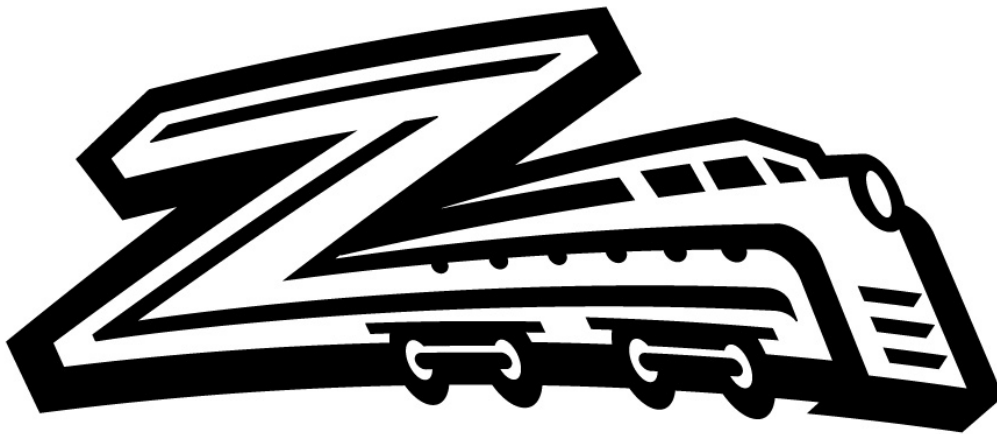


ZEPHYR Elementary School



TM

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



WCSD MISSION STATEMENT

The mission of the Whitehall-Coplay School District is to serve the diverse community by providing educational opportunities designed to challenge students to strive for personal excellence and responsible citizenship.

VISION

The vision of the Zephyr Elementary School is to have all fourth and fifth graders reading at or above grade level as measured by the Pennsylvania System of School Assessment.

WELCOME

On behalf of the faculty, staff, and administration, it is a pleasure to welcome you to Zephyr Elementary School. We hope that you will enjoy a successful and memorable school year. We proudly function as a team in the Whitehall-Coplay School District and here at Zephyr Elementary School. You will often work in classes as a team, your teachers will function as partners or in a subject area or grade-level teams, and the office staff will work as a team in solving problems or celebrating your successes. We hope you will find positive ways to join our team. It is a winning team and we are proud of the work everyone here does on your behalf.

You are a student who is supported by your peers and the adults in this building. Our students have pride in themselves, their friends, their teachers, and this school. You should take every opportunity to excel while here at Zephyr. We hope you will make a positive contribution to the educational environment here. Your achievement will be a direct result of your efforts. We hope your efforts bring you success this year and in your life beyond our school.

Terri L. Miller

Principal, Zephyr Elementary School

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Dear Parents,

In an effort to increase communication between home and school, this student handbook has been prepared for you. The student handbook is included in the front pages of the student agenda that is issued to each student on the first day of school. Please review the handbook in order to familiarize yourself with expectations and policies of Zephyr Elementary School. The policies and procedures in this handbook serve to make our school function smoothly and help us better serve student needs. Other essential district and building level information can be found in the annual **Activities Calendar and Guide** which is distributed to all students in the first week of school.

The overall purpose of the agenda is to provide an organizational tool for managing time and recording homework and other assignments. As an integral tool used for homework and time management, this planner should contain nothing that impedes the school's educational mission. It is to be kept free of offensive writing / materials. Except for this signature page, students should not tear any pages from the agenda. A cost of **\$6.00** is assessed for a replacement agenda.

Please sign and return this page after reviewing the student agenda / handbook. Students should return the signed paper to their homeroom teachers. Please do not hesitate to contact the school if you have any questions regarding the student handbook or agenda. Thank you in advance for your cooperation and best wishes for a successful academic year.

Terri L. Miller, Principal
Zephyr Elementary School

Our signatures indicate that we have received, read, and understand the information contained in the 2018-2019 Student Handbook / Agenda. We have reviewed the materials contained in the planner.

Student Signature _____ Homeroom _____

Parent Signature _____ Date _____

MEDIA RELEASE FORM

Throughout the school year, individual and small group photographs and video recording may be taken of students as they participate in various academic and non-academic activities. These may be used to publicize and promote district activities or may be for team activities. It is assumed that your child may be photographed unless permission is denied by checking and signing below.

NO I do not grant permission for pictures, videotapes, or other images of my son/ daughter to be released to local newspapers, television, or other media such as school district web pages, newsletters, or pamphlets for school purposes such as student and/or program recognition.

