



Elementary School Handbook

Elementary Schools

[Alburtis Elementary School](#)

[Jefferson Elementary School](#)

[Lincoln Elementary School](#)

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District Mission

The East Penn School District will provide a learning environment in which students become effective problem solvers, critical thinkers, collaborators, and communicators.

District Vision

The East Penn School District will empower students to maximize their individual potential and become lifelong learners and contributors to a global society.

School Hours

Monday - Friday 9:00am - 3:20pm

Before and After School Care

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Greater Valley YMCA
ALLENTOWN BRANCH
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School Calendar

[District Calendar](#)
[2021-2022 Student/Teacher Calendar](#)
<https://www.eastpennsd.org/willowlane/calendar/>

Arrival and Dismissal

When arriving, please follow the signs posted and any directions provided by staff members present. For the safety of everyone involved, only students may exit vehicles, and they must open and close their own car doors. Additionally, please wait for any vehicles in front of you to depart before pulling forward, and never drive around other vehicles.

Our school day begins promptly at 9:00 AM and ends with students being dismissed at 3:20 PM.

Drop-Off and Pick-Up Procedures

The following procedures have been established to:

- Ensure your child's safety
- Improve traffic flow
- Adhere to local traffic laws

Morning Procedures for All Students – School Hours (9:00 AM -3:20 PM)

- Door #1 (Main Entrance) will be unlocked from 8:45 AM to 9:00 AM
- **No child should be left unattended outside the building before 8:45 AM because supervision will not be provided before this time.**

Morning Drop-Off Procedures for Car Riders

- 8:45 - 9:00 AM Use Entrance B entering from Mill Creek Road traveling east. Proceed east passing the playground area following the directional arrows depicted on the attached map to enter the Drop Off Pickup Safety Zone.
- Do not drive faster than 10 mph as posted on the speed limit signs. Children should remain buckled in seat belts until they reach the Drop Off Pickup Safety Zone.
- Cars should proceed slowly and stay in the single drop off lane in the Blue Parking lot.
- Door #1 (Main Entrance) will open at 8:45 AM. All children should remain in their cars until the doors are opened.
- For safety reasons, car riders are **only** allowed to unload from cars waiting in the designated Drop Off Pickup Safety Zone. Children may only exit from the passenger side of the car (unless child safety seats prevent this). Six cars will be dismissed at one time by staff members.

- When it is your turn, drive immediately forward as far as you can into the Drop Off Pickup Safety Zone.
- School personnel will assist with traffic flow and the safe arrival of children.
- Please follow the directions of school personnel.
- Six cars will unload simultaneously.
- Children should be ready to exit their cars when they reach the Drop Off Pickup Safety Zone
- Say your goodbyes before your turn to unload. This will keep the cars moving.
- Children should be able to get out of their cars without help from their parents. Parents must remain inside their cars.
- Backpacks should not be stored in the trunk of your car.
- Door #1 (Main Entrance) will be locked at 9:00 AM. A parent/guardian must park in the silver parking lot, escort their child inside the building and sign them in after 9:00 AM.
- Parents should refrain from cell phone usage while in line.

Parking Procedures

- **Parents wishing to enter the building must park in the Silver Parking Lot and enter through the main entrance door (Door #1).**
- **No cars are allowed to park in the Blue Parking Lot between the hours of 9:00 AM and 3:45 PM.**

Bus Riders

All students riding to school on a bus will enter the building through doors 21 and 22.

Afternoon Pick-Up Procedures for Car Riders

- Use Entrance B entering from Mill Creek Road traveling east. Proceed east passing the playground area following the directional arrows depicted on the attached map to enter the pick-up lane.

- Do not drive faster than 10 mph as posted on the speed limit signs.
- Cars should proceed slowly and stay in the single pick-up lane in the Blue Parking lot.
- Pull forward as far as you can into the Drop Off Pickup Safety Zone.
- Six cars will load simultaneously.
- Car riders will be released to load only to the cars waiting in the Drop Off Pickup Safety Zone with their Pick-Up Sign displayed on the dashboard. Cars may exit as soon as students are secured inside.
- Please follow the directions of school personnel.
- Children will be dismissed from Door #2 (Multi-Purpose Room).
- Children should only enter cars from the passenger side of the car.
- Do not leave cars unattended. Remain inside the car.
- School personnel will call for your child after reading your Pick-up Sign.
- If you do not have your Pick-up Sign, you must show ID to the school personnel attending to cars.
- If there is a change in routine, it **must** be sent in writing to the office.
- To maximize instruction time, children will not exit the building for dismissal until 3:15 PM.
- Parents should refrain from cell phone usage while in line.
- Staff members will assist children with entering cars.

Walkers

- Gather in the Multi-Purpose Room.
- Dismissed as a group through the main entrance (Door #1) under the awning.
- Parents should wait under the awning for their child.

- Parents of walking children should not wait under the awning if you will be driving your child home. Instead, follow the pickup procedures stated above.

Daycare Pick-ups

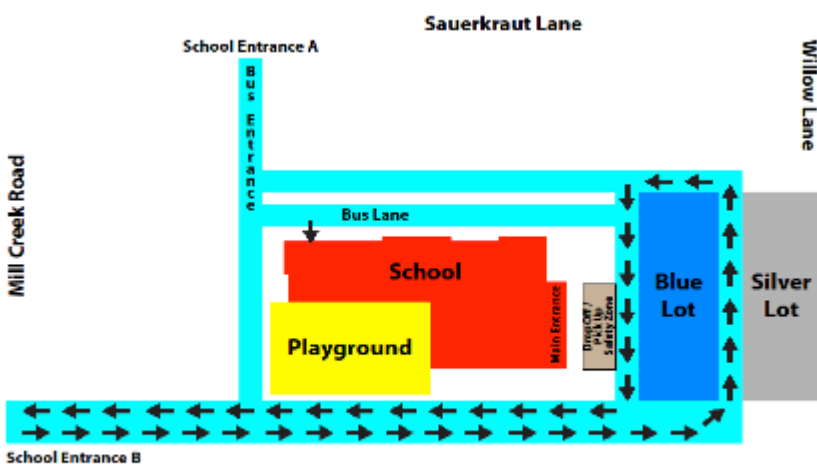
- Daycare vans will park on the west side of the building facing the LMT Fire Company building.
- Children who will be going to a daycare center at dismissal will be dismissed from Door #12 (near Art Room).

Bus Riders

All students riding home on a bus home will exit through Doors 21 and 22.

Pick-Up During the Day

- Park in the Silver Parking Lot.
- Enter the building using the main entrance doors.
- Children must be signed out at the front desk.



WILLOW LANE DROP OFF / PICK UP ROUTES

School Closures

When extreme weather conditions, emergency situations, or other extenuating circumstances exist, schools may be closed, starting times delayed, and/or early dismissals may be necessary. The decision for closings and for late starts will be communicated to parents via all-call system and broadcast on radio station WAEB (AM 790) and on television – Channel 69, by 6:30AM. Early dismissals will be broadcast on these stations also. Please do not call the district or building administration.

Please make sure that the “Early Dismissal Emergency Plan” has been completed accurately and is on file at school so that we know how to dismiss your child if there is an early dismissal. School personnel will not be making individual phone calls.

You may log onto www.wfmz.com/stormcenter for dismissal information.

Click [HERE](#) to sign up for school closing/delay/early dismissal text messages from WFMZ.

Attendance

Attendance will be taken daily for all students. Upon a student’s return to school from an absence, the guardian must submit a written or emailed excuse to the school’s main office. The excuse should include the student’s name, date(s) of absence, and reason(s) for absence.

Kelly Ross- Kross@eastpennsd.org

Donna Chobot- Dchobot@eastpennsd.org

Mary Gonya- MGonya@eastpennsd.org

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of twenty (20) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond twenty (20) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the student’s parent/guardian within ten (10) school days of the student’s third unexcused absence.

