



Mission Statement

The Wyomissing Area School District, in partnership with parents/guardians and the community, is committed to fulfilling our mission of :

Inspiring excellence,
one Spartan at a time.



WITHIN A COMMUNITY

Schools are learning communities. It is important that students feel valued and safe within that community. The environment must be conducive to academic pursuits, therefore, students are expected to act responsibly and respectfully. Citizenship and cooperation are essential. Students are expected to work towards achieving their personal best.

A community includes a combination of people. Every person within a community has certain responsibilities to himself and others if the community is to be productive. It is only through combined efforts that the optimal learning environment can be achieved.

Responsibilities of the school and teachers include:

- maintaining a safe environment that welcomes and supports the students and their families.
- providing engaging opportunities for learning at an appropriate level of challenge for each student.
- providing the necessary resources and materials to support the academic program.
- listening to a student or parent who brings a concern or problem and then working together to find a resolution.
- communicating with the community, parents, and students concerning programs and opportunities within the school system.
- communicating with each student and his/her parents concerning the student's academic progress and personal development.

Responsibilities of the student include:

- participating in all learning activities.
- listening actively in class.
- asking questions when appropriate.
- seeking help when a lesson or content is unclear.
- preparing for all classes by completing class work and homework.
- coming to class prepared with any needed materials and assignments.
- volunteering to help.
- communicating with teachers or other adults about concerns or problems.
- attending school regularly and arriving on time.
- respecting people and property when traveling to and from school.

Responsibilities of parents include:

- providing a supportive home environment.
- encouraging and monitoring the academic efforts of the student.
- making sure the student gets sufficient rest and good nutrition.
- structuring time so that the student is able to complete homework regularly.
- talking with the appropriate teacher whenever concerns arise.
- assuring that the student attends school regularly and arrives on time.
- scheduling appointments and vacations outside of school time, whenever possible, to provide the highest level of attendance.
- communicating with the school concerning any changes at home that may affect the student's attention or work at school.



EXPECTATIONS FOR APPROPRIATE SCHOOL BEHAVIOR

GENERAL CONDUCT

Responsible behavior and self-control are important to a productive environment. Students are expected to follow our WREC Rules:

FolloW directions from all staff.

Put foRth their best effort.

ComE to class prepared.

Communicate respectfully.

CAFETERIA

The cafeteria is a place to eat and socialize in a quiet, orderly way. Students are expected to:

- use quiet voices.
- remain seated, except with permission.
- help keep the tables and floor clean.
- use good manners in handling food.
- cooperate with lunch aides and cafeteria workers.

FIRE/EMERGENCY DRILLS

Total cooperation is essential during an emergency drill. Students are expected to:

- follow directions precisely and immediately.
- remain absolutely quiet.
- exit the building quickly and safely.
- line up by class on the playground.
- reenter the building in line as requested.

PLAYGROUND

Recess is a time of physical activity and playing with friends. Safety is a top priority. Students are expected to:

- walk quietly to and from the playground.
- finish eating in the cafeteria.
- respect game areas.
- remain in the play area, except with specific permission of an adult.
- play on the equipment in a safe way.
- follow all game rules and be a cooperative player.
- line up quickly and quietly when recess is over.

PERSONAL BELONGINGS

To prevent loss/damage to personal items such as toys, games, and audio/electronic equipment, we ask that these items remain at home except for special projects.

MORNINGS

Students are expected to:

- arrive in the gymnasium between 8:00 and 8:15 a.m.
- sit quietly on the floor within homeroom lines.
- be respectful of others.
- go other places in the building only with permission from a teacher in charge.
- pay attention to morning announcements

HOMEWORK

We believe that homework is important because it:

- helps families become involved with education.
- reinforces important concepts taught in school
- helps students develop self-discipline
- helps students develop organizational skills

Students should plan to spend an average of sixty minutes per night on homework. This may include completing specific assignments, working on long-term projects, reviewing the day's lessons, studying for tests, and reading a book.

Each student will be provided with an agenda book and asked to write all assignments in that book.

PROPER SCHOOL BUS BEHAVIOR

Acceptable behavior implies that students will:

- stand quietly and safely while waiting for the bus.
- wait for the bus to stop prior to leaving the waiting area to board.
- keep hands, feet, and objects to themselves.
- follow the rules posted in the front of the bus.
- sit quietly in the seat, facing forward at all times.
- leave writing utensils in backpacks.
- leave cell phones and other electronic devices turned off in backpacks
- while disembarking, walk away from the bus, crossing the street in front of the bus.
- obey the bus driver's directions.
- keep aisles clear

CONSEQUENCES FOR SCHOOL BUS
OFFENSES

First offense: Student and parents will be notified as to the nature of the offense.

Second offense: Parents will be contacted by the building administrator; student may be suspended from all bus riding privileges for one to three (3) consecutive school days.