YES I do give permission for my child to participate as stated above.

If no is not checked and submitted, we assume we have your permission.

Parent Signature _____ Date _____

Parent Approval for Field Trips



Whitehall-Coply School District

Student Name:

Today's Date:

Student ID:

School: Zephyr Elementary

Grade: 4:5

I give permission for this student to go on all field trips with his/her class for the current school year. Permission is granted with full realization that every precaution will be taken for my student's safety and well-being. I also grant permission to any medical doctor or any accredited hospital to administer necessary emergency/medical treatment of my student while participating in the school-sponsored field trip. A school nurse does not attend field trips. If your student has a severe health condition, then you as the parent may join the student on the field trips. *Please contact the school nurse at least one week prior to the field trip if your student has a health condition requiring you or a nurse to attend*.

_____ **I give my permission**

_____ **I do NOT give my permission**

Parent/Guardian Name:

Student's Name:

Signature:

Today's Date:

TENTATIVE SCHOOL CLOSURE DATES

| | |
|--|--|
| Mon., Aug. 31 | First Day of School for Students |
| Fri., Sept. 4 – Mon., Sept 7 | Labor Day Holiday |
| Mon., Oct. 12 | Professional Development Day |
| Fri., Nov. 13 | Professional Development Day |
| Mon., Nov. 23 – Wed., Nov.25 (Noon Dismissals) | Elem. Conferences (No lunches served) |
| Thurs., Nov. 26 – Mon., Nov., 30 | Thanksgiving Holiday |
| Wed., Dec. 23 | Early Dismissal (12:00PM -No lunch served) |
| Thurs., Dec. 24 – Fri., Jan. 1 | Winter Break |
| Fri., Jan. 15 | Professional Development Day |
| Mon., Jan. 18 | Martin Luther King, Jr. Holiday |
| Fri., Feb. 12 – Mon., Feb. 15 | Presidents' Holiday |
| Fri., March 12 | Professional Development Day |
| Thurs., April 1 – Mon., April 5 | Spring Break |
| Mon., May 10 | Professional Development Day |
| Mon., May 31 | Memorial Day Holiday |
| Mon., June 15 | Last Student Day |

Contact Information

Zephyr Elementary School

2934 Zephyr Boulevard
Whitehall, PA 18052
Phone: (610) 871-3671
Fax: (610) 871-3672

Office Hours - 8:00 AM – 4:00 PM

Principal—Ms. Terri L. Miller
Guidance Counselor—Mrs. Brittany Rabe
School Psychologist—Mrs. Michelle Beck
Secretary to the Principal—Mrs. Candy Shultz
Office Secretary – Ms. Denise Ritter
School Nurse – Diane Eraifeg
Dean of Students – Amanda Kusko

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shultzc@whitehallcoplay.org
ritterd@whitehallcoplay.org
eraifegd@whitehallcoplay.org
kuskoad@whitehallcoplay.org

4th Grade Teachers

Miss Crista Billowitch
Mrs. Michelle Fodor
Mrs. Kristine George
Ms. Simone Granison
Mrs. Danielle Hacker
Mr. Nick Holmes
Ms. Ashley Koren
Ms. Sophia Leinweber
Mrs. Jenn Liguori
Ms. Hollie Matejcek
Mrs. Laura Mitchell
Mr. Michael Quickel
Mrs. Kelly Repasch
Ms. Rachel Sculley
Mr. Kyle Stout

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granisons@whitehallcoplay.org
hackerd@whitehallcoplay.org
holmesn@whitehallcoplay.org
korena@whitehallcoplay.org
leinwebers@whitehallcoplay.org
liguorij@whitehallcoplay.org
matejcekh@whitehallcoplay.org
mitchelll@whitehallcoplay.org
quickelm@whitehallcoplay.org
repaschk@whitehallcoplay.org
sculleyr@whitehallcoplay.org
stoutk@whitehallcoplay.org

5th Grade Teachers

Ms. Andi [Becker](#)
Ms. Victoria Bobyak
Mrs. Beth Deichmeister
Mrs. Amy Dorward
Miss April Harakal
Ms. Sarah Hirschman
Ms. Christine Laudato
Mr. David Lengyel
Mrs. Tiffany Lengyel
Mrs. Dana Mensher
Ms. Elizabeth Messerli
Mr. Mark Mihalko
Mrs. Amy Miller
Mr. William Pugh