Habitually truant - six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Truant - having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

The notice shall be sent to the legal guardian and any parent's mailing address on file with the school and not precluded from receiving the information by court order. The notice will include a description of the consequences if the student becomes habitually truant.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference (SAIC):

District staff shall notify the legal guardian in writing and by telephone of the date and time of the School Attendance Improvement Conference (SAIC).

The purpose of the School Attendance Improvement Conference (SAIC) is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference (SAIC):

1. The student
2. The student's legal guardian
3. Other individuals identified by the legal guardian who may be a resource
4. Appropriate school personnel
5. Recommended service providers

The School Attendance Improvement Conference (SAIC) shall occur even if the guardian declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference (SAIC) shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the guardian, the student, and the appropriate district staff.

Student is Habitually Truant:

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the guardian who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such a program.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a School Attendance Improvement Conference (SAIC).

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

Refer to the "Student Educational Trips and Vacations" part of this document for information about absences related to vacations during the school year.

Birthdays/Invitations to Home Parties

We invite your child to celebrate his/her birthday with their classmates. Simple non-edible treats are perfect for the Elementary school children. Items such as bubbles, pencils, and stickers are recommended.

NOTE: Per the district's wellness policies edible treats are strongly discouraged.

To avoid hurt feelings and being excluded, invitations to home parties delivered at school should be extended to: all children in the class OR all of the boys in the class if they are invited to an all boy party OR all of the girls in the class if they are invited to an all girl party. Please use U.S. Mail if not all children are invited.

Bullying/Cyberbullying

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, bullying by district students is strictly prohibited.

Definitions:

Bullying - an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school setting.

School setting - 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.

Students who believe they or others have been bullied should promptly report such incidents to the building principal or designee. A guardian may report complaints of bullying on behalf of the student.

Students are encouraged to put the complaint in writing.

Verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated.

Retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

District staff shall ensure that the bullying policy and administrative regulations are reviewed annually with students.

This policy shall be accessible in every classroom. The policy shall be posted on the school websites.

Consequences for Violations

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement authorities.

Busing

For the 2021-22 school year, masks are required on all public transportation, including school buses.

The East Penn School District provides transportation to and from school for kindergarten and elementary students residing one and one-half miles or more and secondary students residing two miles or more by the nearest public highway from the school in which the students are lawfully enrolled and to which transportation is authorized or required. Exceptions to the distance limitations are made only for those students residing in areas where road or traffic conditions constitute a hazard to the safety of the child when so certified by the Department of Transportation.

It is the responsibility of all bus drivers to obey all traffic laws and regulations. Of particular concern is ensuring that all school buses, loaded or unloaded, stop at all railroad crossings designated by appropriate signs, signals, or markers. The East Penn School District requests that any violations of traffic laws and regulations by a bus driver be reported to the Director of Operations.

Riding the school bus is a privilege. More than 8000 students are transported daily by the district. Safety is a shared goal of the school district and our transporter. In order to achieve our goal of having all students transported safely to and from school in a timely manner, it is necessary for all students to adhere to the rules listed below.

Each student will:

- Stay in his/her seat, facing front while the bus is in motion, unless otherwise directed by the driver.
- Keep head, hands, and feet inside the bus and to themselves;
- Refrain from eating, drinking, smoking, littering or using any type of illegal substance on the bus;
- Refrain from any horseplay, excessive noise or vulgar language;
- Follow all directions given by the driver;
- Only transport items such as backpacks, projects, instruments, sports bags that can be held on their lap during the bus ride.

The school bus driver is in complete charge of the bus and students, and the driver has the authority to discipline students for minor infractions of the rules.

The bus driver may:

- Load the school bus from back to front for management purposes, if necessary;
- Give a verbal reprimand;
- Change or assign the seat arrangement of students;
- Pull the bus to the side of the road or return a bus to the school, if necessary, in order to achieve appropriate student behavior;
- Request school administrators' assistance, when necessary;
- Complete a written bus misconduct report to be submitted to the building administration in cases of repeated offenses or major infractions of the bus rules.

Upon receiving a written bus misconduct report, the school administrator(s) may:

- Have the ability to assign seats to students for disciplinary reasons;
- Determine the punishment/consequences;
- Notify the parent/guardian of bus incident, either by telephone and/or in writing with any assigned consequences;
- Deny bus riding privileges for up to 5 school days for serious and/or repeat offenses;
- Suspend a student's bus riding privilege for the remainder of the school year whenever warranted by extreme inappropriate behavior or numerous repeat offenses on the part of the student. (This may occur on a first offense.)

The school administration works cooperatively with the bus drivers and our transporter to assure safe school transportation for all students. With the assistance and cooperation of our students, parents, school bus drivers and administrators, we look forward to a successful, uneventful school year related to school transportation.

SPECIAL NOTE: The district requires, in advance, a signed note from a parent or guardian to the principal if a request is made for a student to use a bus route or a bus stop other than the one assigned. This request must then be agreed to by the principal and transporter. Consideration for approval will be given in *emergency situations only*.

In order to have the district schools open as many days as possible, there have been alternate weather emergency stops established for the developments within East Penn School District. The decision to close school due to the weather is based on the ability of our buses to transport students safely to school and home again at the end of the day. In some instances, the major arteries may be open and allow for safe passage, but the developments located within the school district may not have the necessary clearance for buses to traverse the roads safely. Please refer to your district calendar for the listing and note the Snow Emergency stop for your particular development and current bus stop. These stops will only be used in severe weather conditions. An announcement will be made via local stations that WEATHER EMERGENCY stops will be in effect.

Bus Video/Audio Recording Purpose:

The use of audio and video recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles. Authority: The Board authorizes the use of video and audio recording on school buses (11 or more passengers) and school vehicles (no more than 10 passengers) for disciplinary and security purposes. The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

Classroom Concerns

The best person to talk to about your child's academic progress, classroom behavior or daily concerns is the classroom teacher. You can contact the teacher easily by sending a note, email or telephone.

Although most situations can be dealt with effectively by the parent, teacher and child, sometimes other people need to be included such as the guidance counselor, school principal, school psychologist, nurse, or instructional specialist teacher.

Dress Code

Every day is an active day for your child. Children might be painting, using glue, cooking, etc. We sit on the floor every day to work and play. Children will also go outside and use the playground equipment. Please be sure that your child is dressed for these active days and dressed appropriately for the weather. Children should be able to manage their clothing independently.

All students must wear shirts or tops that extend to and cover the midsection of the body. Sleeveless shirts may be worn; however, they must be modest in design and must not expose undergarments.

- Shoulders and arm openings must not reveal undergarments. No tube tops or halter tops are permitted. No sheer fabrics are permitted.
- Underwear must be covered and not exposed.
- Logos or wording that relates to alcohol or other drugs (i.e. tobacco, marijuana) is not permitted on clothing.
- Flip-flops and loose-fitting sandals create safety issues on the stairs and on the playground; therefore, they are not recommended.
- No hats or bandanas are permitted in school except on designated school spirit days.
- Students may not wear chains suspended from clothing.
- Body and face paint are inappropriate except on designated school spirit days.

Attire that the administration considers to be a distraction to others' learning will not be permitted. Students who dress inappropriately will be sent to the main office where parents will be contacted and asked to bring appropriate clothing for them.

Drills

Various drills will be held approximately once a month throughout the school year. These drills are mandated by state law and are important to the safety and welfare of all people in the building.

Electronic Devices

Students are not permitted to use cell phones during the elementary school instructional day unless a request is received from the student's parent/guardian and approved by the superintendent or his/her designee.

- If a student possesses a cell phone, the device must be stored in the student's backpack at all times and turned off.
- Students are prohibited at all times from using camera phones or any videotaping device to photograph, capture an image of or videotape another student or staff member on school grounds without the individual's knowledge and expressed consent.

Schools are not responsible for lost, stolen, or damaged personal electronic devices. School district personnel will not provide technical support for the student's personal device.

