball, volleyball, soccer, cheerleading

TEN KEY PRACTICES
• Set higher expectations and get all students to meet them.
• Emphasize use of high-level mathematics, science, language arts, and problem solving skills in the context of modern workplace practices and in preparation for continued learning.
• Use real-world examples to teach the essential concepts of the college preparatory curriculum.
• Have students complete a challenging program of study with an upgraded academic core and a major.
• Give students access to a structured system of school-based and work-based learning planned cooperatively by educators, employers, and workers and resulting in an industry-recognized credential and employment in a career pathway.
• Provide a school structure and schedule, enabling academic and vocational teachers to plan and teach challenging integrated content.
• Engage all students in active learning.
• Provide a guidance and counseling system that involves parents and teachers in helping students plan and complete an accelerated program of study.
• Provide extra help to enable students to meet the higher expectations and standards of accelerated programs.
• Participate in and use student assessment and evaluation data to continuously improve the quality of student performance.
STUDENT RECRUITMENT
In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States.

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters, and prospective employers.

Postsecondary institutions and military recruiters shall have access to secondary students’ names, addresses and telephone numbers, unless the student or parent requests that such information not be released without prior written parental consent.

The district shall annually notify parents of their right to request student information not be released to representatives of postsecondary institutions and military recruiters without their written consent.

Note: Whitehall High School routinely provides the list of graduates to branches of the U.S. Armed Services. Parents or seniors who wish to have names removed from this mailing should notify the Whitehall High School office in writing by September 2017.

STUDENT RIGHTS/SURVEYS
Parents shall have the right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Use shall be granted to representatives of the armed forces of the United States.

Parents shall have the right to inspect, upon request, a survey created in accordance with District Policy. Use shall be granted to representatives of postsecondary education, military recruiters, and prospective employers.

No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of the student, to participate in any form of a survey, analysis, or evaluation.

GOLDEN AGE CARDS AVAILABLE TO SENIOR CITIZENS
Residents of the Whitehall-Coplay School District who are age 62 or over are invited to apply for a Golden Age Card. This complimentary pass, good for life, entitles holders to free admission to all home sports events, concerts, plays and other special events sponsored by the school district. Senior Citizens wishing to receive a card may visit the Administrative Offices at 2940 MacArthur Road.

BUILDING ENTRANCE PROCEDURE
The safety of the students and staff is of the utmost importance; therefore, as a proactive measure, the procedure for all the people entering the buildings will be to follow this protocol:

• Ring the bell.
• State your name and the student’s name with whom you are associated.
• State the reason for your visit.
• Show ID upon entering the building.

Also note that everyone entering our building must follow these procedures; therefore, please do NOT hold the door for others who are entering behind you. This protocol will affect all people entering our buildings: parents, visitors, volunteers, and student volunteers/ helpers. Even those who visit the buildings on a regular basis will be asked to follow this protocol.

COMMUNITY USE OF SCHOOL FACILITIES
School facilities can be made available for community purposes, provided that such use does not interfere with educational program of the school. The board shall provide for the use of the school facilities when permission has been requested in writing and approval has been given in accordance with District Policy. Use shall be granted in such a manner that does not constitute a monopoly for benefit of any person or organization. Permission for use of any building shall not be granted to any organization whose purpose is to advocate treason, insurrection, unlawful resistance to or overthrow of the government of the Commonwealth of Pennsylvania or any subdivision of either. A Certification of Insurance must be furnished for all rented facilities calling for admission charges. The minimum amount of coverage must be $1,500,000 for bodily injury and $500,000 for property damage. In case of scheduling conflicts, the school function shall be given preference.

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER
When extreme weather conditions exist, schools may be closed or starting times may be delayed. This decision will be made and broadcast on local radio stations by 6:30 a.m. Please do not call the schools or building administration.

The district uses an automatic communication system that is used to share information by phone, cell phone, text, and e-mail. This system provides parents the capability to receive important notices such as inclement weather delays, closings, and early dismissals as well as student absences.

The following stations are notified by the district and will carry the information you need:

- WAEB 790 AM or 104.1 FM
- WXXW 1470 AM
- WZZO 95.1 FM
- WODE 99.0 FM
- WLEV 100.7 FM
- WKAP 1320 AM
- TV Stations: WFMZ - Channel 69
- WNEP - Channel 16

EMERGENCY DRILL
For the safety of all students and staff, the district will proactively conduct various types of drills throughout the school year. It is important to know that students and parents will NOT be notified when an emergency drill is scheduled nor will they be notified during the drill that they are participating in a practice drill. In the event of a true emergency, the Whitehall-Coplay School District will utilize its rapid notification system, School Messenger, to notify parents as soon as possible. In the unlikely event that parents receive an emergency message, emergency personnel have requested that parents do not call or come to the school until directed to do so because it impedes the ability to respond to the emergency situation.

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 student or parents.
2. Mental and psychological problems of the student of 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.

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
Dr. Trevor Pinto, 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.

ANONYMOUS TIP-LINE
The Anonymous Tip-line is for anyone who believes a student could endanger another person or him/herself.

Call the voice mail 610-435-4638 and leave a message.
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 development 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 in writing 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 (GMEDE) 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, Dr. Sandy Rex, 610-439-1439

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 usable by disabled persons, or
4. Employee or participant complaints of harassment or discrimination, contact:

Mr. Chris Schifftert, Compliance Officer
2940 MacArthur Road
Whitehall, PA 18052
610-439-1431

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 districts 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.
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:

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**

(610) 437-4780

Mrs. Christine Smith, Supervisor of Transportation Services

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 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 seat.
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.
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 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.

**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 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, student may lose bus riding privilege for up to one (1) week.

**FOURTH OFFENSE:** Conduct Report issued. Conference with 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 the parent, student 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 the parent, student may lose bus riding privilege for up to one (1) week.

**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 the parent, student 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 the parent, student may lose bus riding privilege for an indefinite period of time. Conference with the principal and parent(s) before reinstating bus riding privilege.

**ITEMS 17 through 21:**

**FIRST OFFENSE:** Conduct Report issued. Upon notification to parent, student 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 parent, student may lose 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 requirement 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 threaten 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.

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.

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
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
   bullying prevention, intervention or education programs

GUIDELINES
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
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

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** is 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.

**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 ten (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-Coley 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 school-sponsored activities. These guidelines are intended to provide a safe and healthy environment for students. 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.

**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.
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 school days and shall inform 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 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 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.whitehallaspa.org/districtsite/ following the District tab to District Overview to W.C.S.D. 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. 24 P.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.

Parent/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 obligations 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.

** 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.

New Student Registration - EFFECTIVE June 1, 2010
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 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 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.