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dorwarda@whitehallcoplay.org
harakala@whitehallcoplay.org
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lengyeld@whitehallcoplay.org
lengyelt@whitehallcoplay.org
[mensherd@whitehallcoplay.org](#)
[messerlie@whitehallcoplay.org](#)
mihalkom@whitehallcoplay.org
millera@whitehallcoplay.org
pughw@whitehallcoplay.org

4th and 5th Grade Teachers

Mrs. Stephanie Boyer
Ms. Rachel Burkhardt
Mrs. Carol Fetchko
Mrs. Cynthia Forster
Mrs. Carla Frye
Mr. Michael Gaugler
Mr. CJ Matz
Mr. Kevin Miller
Mr. Frank Piff
Mr. Kenneth Schneider
Mrs. Taylor Stefanyak
Mrs. Marlena Stroup
Mrs. Steph Trumbauer

[boyers@whitehallcoplay.org](#)
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forsterc@whitehallcoplay.org
fryec@whitehallcoplay.org
gauglerm@whitehallcoplay.org
matzc@whitehallcoplay.org
[millerk@whitehallcoplay.org](#)
piff@whitehallcoplay.org
schneiderk@whitehallcoplay.org
stefanyakt@whitehallcoplay.org
stroupm@whitehallcoplay.org
trumbauers@whitehallcoplay.org

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally, schools must have written permission from the parent in order to release any information from a student's education records. FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions:

- school officials with a legitimate educational interest;
- other schools to which a student is transferring;
- appropriate parties in connection with financial aid to a student;
- organizations conducting certain studies for or on behalf of the school;
- accrediting organization;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies; and/or
- state and local authorities, within a juvenile justice system, pursuant to specific state law.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION

The Whitehall-Coplay School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities because of race, sex, or handicap. The Whitehall-Coplay School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities because of race, sex, or handicap. This policy of non-discrimination extends to all legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws.

SUPPORT SERVICES

Whitehall Intervention Team (WIT)

WIT is in place to help students in regular classrooms who are unable to make sufficient educational progress and continue to experience poor grades. The program centers on the student's team of teachers working in conjunction with the guidance counselors, psychologist, and administrators to assess and design strategies and provide remediation to ensure that the student is receiving the appropriate instructional program. This process and other school services are used prior to referral for any special education assistance. A parent or staff member may receive more information about this program by contacting the student's guidance counselor.

STUDENT ASSISTANCE PROGRAM (SAP)

The Zephyr SAP team helps students who are having academic and/or behavioral difficulties. It is the goal to work with these students, their parents and teachers to help them be more successful in school.

TRUANCY ELIMINATION PLAN (TEP)

Students sometimes experience difficulty in attending school, for a variety of reasons. The Truancy Elimination Plan is to assist these students and their families in developing skills and strategies to prevent truancy patterns. Valley Youth House works in collaboration with Zephyr Elementary staff to provide services to help improve student attendance.

ATTENDANCE

All students should be punctual and attend school daily. When a student is absent from school, the parent/guardian must call the school office at (610) 871-3671 ext. 1501 as early as possible (before 9:30 a.m.) to report a child's absence. **With all absences, an excuse from home explaining the absence is due within three days of the student's return to school. The excuse must be dated and must contain the dates of absence, reason for absence, and parent / guardian signature.** The excuse should be submitted to the classroom teacher. **Students are marked unexcused until a note has been received.**

An excused absence permits the student to make up missed assignments. **It is the student's responsibility to speak with the teacher and make up any missed work upon return to school.** The time limit for make-up work shall be at the discretion of the teacher. If a student is to be absent for an extended period of time, special arrangements for school work should be made by contacting the school **by 10:00 a.m.** in order to facilitate the collection of homework. **Such requests should only be made if the absence will extend for more than one day.**

NOTE: If a written excuse is not provided in a timely manner, the absence will become unexcused, which is an illegal absence. If an absence is deemed **truant**, legal and disciplinary procedures may follow.

ABSENTEEISM

Daily attendance in school is essential for a good education and for successful promotion to the next grade level. Students chronically absent from school cannot maintain the level of learning and achievement necessary for an adequate education. Poor attendance will result in the following:

- student/parent conference to ascertain cause(s);
- **required written note excusing all dates of absence -3 days to submit the note- even if calling school.**
- assignment to after-school detention to make up missed school work;
- risk of failing due to loss of instructional time;
- referral of unexcused absences to a magistrate for a legal hearing and fines as indicated by PA state educational mandates;
- referral to Children & Youth Services; and/or
- ineligibility to participate in extra-curricular activities (band, chorus, Key Club, etc.)