Field Trips

- All field trips must be directly aligned to the approved curriculum.
- All school rules apply on a field trip.
- Chaperones must have all clearances on file in the district office. Click [HERE](#) for clearance information.

Food Services

The East Penn School District serves nutritious meals every school day. School lunch cost is *FREE for the 21-22 school year (if it is a full reimbursable meal), with a choice of white or chocolate milk. Domino Pizza Day lunch is *FREE for the 21-22 school year. If you choose to buy only milk the cost is \$.55. If a child is unable to drink milk, a note from the doctor must be brought to school and the child will then be allowed to purchase juice. Breakfast is *FREE for the 21-22 school year, and a variety of ala carte items ranging from \$.50 to \$1.45 are also sold. Ala Carte items are NOT free. Please click [HERE](#) to view the breakfast and lunch menus.

Each student is issued a student ID card that includes the student's number (PIN) and photo.

School Café

East Penn School District is proud to offer SchoolCafé, a safe and secure way for parents to make online payments to their children's cafeteria accounts. School Café is the place to go for completing Free and Reduced Meal Applications. If you have not received a Notification of Approval for Free Meals – Direct Certification in the mail by mid-July 2018, you may complete an application by using the School Café website. No computer? No problem! You can apply using your smartphone with the mobile-friendly website or download the app.

[Please click here for more information.](#)

Any excess money left in your student's account will be rolled over in his or her account for the following year.

If a student is eligible for free or reduced meals the computer will read the student's I.D. card, act as if the student has cash in the account and will not ask for money. For the reduced students, it will recognize the student is to be charged the reduced meal price and deduct it from the student's cash balance. The cashier will not necessarily know that the student is eligible for free or reduced meals. Although reimbursable meals are free for the 2021-22 school year, families are encouraged to complete a free and reduced meal application if they think they may qualify.

Apply for free or reduced meal status: www.paschoolmeals.com.

Holiday Celebrations

All holiday celebrations that involve food items must follow the district's wellness policy.

Health Room and Health Policies

The East Penn School District has established the following guidelines for sickness. If a student becomes ill, he/she should stay home until fully recovered. Please do not send your child to school if any of the following symptoms are present:

1. Temperature of 100 degrees or higher
2. Vomiting
3. Diarrhea
4. Severe coughing
5. Suspicious skin rash
6. Influenza-like Illness: Any student exhibiting signs and symptoms of influenza will be sent home from school. This includes $T > 100^{\circ}\text{F}$, cough, sore throat, body aches, headache, chills, fatigue.

If your child becomes ill in school, the health room staff will decide if he or she should be sent home. If your child is too ill to stay in school or if an injury is serious enough, we will call you to come to the school office/health room to take your child home or for further medical care.

A doctor's release is required before a student returns to school in cases of prolonged absence due to injury or illness. Please consult with your child's school nurse before your child returns to school after a prolonged illness or injury that has required medical care.

Keep your child home until his or her fever is below 100 degrees F for 24 hours without use of fever reducing medication. Returning to school too soon may slow the recovery process and expose others unnecessarily to contagious illness.

Complex situations will be assessed on a case-by-case basis in conjunction with the parent, school administrator, school nurse, student's health care provider, and the chief school physician.

No child, absent or excluded from school by reason of one of the diseases listed below, shall return to school before the specified time has expired.

- Chicken Pox/Shingles ~ 5 days from appearance of first crop of vesicles or when lesions are dry and crusted over. (Shingles- exclude only if rash is weeping and cannot be covered.)

- Conjunctivitis (pink eye) ~ 24 hours after initiation of treatment
- German Measles ~ 7 days after onset of rash
- Measles ~ 5 days from onset of rash
- Mumps ~ 5 days after onset of swelling
- Norovirus ~ No vomiting/diarrhea for 48 hours
- Scarlet Fever ~ 7 days from onset or 24 hours after initiation of appropriate antibiotics
- Strep Throat ~ 24 hours after initiation of appropriate antibiotics
- Pertussis ~ After 5 days of appropriate antibiotic therapy

PROCEDURES REGARDING DISPENSING OF MEDICATION:

Medication, both prescribed and over-the-counter, may not be brought to school unless absolutely necessary. If it is crucial for your child to take medication during the school day, please use these guidelines:

1. Students are NOT permitted to possess prescription medication or over-the-counter medication at any time during the school day or at school activities/functions.
2. Students are permitted to carry asthma inhalers or Epi-Pens with written authorization from the authorized prescriber, the parent/guardian, and the school nurse.
3. An adult must deliver and pick up the medication.
4. Medications may only be dispensed by a Certified School Nurse or licensed health room nurse.
5. All medication must come to school in the original container.
6. Medication prescribed by an authorized health care practitioner must be accompanied by an Authorization for Medication or equivalent form signed by the parent and the prescriber.
7. A prescriber's authorization is not required for administration of commonly used over-the-counter medications approved by the school physician (examples: Tylenol, Ibuprofen, and Benadryl). Contact the school nurse if you are unsure if your child's over the counter medication is on the approved list.
8. Medication will NOT be given to a student having a recent traumatic injury unless previously assessed by a health care provider and written permission from an authorized prescriber and a parent/guardian is submitted.

MEDICATION ON SCHOOL SPONSORED FIELD TRIPS:

For any student requiring medication on a school-sponsored field trip, it is the parent/guardian's responsibility to contact the teacher and/or the school nurse to plan for proper administration of medication on the trip. Medication will not automatically be available in these circumstances.

**ANY MEDICATION THAT IS NOT BROUGHT TO SCHOOL BY A PARENT/ADULT AND LABELED AS DESCRIBED ABOVE CANNOT BE ADMINISTERED.*

Immunizations:

The Superintendent shall: annually review the State standard for immunization of pupils and direct the responsible district personnel accordingly: inform parents and guardians of children prior to their entry to school for the first time of the requirements of immunization, the requisite

proof of immunization, the exemption available for religious or medical reasons and the means by which such exemptions may be claimed; and investigate and recommend to the Board such district-sponsored programs of immunization as may from time to time be warranted by circumstances and the health of the school community. Any such program is subject to Board approval and should be conducted in cooperation with local health agencies.

Homelessness

Programs, supports and services are available to students/families experiencing homelessness. Students/Families should be referred to Karla Matamoros, Home & School Visitor/Homeless Liaison at 610-965-1626, or Dr. Thomas Mirabella, Director of Student Services at 610-966-8372.

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento.

Information can be found in East Penn School District Board Policy #251: Homeless Students at <https://go.boarddocs.com/pa/epen/Board.nsf/Public#>

Homework

There may be times when the teacher will ask that students practice a skill at home. Purposes of this type of activity/homework include the extension and reinforcement of learning and the development of personal responsibilities and independent thinking. Though homework is a valuable learning activity and is reviewed in class, homework at the elementary level is not a graded activity. Homework also helps to strengthen the home/school connection.

Instructional Expectations

Please refer to the [Office of Teaching and Learning](#) for specific information regarding curriculum, activities, and resources for each grade level and course.

Lost and Found

Students who find lost articles are asked to take them to the school office. Periodically all lost and found articles will be displayed in a central location where they can be claimed. At the end of the school year, remaining items will be donated to a local charity.

Movies

Movie clips may be used for educational purposes. The District will follow all laws and policies regarding movies in school. [Common Sense Media](#) is a great resource for parents to check out reviews, ratings and child appropriateness for all digital content.

PTC/PTO

It is the purpose of the PTO to offer academic, cultural and recreational enhancements to the children of each elementary school. The PTO also supports and appreciates a cooperative relationship between the staff and parents of the East Penn School District. All parents and teachers are members of the PTO and are encouraged and welcome to attend. Every effort is made to adhere to the schedule once the dates are set, however, should a change become necessary, notice will be sent home to parents.

<https://www.willowlaneppto.org/>

PTO Board
President- Erin Cummings
Vice President- Kristen Schalles
Secretary- Megan Gougoustamos
Treasurer- Kristy Wright
Communications Officer- Meghan Ott
Community Outreach Officer- Vicki Koucher

Recess

Students go outside for recess. Please dress your children according to the weather. We will encourage students to include others in group games and activities. Students are not permitted to exclude other students from organized games, such as soccer, kickball, etc.