EXCUSED ABSENCES

The School Code of Pennsylvania provides that everyone between the ages of eight (8) and seventeen (17) must attend school. **The only legal excuses for absence are personal illness, quarantine, death in the immediate family, religious holiday, or other exceptional reasons as deemed appropriate by school administration.** An excused absence is counted as an absence. **All absences are unexcused/illegal unless a parent/guardian or doctor note is received in the attendance office.**

An absentee excuse must be provided within three (3) school days of the absence. Excuses should include the student's name and grade, date(s) of the absence, reason for the absence, and a parent/guardian signature. **As previously stated, absences are marked as unexcused until such a time as a legal excuse is presented to the attendance officer.**

Unacceptable reasons for absence from school include, but are not limited to: visiting relatives, oversleeping, babysitting, missing the bus, car problems, working, shopping, etc. These are not acceptable reasons and will be treated as unexcused or illegal absences.

Permission Slips

Any educational trip from Zephyr will require a permission slip that needs to be signed by a parent for the student to participate. The permission slip is located among the first pages of this agenda book.

EDUCATIONAL TOURS AND TRIPS NOT SPONSORED BY SCHOOL

Any student who intends to go on an educational trip during the school year must get **prior approval** from the principal by filling out an educational trip form, which can be obtained in the office. Trip request forms should be completed and submitted to the office **at least ten days prior to departure** date. All trip requests will be reviewed for true educational merit. Once approved, students will be responsible for contacting his/her teacher(s) to request school work, satisfactorily completing all work missed during his/her absence, and submitting the work within 5 days of his/her return to school. Educational trips are limited to 7 school days per year. **If a student has accumulated excessive absences from school, the building principal, by district policy, may decline a request of absence for educational trips. It is strongly requested that requests not be made during standardized testing periods.**

TARDINESS

Students are required to report to school on time. Students arriving late must report to the office with a note indicating the reason for tardiness. After signing in, students will be issued a pass to report to class. Unexcused lateness/tardiness to school does not establish good educational habits, causes a student to miss important instructional time, and disrupts the class setting. Repeated unexcused tardiness will result in home contact. Students chronically late to school without just cause - such as illness, medical/dental appointment, or other justifiable reason as per required parent/guardian note - will have school privileges restricted, may be required to make up their school work in after-school detention, and could be referred to Children and Youth Services for determination of adequate parental supervision.

Once a student has accumulated 5 tardies in a rating period, he/she may have lunch/recess detention for each tardy. When a student has accumulated more than 10 tardies, the student may receive in-school suspension.

RESIDENCY WITHIN THE SCHOOL DISTRICT

You may be asked to furnish verification of your residency in the WCSD boundaries. Appropriate documentation must be presented to verify residency. For verification, the following can be used:

rental agreement **OR**

- settlement papers from home purchase **AND** one of the following:
- current tax bill
- moving permit
- current bank statement
- current pay stub

Verification of residency within the school district boundaries is required in order for students to become or remain enrolled in the school district. It is the responsibility of the parent/guardian to notify the school of any change of address.

CHANGE OF RESIDENCE WITHIN THE SCHOOL DISTRICT

Any change of residency within the district during the school year will require proper verification of residency. The following items can serve as verification:

- rental agreement **OR**
- settlement papers from home purchase **AND** one of the following:
- current tax bill
- moving permit
- current bank statement
- current pay stub

WITHDRAWAL FROM SCHOOL

Only a custodial parent or legal guardian may withdraw a student from school. The parent/ guardian must notify the school and request - either in person or by written request - appropriate documents for withdrawal. Information may be clarified by contacting office personnel. Notification of intent to withdraw should be given at least one week prior to the final day of attendance. All fines/debts to the school district must be satisfied in order for withdrawal to be approved.

Note: A student may not be enrolled in any other school district until withdrawal from the current school has been completed. The PA School Code allows a maximum of ten days for transition between schools. Time out of school exceeding ten days may result in fines placed upon the legal parent/guardian.

EARLY DISMISSAL FROM SCHOOL

Students are not permitted to leave the school building from the time of arrival until dismissal at the end of the day without authorization. Leaving school property without proper authorization will result in disciplinary action. Should it be necessary for a student to leave school during the day, a written request from the parent is required. **The written request must be submitted to the office upon arrival for administrative approval; if not approved, the time not spent in school will be documented as UNEXCUSED TIME.**

The school nurse or principal will excuse students due to illness or injury occurring during the school day. Parents will be notified promptly when student pick-up is necessary.