GENERAL RULES:

- No throwing mulch.
- At the end of recess, line up with classroom as designated by the teachers and aides.
- Keep hands to yourself when using the equipment.
- Share the equipment. Take turns on the equipment—one person at a time.
- Use slides from top to bottom. Ride the slide on your bottom and feet first.
- Use the monkey bars one student at a time. If someone is on the monkey bars, walk around them in order to avoid being kicked.

WILLOW LANE PLAYGROUND RULES

GENERAL RULES

NO THROWING WOOD CHIPS

TAKE TURNS

STAY IN LINE

NO CROWDING IN LINE

NO PUSHING OR SHOIVING

NO GRABBING OR PULLING

NO TAG ON or AROUND EQUIPMENT

1. Students will use appropriate language at all times and be considerate of others feelings.
 - a. No mean or hurtful statements will be allowed (making fun of another persons name, appearance, abilities, etc.). No profanity or dirty language will be allowed.
 - b. No games will be unavailable to students. Students are expected to let any student join into a game and share equipment.

- c. Permission to go back into school must be given by Staff Assistants. Any unsafe behavior needs to be reported.

HORIZONTAL LADDER/MONKEY BARS

- Students take turns swinging underneath in one direction.
- Students may not go on top of the bars or sit on top of the bars.
- If there is more than one child crossing on bars, a line must be formed.
- No pulling or pushing on the legs, arms, etc. of any child on the bars.

SWINGS

- When there are children waiting, they must stand in front of the person on the swing and far enough away to avoid being kicked by the swinger. The first person in the line counts to 30 (one count per swing) for the person swinging. After 30 counts, the person swinging must get off and it will be the next student's turn.
- Must swing in the same direction.
- No jumping out of the swing.
- One person on a swing at a time.
- No going from side to side or twisting in a swing.
- No pushing someone in the swing.
- No holding hands while swinging.
- Grabbing feet, etc. is forbidden.
- No climbing on poles of swings or standing between swingers.

SLIDES

- One person can go down the slide at a time.
- Slide down sitting, with feet in front.
- Climbing up slide is not allowed.
- Do not block or prevent others from sliding down slide.

ROCK WALL

- No jumping off the wall.
- No pushing or kicking.

- Students should not sit on top of the rock wall.

BALANCE BEAMS

- **DO** move carefully along the beam. Keep your eyes on the beam. Go slowly.
- **DON'T** stand on one foot or on your hands.

BLACKTOP AREAS AND COURT GAMES

BASKETBALL

Basketball is a game between two teams. Each team has a basket. The object is to get the basketball into the basket. Doing so earns the team 2 points each time. The ball can only be moved by the player dribbling (bouncing the ball) as they move or by passing (tossing the ball) to another player. Players cannot make contact by hitting, pushing or intentionally bumping into other players.

- No pushing, intentional bumping, or rough play.
- Any fouls or disputed play should be resolved by a jump ball or vote of players.
- Only a basketball will be used.

FOUR SQUARE

Four square is a court game played with a rubber ball. Each of the four squares are labeled A, B, C or D. Square A starts the game by bouncing the ball in their own court and then bouncing it into one of the other courts. The player in the other court must then bounce the ball into another player's square. If the ball bounces outside the square or back into the player's own square, that player is out. When a player is out, they go to the end of the line and the first person in the line moves into the D square.

- This game must be played with a rubber ball.
- Disputed plays are to be voted on by all players in the court and in the line.
- No "cherry bombs" or "inside corners" is permitted.

SOCCER

- No closed games.
- No tackling or slide tackling is allowed
- No body slams or pushing is allowed.

- Touching the ball with the hands or forearm (except by the goalie) results in the other team taking the ball out to the sideline.

KICK BALL

- No closed games.
- All players on the team that is up must line up in their kicking order behind the home plate.
- Only one kicker at a time.
- The ball must be rolled to the kicker, not bounced.
- The runner is out if tagged by the ball or if the ball is thrown to the base to which the runner is headed before the runner is there.
- The ball cannot be thrown at the runner.
- The runner cannot leave the base (take lead offs) until the ball is pitched.
- No sliding into the bases.

Report Cards/Conferences

Report cards are generated three times throughout the school year and can be viewed on the Powerschool portal. Report cards are printed and distributed to the student to take home.

Formal parent/teacher conferences are scheduled in the fall and spring each year. Additional parent conferences can be scheduled throughout the school year at either parent or teacher request. Please feel free to contact the school if you have any questions about your child's academic progress.

Social Media

<https://twitter.com/EPSDWillowLane>

[Willow Lane Elementary School - Home | Facebook](#)

Student Assistance Program

SAP is a state-mandated program designed to help parents and students remove barriers to learning and school success so that students can achieve, remain in school and advance.

The heart of the program is a professionally trained team, including school staff and community support from drug and alcohol and mental health agencies. SAP Team members are trained to identify problems, determine if the concern lies within the responsibility of the school and to make recommendations to assist both the parent and student. If the problem lies beyond the

scope of the school, the SAP Team will assist the parent and student so they may access services in the community. In other words, we are here for you!

Some Common Reasons For Referral Are:

- A Change In Friends Or Student Behavior
- Drop In Grades
- Conversations About Drugs, Alcohol Or Destructive Decisions
- Withdrawal From Friends And Activities
- Comments About Problems At Home
- Signs Of Anxiety And Depression

Remember, Anyone May Make A Referral!

WHAT PARENTS/GUARDIANS NEED TO KNOW:

1. What service does the Students Assistance Program (SAP) provide?

The primary goal of SAP is to help students overcome barriers in order that they may achieve, remain in school and advance.

2. Why do we need a Student Assistance Program?

Our students live in a complex and often challenging world filled with many stressful situations that may contribute to a variety of problems.

Helping parents and students identify healthy solutions and support systems to reduce the negative barriers to learning may be the primary function of the SAP Team. The process is based upon state guidelines, professional standards, policies and procedures adopted by the local school board and has been in effect since 1988. Over a million referrals have been made since the beginning of the Student Assistance.

According to the National Center for Education Statistics, every 29 seconds, another student gives up on school, resulting in more than one million dropouts per year. SAP is here to assist long before the student terminates his/her education prior to earning a diploma.

3. Why might a parent seek out help from the Student Assistance Program?

A parent may notice a dramatic change in behavior, a drop in grades, withdrawal from typical activities or engagement with family, increased emotionality such as sadness, irritability, anger, difficulties coping with family or personal stressors, problems getting a child to school, frequent physical complaints of not feeling well that don't appear related to any medical condition, unresolved or complicated patterns of grief, or concerns with substance abuse just to name a few.

4. Who can make a referral?

Anyone can refer a student to SAP when they are concerned about them for some of the reasons already shared. The students themselves can even go directly to the SAP Team to ask

for help. Referrals can be made anonymously. The SAP Team contacts the parent for permission to proceed with the Student Assistance process and if declined, the process ends.

5. How is confidentiality and privacy maintained?

Parents need to know that professionals on the SAP Team are trained and certified by the state prior to being able to serve on the team. Team members may include school nurse, teachers, guidance counselors, administrators, social workers and the psychologist. They understand the sensitive nature of the information they receive and the need for it to be handled in a confidential, nonjudgmental and caring manner. In addition, parents are encouraged to actively participate in SAP and permission is required for the child to receive services through the Student Assistance Program.

6. What if my child is referred, what will the Student Assistance Team do?

The SAP Team gathers objective data about the student's performance in school from school personnel who interact with the child, as well as information from the parent. If someone other than the parent refers the child, a member of the SAP Team will call the parent to discuss the referral and SAP with him or her. The data is reviewed and the team develops a plan that includes strategies to remove potential barriers to the student's academic or personal success. This may include in-school or community based services and activities. The SAP Team does not diagnose, but instead works with the child's strengths and links the child to appropriate, available supports. If parent permission is received, the team will also continue to monitor the student's progress throughout the school year and communicate with the parent as needed. Involvement of the parents in all phases of the program underscores the parents' role and responsibility in the decision-making process affecting their child's education and is key to the successful resolution of problems.

7. How does a parent find out more about the Student Assistance Program?

Parents are welcome to contact any member of the SAP team. Parents can also find additional information and helpful articles on the PA Network for Student Assistant Services ([link below](#)).

8. What SAP is not:

- It is not related to discipline or punitive consequences.
- It does not diagnose.
- It is not special education.

Click [HERE](#) for the PA Network for Student Assistant Services.

Student Educational Trips and Vacations

Regulations of the State of Pennsylvania provide that, upon written request from the parents/guardians of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip not sponsored by the school when the trip is evaluated by the Superintendent as educational and if the adult supervision is acceptable to both the Superintendent and the pupil's parent/guardians. In the East Penn School District the building

principal has been designated by the Superintendent to make the initial decision, based on the information provided. In order to clarify such absences, the following procedure for non-school educational trips/tour is established:

1. The proper form available in each building and [online](#) must be submitted to the principal a minimum of three (3) school days prior to the trip (except in an emergency). Parents/guardians will be notified in any case in which the request is denied.
2. Requests will be approved only if it can be determined that such trip/tour is of educational value to the student.
3. If more than one child in a family will be taking the trip/tour, one request may be submitted for all children. If separate schools are involved a copy will be sent to the additional schools for approval.
4. No more than ten (10) days per student will be approved in any school year. (Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the building principal well in advance of requested dates for absence.)
5. Satisfactory academic achievement will be considered in the approval of such a request.
6. All schoolwork missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school.
7. Unless there are unusual or emergency circumstances, such requests may not be approved during the district's standardized testing period or the state's testing periods.

Student Responsibilities

1. Move through the building in an orderly manner.
2. Respect the rights and property of all people.
3. Use all school facilities, equipment, and materials properly.
4. Respect all staff members and follow their directions.
5. Arrive at school on time.
6. Maintain proper attitudes and work habits and complete academic work in accordance with teacher directions and expectations.
7. Know and follow all school rules and regulations.

School Board Policies

Non-Discrimination Policy:

The East Penn 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 procedure, 3)services, activities and facilities that are accessible to and useable by disabled persons, or 4) employee or participant complaints of harassment or discrimination, contact Compliance Officer at (610) 966-8330.

The Federal Drug-Free Workplace Act requires that the 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.

Child Abuse/Mandated Reporter:

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

Prohibition of Improper Conduct/Student Complaint Process:

Title IX:

Students, parents/guardians, and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation are encouraged to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

Smoking on School Grounds:

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

Weapons:

Possessing or bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school is strictly prohibited.

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

Integrated Pest Management:

The district's Integrated Pest Management (IPM) plan incorporates a licensed applicator applying pesticides and herbicides to our fields. We strive to complete these applications on the weekends while students are not on district property. Parents/Guardians, on behalf of the students enrolled in the district, may register for prior notification of applications of specific pesticides. To receive notification, you must do the following:

- Register through the Pennsylvania Department of Agriculture by completing the Registry of Pesticide Hypersensitivity Individuals Application.
- Contact the East Penn School District Facilities Department, 800 Pine Street, Emmaus, PA 18049 via a signed letter indicating your child's name, address, phone number, and the school your child attends. Please include your email address if you would like to be notified electronically. The Pennsylvania Department of Agriculture's registry is published twice a year with the application available online at:

[hypersensitivity registration](#)

https://www.agriculture.pa.gov/Plants_Land_Water/PlantIndustry/health-safety/pesticide-programs/PesticideCART/Documents/Pesticide%20Hypersensitivity%20Application%20Form.pdf

School Pictures

Individual student pictures will be taken during the fall. Prior to the scheduled date of picture taking, a pamphlet providing picture details will be sent home with your child. Group photos may be scheduled in the spring. To exclude your child from photos that may be included in local newspapers or on our school website, please indicate this on the form that is distributed by office staff at the beginning of the school year.

Specials/Co-curriculars

LIBRARY:

Students will be visiting the Library each week for a forty-minute class (Kindergarten will have a thirty-minute class) and also to borrow a library book. Books are due back the following week on the assigned Library day. It is extremely important to instill a sense of responsibility in your child. While it is your child's responsibility to return their books each week, you should help them remember to take care of their books and return them

on their assigned day.

HEALTH/WELLNESS/FITNESS:

Students have 'gym' one day a week for forty minutes (30 minutes for Kindergarten students). On gym day, comfortable clothing such as shorts and sweatpants are appropriate. Sneakers with non-skid rubber soles must be worn in order to participate. If your child needs to be excused from gym, please send a note from his/her doctor.

ART:

Students have art one day a week for forty minutes. Please be sure to have your child wear appropriate clothing. Remember, students may be using paint, clay and other messy materials.

MUSIC:

Students have music one day a week for forty minutes (Thirty minutes for Kindergarten students).

Staff Contact Information

/Administration

- Dr. Anthony Moyer
Principal – (484) 519-3300 | Email
- Donna Chobot
Administrative Assistant – (484) 519-3300 | Email
- Kelly Ross
Administrative Assistant – (484) 519-3300 | Email

Counseling

- Alyssa Pilsits | Email | [Website](#) | [Profile](#)

Health Room

- Katie Bickel, R.N., MSN, CSN – Nurse | Email | [Website](#) | [Profile](#)
- Brandi Haja, R.N. – Health Room Nurse | [Website](#) | Email

Psychologist

- Noelle Gecik | Email | [Profile](#)

Kindergarten

- Lisa Van Ormer – Room 101 | Email | [Website](#) | [Profile](#)
- Stacy Kusko – Room 103 | Email | [Profile](#)
- Jessica Mauro – Room 107 | Email | [Website](#) | [Profile](#)
- Jen Shaver – Room 110 | Email
- Alexa Huzela – Room 201 | Email

First Grade

- Allison Fisher – Room 106 | Email | [Website](#) | [Profile](#)
- Ashleigh Hulmes – Room 108 | Email | [Profile](#)
- Lauren Pugliese – Room 109 | Email | [Website](#) | [Profile](#)
- Dave Abruzzi – Room 112 | Email

Second Grade

- Lisa McGinty – Room 202 | Email | [Website](#) | [Profile](#)
- Amanda Bower – Room 204 | Email | [Website](#) | [Profile](#)
- Stephanie Houston – Room 206 | Email | [Website](#) | [Profile](#)
- Sarah Rander – Room 208 | Email | [Website](#) | [Profile](#)
- Nicole Szarka – Room 210 | Email | [Website](#) | [Profile](#)

Third Grade

- Lori Merrill – Room 205 | Email | [Website](#) | [Profile](#)
- Matt Weimann – Room 207 | Email | [Website](#)
- Emily Vernon – Room 209 | Email | [Website](#) | [Profile](#)
- Chantal Hassler – Room 212 | Email | [Profile](#)
- Nicole Nappo – Room 214 | Email | [Website](#) | [Profile](#)

Fourth Grade

- Ryan Peters – Room 302 | Email | [Website](#) | [Profile](#)
- Christine DeLise – Room 304 | Email | [Website](#)
- Shawn Foster – Room 305 | Email | [Website](#) | [Profile](#)
- Amanda Slavin – Room 306 | Email | [Website](#) | [Profile](#)

Fifth Grade

- Karen Durigan – Room 307 | Email | [Website](#)
- Joseph Bigley – Room 311 | Email | [Website](#) | [Profile](#)
- Sean Finnegan – Room 312 | Email | [Website](#)

- Jennifer Sakelarides – Room 313 | Email | [Website](#) | [Profile](#)
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Art

- Ross Kirk | Email | [Website](#)