Students must sign-out in the office before leaving the building. In all instances, students must be picked up in the main office. **For security reasons, if the student has not submitted a note to the office, all adults must present ID when picking up students.** Also, unless an alternate person is listed on a student's emergency form, only a parent/legal guardian may pick up a child.

WEATHER CLOSING/DELAY AND EARLY DISMISSAL

The decision to delay or close schools is made by the Office of the Superintendent. In the event of a closing or delay, announcements are made on local radio stations and television, Channel 69. You will also receive a phone call through the School Messenger system. **It is the responsibility of parents and students to be aware of school delays/closings. Parents should not drop students off earlier than the announced time.**

Note: In the event of early dismissal due to bad weather, parents are asked to be aware of closings via radio, television, district web site announcements, or radio / TV station Internet sites. Snow days, school delays, and early dismissals are announced on the district web site and School Messenger system.

Our web site is <http://www.whitehallcoplay.org/>

GRADING/REPORT CARDS

The school year is divided into four marking periods nine weeks in length. Progress reports are sent home to the parents of those students whose progress in any subject is unsatisfactory at the mid-marking period point. A report card is issued to all students at the end of each marking period. Letter grades are used on report cards. Parents can check grades on-line through our electronic grading program.

The report card grade is a result of the various evaluations, including class participation and assessment of all written and homework assignments. **Report card envelopes are to be signed by a parent / guardian and must be returned to the homeroom teacher within one week.**

Grading Scale:

| | | | | | | |
|-----------|---------|----------|----------|---------|----------|--------|
| A+ 97-100 | A 93-96 | A- 90-92 | B+ 87-89 | B 83-86 | B- 80-82 | |
| C+ 77-79 | C 73-76 | C- 70-72 | D+ 67-69 | D 63-66 | D- 60-62 | F 0-59 |

Z-Hive Members

Zephyr acknowledges Honor Roll and High Honor Roll in all grade levels for each marking period. Achievement is as follows: Students may receive no grade lower than an A- in any core subject area and nothing less than an S in Special subject areas.

B.U.G. AWARD

Students who bring up at least 1 grade without having any grades drop in any subject will earn the **Bring Up Grades** Award (BUG Award). Students will be honored at a quarterly assembly in front of their peers.

GRADE RETENTION/SUMMER SCHOOL

Fifth grade students failing any major subjects are required to attend and successfully complete the summer school program at the family's expense for promotion to the next grade level. These students and their records will be reviewed by the school's academic review committee. Each case will be assessed individually based upon skill acquisition. Attendance in the summer school program is NOT a guarantee for grade-level promotion. The decision of the educational team will determine placement for the following school term. Failure to attend a required summer school course will result in grade retention.

PASSES

Any student who leaves a classroom or the cafeteria **must** have a pass signed by a faculty or staff member. Violation of pass privileges may result in detention (lunch, recess, after-school.) Students who wish to use the lavatory must have a pass and must sign out of their class or cafeteria.

DRESS GUIDELINES

Students are required to dress appropriately for school. Student attire should always be neat, clean, and appropriate for a school setting. **Inappropriate clothing includes, but is not limited to the following:**

- clothing imprinted with inappropriate language, messages, or graphics;
- hats, gloves, scarves, bandanas, hoods, or other head coverings;
- outdoor coats, vests, or jackets;
- any clothing that does not provide adequate/modest coverage of the body;
- skirts, shorts, and skorts that are shorter than mid-thigh and that do not reach the fingertips with arms fully extended at sides;
- halter tops, tank tops, camisoles, or cropped tops; shirt straps should extend to or beyond shoulder area.
- excessively low-rise or folded down pants;
- clothing designed to be sleepwear;
- flip-flops, slides, slippers, or similar footwear; a strap around the ankle to secure footwear is required.
- chains or metal studded/spiked jewelry;
- sunglasses; and/or any item of clothing, jewelry, or ornamentation that creates a distraction to the educational setting.

LOCKERS

Each student is assigned a locker. Students are required to keep lockers locked at all times. It is the responsibility of students to keep the locker combination confidential. **Students MAY NOT share their lockers or combinations with other students. Only school issued locks may be used.** Lock replacement cost is \$6.00.