Gifted

- Julia Dweck – Room 309 | Email
- Justin Phillips – Room 309 | Email | [Website](#) | [Profile](#)

Health Wellness Fitness

- Nancy Krajcir – Gym | Email | [Website](#) | [Profile](#)

Media Center

- Loni Weller – Library | Email | [Website](#)

Music

- Erin Dry – Room 104 | Email | [Website](#) | [Profile](#)
- Ryans Williams – Strings | Email | [Website](#) | [Profile](#)
- Jennifer Sarro – Band | Email | [Website](#) | [Profile](#)

ESL

- Jamie McFadden – Room 315A | Email | [Profile](#)

Instructional Support

- Rebecca Champion – IST | Email | [Website](#) | [Profile](#)

Interventionist

- Monica Parsell – Room 301 A/B | Email | [Website](#) | [Profile](#)
- Frank Meyers – Room 301 A/B | Email | [Website](#) | [Profile](#)

Learning Support

- Tanya Spengler – Room 105 | Email | [Website](#)
- Jennifer Sosnovik – Room 303 | Email
- Tara Mark – Room 308 | Email | [Profile](#)
- Janet Yeakel – Room 310 | Email | [Website](#)

Speech

- Kimberly Barnes – Room 315B | Email | [Website](#) | [Profile](#)

Academic Support

- Martha Bond – Room 308 Mbond@eastpennsd.org
- Barbara Borgioni – Room 308 BBorgioni@eastpennsd.org
- Serena Roland- Room 308 SRoland@eastpennsd.org
- Courtney Hahn- Room 308 Chahn@eastpennsd.org
- Kim Heidler-Room 301 KHeidler@eastpennsd.org
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Custodial

- John Hammel – Head Custodian | Email



Student Records

In compliance with the Federal Family Education Rights and Privacy Act (FERPA) of 1974, as amended, the Board of Education has adopted a policy of Administrative Regulations for the Collection, Maintenance and Dissemination of Student Records. Copies of Policy 216 and administrative regulations are available to parents and eligible students in the offices of principals and secondary school counselors. A portion of the federal legislation stipulates that parents and students shall be informed annually of their rights under FERPA. The parent/guardian of a student or an eligible student has the right to inspect, review and receive copies, free of charge, of the education records of the student by personally requesting the record from the elementary principals or the secondary school counselors as appropriate.

The District maintains education records, which include personally identifiable information (name, parents, address, birth date); achievement, intelligence and aptitude test scores; scholastic records (grades); honors and activities; and health information. Education records of elementary school students are maintained in the school office of elementary schools.

Secondary school counselors are responsible for the education records of secondary school students and maintain them in their offices. A complete list of persons who are authorized to have access to student records is available in each principal's office and the guidance offices. Information from the education records of a student may not be disclosed without prior written consent of the parent/guardian of the student or the eligible (18 years of age or attending a post-secondary educational institution) student unless the disclosure is:

1. To other school officials, including teachers, within the district who have legitimate educational interest.
2. To officials of another school or school system in which the student seeks or intends to enroll.
3. Directory information such as student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school attendance by the student.
4. Other authorities stipulated in FERPA.

NOTE: The parent/guardian of the student or the eligible student has the right to refuse disclosure of any or all of the categories of directory information. The student's principal shall be informed in writing before November 1 of each school year that certain information is not to be designated as directory information.

A written record of the disclosure of personally identifiable information from the education records of a student will be maintained by each principal or school counselor. The parent/guardian of the student or the eligible student has the right to seek that record. The parent/guardian of the student or an eligible student has the right to seek the correction of education records of the student through a request to amend the records or a hearing. A written statement of disagreement with the information entered on the record may be placed in the education records of a student by parent/guardian of the student or an eligible student.

The parent/guardian of the student or an eligible student has the right to forward, in writing, complaints concerning alleged failure by school district personnel to comply with the requirements of the Rights and Privacy Act to the Office of Health, Education, and Welfare. FERPA Officer, Room 4511, Witzer Building, Washington, DC 20202.

School-wide Positive Behavior Support (SWPBIS)

To ensure a safe, positive classroom environment, classroom teachers will use a variety of behavioral interventions including:

- Clearly posting and defining classroom and school-wide behavioral expectations.
- Teaching, role-playing, and regularly practicing all classroom procedures and routines.
- Quietly redirecting students and holding private conversations away from others.
- Refraining from engaging in an argument or power struggle with students.
- Acknowledging students who are demonstrating appropriate behaviors.

- Analyzing the reasons why a student is not complying with behavioral expectations, including: determining the motivation, evaluating environmental factors, and documenting behavior patterns.
- Collaborating with administration, colleagues and parents to develop behavioral intervention plans. These plans will be regularly monitored and evaluated for effectiveness.
- Utilizing a variety of consequences including: loss of privileges, etc.

SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT





Classroom Expectations

☆ Have respect

- Raise your hand
- Be polite
- Follow adult directions
- Listen to others
- Take care of materials
- Use kind words
- Use an inside voice

☆ Act responsibly

- Come prepared with all materials and on time
- Be organized
- Raise your hand
- Follow the class routines
- Wait your turn

☆ Work Hard

- Try your best
- Complete class assignments and homework in a timely manner
- Listen actively
- Participate

☆ Keep Safe

- Keep your hands, feet, and objects to yourself
- Sit safely
- Walk quietly and carefully
- Push your chair in
- Keep your desktop and floor clean



Bathroom Expectations

☆ Have respect

- Honor the privacy of others
- Use inside voice
- Keep the bathroom clean

☆ Act responsibly

- Go to the closest bathroom near your room
- Report anything out of order to your teacher
- Get in and out as quickly as possible
- Keep stall doors unlocked when not in use

☆ Work Hard

- Wash your hands
- Use 1 pump of soap
- Dry hands under one dryer for one cycle
- Use, flush, wash, leave

☆ Keep Safe

- Keep soap and water in the sink



Cafeteria Expectations

☆ Have respect

- Use kind words
- Follow adult directions
- Be tolerant of others
- Use an inside voice
- Use table manners
- Be patient

☆ Act responsibly

- Clean up all of your own trash
- Raise your hand for lunch materials
- Touch only your snap card and your Food

☆ Work Hard

- Follow adult directions
- Eat your food

☆ Keep Safe

- Breakfast and lunch food is eaten in the cafeteria
- Walk in the cafeteria
- Touch and eat only your own food
- Follow cafeteria line rules

Level I: Behaviors that occur with low frequency, intensity, and/or duration.

A Level I offense is misconduct which interferes with the orderly operation of the classroom, a school activity, or school district transportation. Initially, the misconduct should be handled by the staff member involved. When additional action becomes necessary because of continued violations or other serious concerns, the student will then be referred to the school Principal for disciplinary action.

Behavior	Definitions	Possible Team Actions
Inappropriate Language	<ul style="list-style-type: none"> ● Student engages in low intensity instance of inappropriate language (can include low-intensity swearing not directed at another individual). 	<ul style="list-style-type: none"> ● Redirection/Warning ● Time-out/Seat moved ● Conference with student ● Think sheet ● Referral to school counselor ● Teacher-parent contact ● Office

		<p>referral</p> <ul style="list-style-type: none"> ● Team meeting
<p>Physical Contact</p>	<ul style="list-style-type: none"> ● Student engages in non-serious, inappropriate, yet purposeful physical contact 	<ul style="list-style-type: none"> ● Redirection/Warning ● Time-out/Seat moved ● Conference with student ● Think sheet ● Referral to school counselor ● Teacher-parent contact ● Office

		<p>referral</p> <ul style="list-style-type: none"> ● Team meeting
<p>Defiance/ Non-Compliance</p>	<ul style="list-style-type: none"> ● Student engages in brief or low- intensity failure to respond to adult requests or challenges adult requests 	<ul style="list-style-type: none"> ● Redirection/ Warning ● Time-out/Seat moved ● Conference with student ● Think sheet ● Referral to school counselor ● Teacher-parent contact ● Office