Lockers are the property of the Whitehall-Coplay School District and may be searched at any time, provided there is a reasonable suspicion by administration that the contents of the locker may pose a threat to the health, safety, or welfare of a student or students at Zephyr Elementary School.

BOOKS

All students are issued textbooks. Students are responsible for lost books or damage to any school books/school property. If a book is lost or damaged, the student will be assessed the cost of the textbook. Books should be covered in order to protect them from damage or wear. All students are issued a school agenda at the start of the year. If lost, the agenda must be replaced at cost to the student. Unpaid bills are sent to district office for collection. You will also be charged for the collection service.

OBLIGATIONS

While attending Zephyr Elementary School, it is the student's responsibility and obligation to maintain and return items lent to him/her, such as textbooks, workbooks, assigned tools, calculators, and library/reference books. Should a student lose items lent to him/her, a bill will be sent home notifying the parent/guardian of the outstanding obligation(s). Loss of items may result in loss of privileges, such as borrowing a book from the library.

LOST AND FOUND

Lost articles should be reported to the teacher and/or office as soon as possible. **Found** articles should be given to the teacher and/or office so that the owners may claim them. Taking items that do not belong to you is a form of theft. A lost and found display table is located outside the school library. The lost and found table will be cleaned periodically, at which time unclaimed items will be discarded or donated to charity.

PERSONAL PROPERTY

Students should limit carrying cash to only what is needed for the day. **Items such as CD players, iPods, mp3 players, electronic games, cameras, etc. are not permitted in school.** These items may be confiscated and returned only to a parent. Repeated use of electronic devices will result in appropriate disciplinary action. **The school will not be responsible for lost or stolen electronic devices and will not conduct any investigation into lost or stolen items.**

CELL PHONES

Cell phone use in school is governed under District Policy 815: Acceptable Use of Electronic Communications, available in full text on the district web site. **Cell phones must be turned off and contained in lockers during the school day. Violation of policy will result in confiscation of cell phone and possible disciplinary action. Confiscated cell phones will be returned only to a parent / guardian.**

- **Administrator will hold device until parent can pick up phone from the office.**

TECHNOLOGY USE POLICY GUIDELINE HIGHLIGHTS

The Acceptable Use of the electronic communications systems and network Policy is available for review on the districts web site at www.whitehallcoplay.org. Click on the "Technology Policy" link. Any/all up-dates to the policy shall be posted at the above mentioned web site. Persons who cannot access the policy on-line can request a paper copy in the school office. It is the responsibility of the student and parent/guardian to read the policy. This policy and any/all up-dates and/or additions shall remain in force through the student's school career with Whitehall-Coplay School District. Students are required to follow the policy and any supplements that may be added hereto as amendments or additions.

- You may not use your own programs, CDs, or microphones on school computers.
- You may not connect to any **non-educational sites**, including chat rooms, instant messaging, or e-mail.
- You may not use the computers for any illegal activity.
- Any violation of these guidelines and all others found in the Whitehall-Coplay School District Technology Use Policy #815 may result in disciplinary actions for the violator. In some cases, legal action may apply.

LUNCH

WCSD utilizes a computerized lunch payment program. Students may bring checks or cash for deposit into a personal lunch account. A personal identification number is used to access the account to deduct daily lunch costs. Students are reminded to notify parents when account balances become low. If the account becomes depleted, students may not be able to purchase food items. For this reason, parents are asked to keep track of student account balances which may be accessed on-line. Student accounts may be supplemented during morning homeroom. Students may also pay daily as food items are purchased. Bag lunches may be brought from home. Students may not bring beverages in glass containers. **The school office and cafeteria do not lend lunch money. No food or drink is to be consumed outside the cafeteria.**

All information regarding lunch can be found at <http://www.whitehallcoplay.org/districtsite/lunch.html>

If you are participating in the myschoolbucks program, their link is <https://www.myschoolbucks.com>

NURSE

A certified school nurse (RN,BSN) is on duty at Zephyr each day. If a student is determined to be ill, feverish, or contagious, the nurse will contact a parent/guardian immediately for student pick-up. In the event of an accident or injury, administration will make appropriate decisions and parents will be notified.

Medications - *Students MAY NOT transport or keep any medication, except inhalers, with them in school. All medication must be kept in the health room under the nurse's supervision with a medication permission form signed by the parent on file. This policy includes over-the-counter medications, including Aspirin and Tylenol. Only the school nurse may dispense medication.*

Homework

Homework is often a necessary part of the student's day. If your child is out and you would like to pick up his/her homework, call the office early in the morning and pick up the work at the office between **3:20- 4:00 pm**.

Parental Conferences

If at any time you have a concern about your child, please contact the school guidance counselor or appropriate teacher by phone or email. If a conference is needed, you will be able to arrange one at that time with the teacher.

BUS TRANSPORTATION

Each student receives a letter at the start of the school year indicating assigned bus number, time, and location of stop. **The assigned bus and bus stop must always be used unless a change is granted three days in advance by the Dept. of Transportation (610-437-4780).** Students should arrive at the assigned stop 10 minutes before the indicated bus arrival time and should wait at least 10 minutes beyond arrival time in the event that the bus is early or late. Students may not walk to or from school, or to any other location, unless **written parental permission** has been submitted and approved by the office. Bike riding, skateboarding, rollerblading, etc., to school is not permitted. Students must act in accordance with all transportation rules. A Bus Conduct Referral may be issued for any behavioral offense occurring on the bus, at the bus stop, or on the way to the bus stop. Accumulation of Bus Conduct Referrals may result in suspension of bus riding privileges.

Note: If transportation is to be provided by someone other than a legal parent/guardian, a signed parental note must be provided for student release. Photo ID is required by all adults picking up students.

STUDENT DROP OFF

Students are to be dropped off in the main entrance of the building that faces the High School.

Please drop off students here between 8:35 and 8:45. Students will only be allowed in the building when we have personnel in place (8:35A.M.) **Please pull in at an angle and turn your front tires to enable you to pull away from the curb without putting your car in reverse.** All traffic must then turn left and exit toward the Steckel Building.

Dismissal begins at 3:10. Please pick up child no later than 3:30. After 3:30, pick up students at the main office. You **must** present I.D. in the main office.

Follow the rules of courteous and defensive driving. Watch for children, pedestrians, school buses, and other vehicles.

EMERGENCY EVACUATION FROM LARGE GROUP AREAS

The following evacuation procedure will be utilized in the event a large group of students is present in the cafeteria, auditorium, or gymnasium during an emergency. Evacuation from these areas will follow activation of the fire alarm.

- **Cafeteria**—Students will be directed from the cafeteria to exit through the emergency doors leading to the playground side of the building. All teachers in the cafeteria, faculty rooms, or assigned to a lunch period at that time should accompany students to a secured area, assemble students according to class sections in rows of two, and check for the presence of all students.
- **Gymnasium** - Students should be excused from the gymnasium by utilizing the emergency exit at the end of the gym. Students should proceed to the playground area adjacent to this exit. All teachers normally assigned to the students in the gym during that class period should accompany students, assemble the students according to class sections, and take attendance.

STUDENT HARASSMENT (Bullying, Sexual Harassment, Discrimination)

To maximize learning and to create a safe school, every individual deserves a comfortable environment free from harassment. Harassment is defined as intimidating, hostile, or offensive behavior towards another that is “unwelcome” and intentional words or acts committed by one or more persons against another. Peer pressure may be a form of harassment. Examples of behaviors that are considered harassment and that make an individual feel uncomfortable in their environment include:

Verbal – written or spoken put-downs, threats, gossip, comments or name-calling

Physical - unwanted touching, pushing, shoving, tripping, pinching, tickling, stalking, spitting, shunning, etc.

Sexual - verbal or physical unwelcome and unwanted conduct of a sexual, sexist, or suggestive nature

Sexual propositions or threats - lewd comments or jokes, sexual gestures, obscene noises, leering, inappropriate or unwanted touching, unwanted use or display of pornographic materials

Racial/Ethnic/Religious - any harassment referring to a person’s race, national origin, or religion

Cyber bullying - harassment via the computer, cell phone, or other electronic devices.

Steps an individual should take if harassed:

- Tell the harasser that his/her behavior (be specific) is bothering you and tell that person to stop.
- Walk away.
- Write down the following:
 - what happened (who said/did what);
 - when and where it occurred;
 - who else saw it;
 - how it made you feel;
 - what you did or said; and who you told about this.
- Talk to an adult you trust in school.
- Tell your parent when you get home.

If during the course of the harassment investigation to resolve or have the conflict cease is unsuccessful, the administration reserves the right at any time to refer the incident to the Whitehall Police Department. It will then be at the discretion of the police department whether harassment charges are filed in reference to Pennsylvania Crimes Code 2709 Harassment.