		<p>referral</p> <ul style="list-style-type: none"> ● Team meeting
<p>Disrespect</p>	<ul style="list-style-type: none"> ● Student engages in socially rude or dismissive interactions with peers and/or adults 	<ul style="list-style-type: none"> ● Redirection/Warning ● Time-out/Seat moved ● Conference with student ● Think sheet ● Referral to school counselor ● Teacher-parent contact ● Office referral

<p>Disruption</p>	<ul style="list-style-type: none"> ● Student engages in inappropriate disruption 	<ul style="list-style-type: none"> ● Redirection/Warning ● Time-out/Seat moved ● Conference with student ● Think sheet ● Referral to school counselor ● Teacher-parent contact ● Office referral ● Team meeting
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<p>Dress Code Violation</p>	<ul style="list-style-type: none"> ● Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district 	<ul style="list-style-type: none"> ● Redirection/Warning ● Time-out/Seat moved ● Conference with student ● Think sheet ● Referral to school counselor ● Teacher-parent contact ● Office referral ● Team meeting
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<p>Property Misuse</p>	<ul style="list-style-type: none"> ● Student engages in low-intensity misuse of property 	<ul style="list-style-type: none"> ● Redirection/Warning ● Time-out/Seat moved ● Conference with student ● Think sheet ● Referral to school counselor ● Teacher-parent contact ● Office referral ● Team meeting
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<p>Technology Violation</p>	<ul style="list-style-type: none"> ● Student engages in non-serious but inappropriate (as defined by school/classroom) use of cell phone, music/video players, camera, and/computer 	<ul style="list-style-type: none"> ● Redirection/Warning ● Time-out/Seat moved ● Conference with student ● Think sheet ● Referral to school counselor ● Teacher-parent contact ● Office referral ● Team meeting
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<p>Forgery</p>	<ul style="list-style-type: none"> ● Student has signed a person's name without that person's permission 	<ul style="list-style-type: none"> ● Redirection/Warning ● Time-out/Seat moved ● Conference with student ● Think sheet ● Referral to school counselor ● Teacher-parent contact ● Office referral ● Team meeting
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<p>Leaving Assigned Area</p>	<ul style="list-style-type: none"> ● Student is in an area outside of an assigned area as defined by teacher or other adult, but is still on school property 	<ul style="list-style-type: none"> ● Redirection/Warning ● Time-out/Seat moved ● Conference with student ● Think sheet ● Referral to school counselor ● Teacher-parent contact ● Office referral ● Team meeting
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<p>Inappropriate Peer Interaction</p>	<ul style="list-style-type: none"> ● Student excludes other students from group 	<ul style="list-style-type: none"> ● Redirection/Warning ● Time-out/Seat moved ● Conference with student ● Think sheet ● Referral to school counselor ● Teacher-parent contact ● Office referral ● Team meeting
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<p>Other</p>	<ul style="list-style-type: none"> ● Student engages in any other minor problem behaviors that do not fall within the above categories 	<ul style="list-style-type: none"> ● Redirection/Warning ● Time-out/Seat moved ● Conference with student ● Think sheet ● Referral to school counselor ● Teacher-parent contact ● Office referral ● Team meeting
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Willow Lane Discipline Rubric

Level II: Behaviors that occur with higher frequency, intensity, and/or duration than Level I behaviors.

A Level II offense is misconduct which interferes with the orderly operation of the classroom, a school activity, or school district transportation and is more serious than a Level I offense. It may include repeated acts of misconduct, serious disruptions of school operations, threats to the health, safety, and property of the student or others, and other acts of serious misconduct. These infractions require the intervention of the school Principal.

*** The Principal will determine the appropriate discipline after a review of the student’s conduct, explanation, consultation with staff members, and investigation of any other relevant factors.**

Behavior	Definitions	Possible Administrative Actions
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<p>Abusive Language</p>	<ul style="list-style-type: none"> ● Verbal messages that include swearing, name calling, or use of words in an inappropriate way, particularly when directed at another individual 	<ul style="list-style-type: none"> ● Time in office ● Conference with student ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● After-school detention <ul style="list-style-type: none"> ● Bus suspension ● In-school suspension ● Out of school suspension <ul style="list-style-type: none"> ● Other administrative decision
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<p>ighting/Physical Aggression</p>	<ul style="list-style-type: none"> ● Actions involving intentional serious physical contact where injury may occur 	<ul style="list-style-type: none"> ● Time in office ● Conference with student <ul style="list-style-type: none"> ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● After-school detention <ul style="list-style-type: none"> ● Bus suspension ● In-school suspension ● Out of school suspension <ul style="list-style-type: none"> ● Other administrative decision
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<p>Defiance/ Non-Compliance</p>	<ul style="list-style-type: none"> ● Refusal to follow directions (including passive refusal) and/or talking back 	<ul style="list-style-type: none"> ● Time in office ● Conference with student <ul style="list-style-type: none"> ● Lunch detention ● Loss of privilege ● Loss of recess ● Parent contact ● After-school detention <ul style="list-style-type: none"> ● Bus suspension ● In-school suspension ● Out of school suspension <ul style="list-style-type: none"> ● Other administrative decision
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<p>Disrespect</p>	<ul style="list-style-type: none"> ● Student engages in socially rude or dismissive interactions with peers and/or adults 	<ul style="list-style-type: none"> ● Time in office ● Conference with student <ul style="list-style-type: none"> ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● After-school detention <ul style="list-style-type: none"> ● Bus suspension ● In-school suspension ● Out of school suspension <ul style="list-style-type: none"> ● Other administrative decision
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<p>Disruption</p>	<ul style="list-style-type: none"> ● Behavior causing an interruption in a class or activity 	<ul style="list-style-type: none"> ● Time in office ● Conference with student <ul style="list-style-type: none"> ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● After-school detention ● In-school suspension ● Out of school suspension <ul style="list-style-type: none"> ● Other administrative decision
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<p>Harassment/Bullying</p>	<ul style="list-style-type: none"> ● Student delivers disrespectful messages (via verbal, gestural, or technology-based interaction) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes (e.g., negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters). 	<ul style="list-style-type: none"> ● Time in office ● Conference with student ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● After-school detention ● Bus suspension ● In-school suspension ● Out of school suspension ● Other administrative decision
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<p>Dress Code Violation</p>	<ul style="list-style-type: none"> ● Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. 	<ul style="list-style-type: none"> ● Conference with student ● Parent contact ● Loss of recess ● Other administrative decision
<p>Property Destruction</p>	<ul style="list-style-type: none"> ● Student participates in an activity that results in destruction or disfigurement of property. 	<ul style="list-style-type: none"> ● Time in office ● Conference with student ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● Restitution ● After-school detention ● In-school

		<p>suspension</p> <ul style="list-style-type: none"> ● Out of school suspension ● Other administrative decision
<p>Leaving Assigned Area</p>	<ul style="list-style-type: none"> ● Student is in an area that is outside of school boundaries, as defined by school 	<ul style="list-style-type: none"> ● Time in office ● Conference with student <ul style="list-style-type: none"> ● Lunch detention ● Loss of privilege ● Loss of recess ● Parent contact ● After-school

		<p>detention</p> <ul style="list-style-type: none"> ● In-school suspension ● Out of school suspension <ul style="list-style-type: none"> ● Other administrative decision
Forgery	<ul style="list-style-type: none"> ● Student has signed a person's name without that person's permission 	<ul style="list-style-type: none"> ● Time in office ● Conference with student <ul style="list-style-type: none"> ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● After-school detention

		<ul style="list-style-type: none"> ● In-school suspension ● Out of school suspension ● Other administrative decision
<p style="text-align: center;">Theft</p>	<ul style="list-style-type: none"> ● Student is in possession of, having passed on, or being responsible for removing someone else's property. 	<ul style="list-style-type: none"> ● Time in office ● Conference with student ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● After-school detention