The school will implement the Olweus Bullying Prevention Program (OBPP). Not all bothersome behavior is bullying. Working within the definitions of the OBPP, we term it bullying if the behavior happens more than just once. It is bullying if the victim finds it difficult to defend him- or herself. It is not bullying if it is teasing done in a friendly or playful way. It is not bullying when two students of equal strength or power argue or fight. Faculty, administration, and staff are ready to help you eliminate bullying here. Class meetings will take place throughout the year.

SCHOOL SECURITY

All doors to the building of Zephyr Elementary are locked and hallways are monitored by cameras at all times. Visitors are required to report to the main entrance on the parking lot side of the building to be buzzed in by the receptionist. Visitors must sign in with the school receptionist and state the purpose of visit before being directed to any other building area. When picking up students, adults are required to present photo ID.

DISCIPLINE CODE

Students will adhere to the discipline code as published and explained in the *WCSD Activities Calendar and Guide* issued yearly to all WCSD families. All disciplinary measures are subject to approval by administration.

STUDENT CONDUCT CODE DEVELOPING RESPONSIBLE BEHAVIOR

A positive and safe atmosphere is an important part of the learning experience. Responsibility for our actions and respect for self and others form the foundation of the learning experience. Administration, faculty, students, and parents all have a stake in the success of our school community.

SWPBS

The Whitehall-Coplay School District has adopted a School-Wide Positive Behavior Support program in each of the schools. Zephyr Elementary has BEEZ expectations (**B**e safe; **E**ncourage each other; **E**xcel in all you do; **Z**ephyr pride.) Students are rewarded with BEEZ bucks for demonstrating positive and appropriate behavior in all areas of our instructional day (bus, hallway, classroom, cafeteria, recess and even the rest rooms.) Students then redeem their bucks in our school store.

- B – Be Safe
- E – Encourage Each Other
- E – Excel In All We Do
- Z – Zephyr Pride

PENNSYLVANIA CODE

12.2 STUDENT RESPONSIBILITIES

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to 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 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.
- (d) It is the responsibility of the students to conform to the following:
 - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - (2) 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 to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for the students enrolled therein.
 - (5) Comply with Commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.
 - (7) Attend school daily and be on time at all classes and other school functions.
 - (8) Make up work when absent from school.
 - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
 - (10) Report accurately in student media.
 - (11) Not use obscene language in student media or on school premises.

VIOLATION OF RULES, SCHOOL, OR DISTRICT POLICY MAY RESULT IN THE FOLLOWING:

- Student conference
- Parent conference by phone or in school
- Referral to guidance counselor
- Detention during or after school hours
- Assignment to the school planning room
- In-school suspension (1-10 days)
- Out-of-school suspension (1-10 days)
- Referral to social or legal agency
- Expulsion from WCSD (requires School Board hearing)

Consequences for disciplinary referrals are considered on an individual basis and at the discretion of administration in compliance with the school district disciplinary code.

Note: When a student is assigned after-school detention, parent pick-up is required at the time specified by the attending administrator. A parent conference will take place in order to establish clarity and support toward resolution of the existing problem.

DISCIPLINARY PROCEDURES:

Lunch / Recess Detention

As a result of inappropriate behavior, especially when pertaining to cafeteria lunch time, a student may be assigned to lunch detention. The student is assigned to an isolated lunch area for the entire period. Lunch detention is assigned on a daily basis as deemed by the infraction.

Suspension

Suspension is a school discipline method used for chronic misbehavior or more serious infractions of the discipline code. Suspension prohibits a student from attending regularly scheduled classes. In-school suspension (ISS) restricts a student to the school planning room where all work, including homework, is to be completed. Out-of-school suspension (OSS) requires a parent conference and prohibits a student from access to school district property. Students on OSS may not attend school functions, including athletic practice, for the period of the suspension. Students are required to complete all school work during an absence due to suspension. All suspensions are limited to a designated number of days (1-10 days). Suspension beyond ten days is at the discretion of the Superintendent of Schools and may require a board hearing.

FIRE DRILLS / SAFETY DRILLS

Fire drills are a necessary for school safety. The object of these drills is to evacuate the building as quickly as possible. When the alarm is sounded, all windows and doors are to be closed. All building personnel must go swiftly and quietly to the exit designated for each area. Once outside, students are to move 100 feet from the nearest exterior wall. Students line up in rows under the supervision of the attending teacher. Attending teachers will take roll to check for the presence of all students. It is important that students remain quiet during drills so that announcements can be heard.