		<ul style="list-style-type: none"> ● In-school suspension ● Out of school suspension <ul style="list-style-type: none"> ● Other administrative decision
<p>Technology Violation</p>	<ul style="list-style-type: none"> ● Student engages in serious inappropriate (as defined by school/classroom) use of cell phone, music/video players, camera, and/or computer. 	<ul style="list-style-type: none"> ● Time in office ● Conference with student <ul style="list-style-type: none"> ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● After-school detention

		<ul style="list-style-type: none"> ● Bus suspension ● In-school suspension ● Out of school suspension ● Other administrative decision
<p>Inappropriate Display of Affection</p>	<ul style="list-style-type: none"> ● Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non consensual. 	<ul style="list-style-type: none"> ● Time in office ● Conference with student ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● After-school

		<p>detention</p> <ul style="list-style-type: none"> ● In-school suspension ● Out of school suspension <ul style="list-style-type: none"> ● Other administrative decision
<p>Lying/Cheating</p>	<ul style="list-style-type: none"> ● Student delivers message that is untrue and/or deliberately violates rules. 	<ul style="list-style-type: none"> ● Time in office ● Conference with student <ul style="list-style-type: none"> ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● After-school detention

		<ul style="list-style-type: none"> ● In-school suspension ● Out of school suspension <ul style="list-style-type: none"> ● Other administrative decision
<p>Use/Possession of Weapons</p>	<ul style="list-style-type: none"> ● Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm. 	<ul style="list-style-type: none"> ● Time in office ● Conference with student <ul style="list-style-type: none"> ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● After-school detention

		<ul style="list-style-type: none"> ● Bus suspension ● In-school suspension ● Out of school suspension ● Other administrative decision
<p>Other Behavior</p>	<ul style="list-style-type: none"> ● Problem behavior not listed above. 	<ul style="list-style-type: none"> ● Time in office ● Conference with student <ul style="list-style-type: none"> ● Lunch detention ● Loss of recess ● Loss of privilege ● Parent contact ● After-school

		<p>detention</p> <ul style="list-style-type: none"> ● Bus suspension ● In-school suspension ● Out of school suspension ● Other administrative decision
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Progressive Discipline Plan

Level 1 Behavior Infractions include, but are not limited to:

- Inappropriate language (cursing)
- Non-compliance
- Dress code violation
- Minor class disruption (excessive talking)
- Lying/cheating
- Inappropriate use of school property or materials
- Cell phone violations

Level 1 behavior infractions will be handled by the classroom teacher in accordance with their classroom discipline plan.

If undesirable behavior persists the following actions may occur:

1. Conference with the student.
2. Call the parent/guardian to discuss and inform.

3. Document the behavior and discuss the situation with the guidance counselor and/or administrator.

Other behavioral consequences and interventions could include:

1. Parent/Teacher conference with the building principal
2. Student behavioral intervention plan

Level 2 Behavior Infractions include, but are not limited to:

- Abusive/ Inappropriate language toward a staff member
- Fighting
- Major pushing and shoving
- Escalating disrespect/insubordination
- Continued or escalating classroom disruptions/tantrums
- Disruptive verbal altercation between students
- Theft
- Habitual discipline

Possible consequences and interventions could include:

- Loss of Privileges
- Required Parent Conference
- In-class behavioral supports
- Possible detention
- Possible suspension

Level 2 behavior infractions or students reaching a habitual discipline level will receive an immediate referral to the office to conference with an administrator. An administrator will contact the parent/guardian to discuss the incident.

Level 3 Behavior Infractions include, but are not limited to:

- Bullying/Threats
- Alcohol/drugs/tobacco
- Immoral conduct
- Vandalism/Tagging
- Arson
- Weapons (police are contacted with all weapon violations)

Students committing Level 3 behavior infractions will be immediately sent to the office with a referral and the parent/guardian will be contacted by administration. Level 3 infractions require an immediate parent conference, suspension of privileges or from school for a specific period of time and/or possible expulsion hearing.

Weapons are defined in Section 1317.2 of the *Public School Code of 1949*, as amended, and shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily

injury. Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or a school sponsored activity will be expelled for a period of not less than one (1) year. (Section 1317.2). Notwithstanding the forgoing, the superintendent may recommend discipline short of expulsion on a case-by-case basis.

The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required by the School Code.

Other possible consequences and interventions could include a Behavior Intervention Plan.

Technology/Acceptable Use Policy

Teachers have the responsibility to provide clear guidelines, direction and supervision of student use. All data are then property of the district and there is no expectation of privacy. Any user who receives threatening or unwelcome communications is expected to immediately inform the teacher or administrator. Access to the computing facilities and resources is a privilege and unauthorized or illegal use will cancel the privilege and will result in appropriate disciplinary action. Users will be responsible for any cost to restore intentional or vandalized devices. Users are prohibited from using the computer or device to access or transmit obscene or pornographic material. Users must assure that all software and hardware foreign to the district system is virus-free. The Superintendent shall develop procedures, which will require parental approval for student use of the Internet.

EPSD District Devices

Suspected vandalism or intentional damage will be evaluated by a team of technicians including the Director of Technology.

- Financial restitution may be sought for negligent or intentional damage.
 - **Negligent damage** may include loss or misuse of accessories (charger), spilling a drink on the device causing it to malfunction, or exposing it to extreme temperatures.
 - Instances of **intentional damage** include: vandalism, tampering with the device to cause malfunction, attempts to repair the device that may cause malfunction, or any other intentional damage, which may correspond with an office referral

One (1) **accidental damage** repair will be covered per lease/life cycle of the device (iPad).

- A Help Desk ticket must be entered to notify the Technology Department of damage to the device, cover, cable, or charger.
- Students who return damaged devices will be invoiced for the depreciated cost and/or lost/missing items if there is no record of a ticket; this includes students who leave the district due to graduation or relocation.
 - **Depreciation costs** will be billed to students if the device is considered to be a “total loss” and is damaged beyond repair.

- **Depreciation value** will be determined by consulting with vendors who purchase used equipment and will be published on an annual basis.

If a device is reported lost, stolen or missing, the following actions will be taken to recover the device:

- The student should report the device missing to a staff member (principal) at their assigned school who will then notify the Technology Department.
- Geo-location services on the device may be activated, and the device will be placed in lost mode or disabled to prevent others from using the device.
- A police report for theft will nullify the cost of replacement for the school and/or student.

To verify what each child has received at the start of the year, asset and peripheral inventory will be taken and maintained at each school.

- Example: iPad, cover, cable, and charger
 - Any notes regarding damage or missing items should be noted.
- This form should reside at the school with the building teacher or in the principal's office and can be used as a comparative point of reference upon the completion of materials at the end of the school year.
- **If a student receives a non-functioning component, it should be reported immediately as a Help Desk ticket so that it can be replaced.**

The district does not offer optional insurance as iPads; district-issued devices are a means of delivering instruction to students.

Visitors/Volunteers

The Board welcomes and encourages visits to the schools by parents/guardians, adult residents, and other interested parties. However, the Board is also sensitive to the fact that such visits may potentially be disruptive to the education process; therefore, visitors must sign in and receive permission from the office to visit a classroom.

When visiting the school for any reason, request entrance at the main entrance unless otherwise instructed via posted signs. Sign in and out at the office for each visit to the classrooms. Please wear the issued visitor's badge at all times when in the building. Staff and students are trained to look for badges. Student safety is our priority!

The Superintendent/Designee and/or building principal is/are authorized to prohibit the entry of any person to a school building based upon the following guidelines:

1. All volunteers/ visitors must submit a notarized affidavit or FBI clearance prior to serving in the building as well as criminal record check and child abuse clearances on file in the human resources office.
2. All prospective visitors should contact the building principal in advance to make appropriate arrangements.
3. Upon arrival at the building, all visitors are to immediately report to the office and register their presence.
4. All staff members shall require that all visitors register at the school office and have authorization to be present.

5. If an emergency requires that a visitor meet with a student, the student shall be called to the office, and in the presence of the principal or designee, meet with the visitor. No visitor may confer with a student in school without the approval of the principal or designee.