Third offense: Parents will be contacted by the building administrator; student may be suspended from all bus riding privileges for three to five (5) consecutive school days.

Fourth offense: Parents will be contacted by the building administrator; student will be suspended from all bus riding privileges for a minimum of five (5) school days (to be determined by administrator).

PM Dismissal: Buses will be brought back to the school when the general student behavior is unacceptable.

Please note: Parents, by law, are not permitted to board the school buses at the bus stop. If there are questions or concerns, please call the school office.

MISCONDUCT AND SUBSEQUENT
DISCIPLINE

When misconduct occurs, the subsequent discipline will be handled by the teacher, the principal, or other appropriate staff members. Through this process, students should learn more about self-control, self-discipline, and making “good choices.” The nature of the discipline will be dependent upon the nature of the misconduct and its severity and/or frequency. Parents are encouraged to become a partner in this team effort. Because we make every effort to assure that students are aware of the rules and the potential consequences, and because we make every effort to be fair and equitable in the assigning of discipline; we ask that parents support us when discussing any infractions with their children. Whenever a parent has questions about a particular discipline, we ask that he/she reserve judgment until gathering more information from the teacher involved who may have a different interpretation of the event than that reported by the child. Resolution of differences should be discussed with the teacher.

Examples of student misconduct that would be subject to discipline include:

- tardiness and truancy.
- gum chewing.
- use of cell phone/testing during school hours.

- inappropriate or disruptive behavior in school, on the playground, on the bus, at a bus stop, or while walking to and from school.
- inappropriate use of technology.
- destroying or defacing property.
- inappropriate choice of language.
- bullying, badgering, tormenting, or harassing another person.
- disrespectful behavior toward staff or volunteers.
- insubordination.
- cheating.
- forgery.
- stealing or extortion.
- inappropriate physical contact.
- assault and/or fighting.
- threats of violence.
- possession/use of tobacco products.
- possession/use of drugs.
- possession/use of weapons or their replicas.



Weapons include any item that, in the School District's judgment, may be used to harm, threaten, harass, or injure another person. Please note that a school district is required to report a weapons offense to the local police unit.

Examples of subsequent discipline that may occur include:

- verbal warning to the student.
- logical/natural consequence.
- parental contact.
- special assignment.
- withdrawal of privileges.
- in-school counseling.
- referral to the Elementary Student Assistance Program team.
- detention.
- in-school suspension (removal from the regular classroom to do assigned curricular tasks in another school setting).
- fines.
- out-of-school suspension (withdrawal of a student from the school program for a period not to exceed ten days).
- expulsion (exclusion from school for a period exceeding ten days up to a permanent expulsion from the school enrollment).
- notification to police for possible arrest and prosecution.

(These lists are meant to provide examples and may not be all-inclusive.)

Once the discipline is served, school personnel will

make every effort to work with a student to help him/her make better choices in future efforts. This may include periodic teacher/student discussions, an individual behavior plan to be implemented by the teachers/guidance counselor, regular student meetings with the guidance counselor (individual or small group), regular parent conferences or other communication with the home, referral to the Student Assistance Program Team, or implementation of another appropriate plan as developed between school personnel and parents.

ATTENDANCE- Regular attendance in school is important to student progress. Many learning opportunities occur during the school day that cannot be duplicated for those students not present. Please call school on a morning that your child will be absent, so that we know the child is safe and send in a written note as well. When you know in advance about an absence, please send a card marked “anticipated absence,” including the reason for the absence. In order for a family trip to be excused, a *Request for an Educational Trip* form must be completed by the parent/guardian and returned to the principal for approval. The educational value of the trip must be documented on the form. Please remember that excusal from school attendance is not a function of the home. A principal may excuse a student’s absence from school for the following reasons:

- Student illness
- Quarantine.
- Death in the immediate family.
- Religious holidays
- Educational trip.
- Emergency



A written excuse is required for all absences. An absence of five (5) consecutive days or more requires a medical excuse. After 10 days of accumulated absences, in instances where school administration believes that absences due to illness are chronic and irregular, the school administration may request a physician's statement certifying that such absences are medically justifiable. In addition, accumulated time missed from school due to excessive tardies may be dealt with in the same manner.

Absences not listed above shall be unexcused. As provided by Section 1333 of the Pennsylvania Public School Code of 1949, the Wyomissing Area School District may take legal action against the parents or guardians of children or the children themselves who are of compulsory school age and are unlawfully absent from school. When a citation is issued to the District Justice, it will result in approximately \$100/day fine plus court costs.

TARDY TO SCHOOL - All students must be in school seated in the gymnasium by 8:15. All arrivals after 8:15 are considered tardy. All tardy students are considered unexcused unless we receive a parent/guardian note stating:

- the child was ill.
- the child had a doctor/dentist appointment.
- there was a true emergency.

Excessive tardies are unacceptable and consequences will be issued.

DRESS CODE - Students are asked to dress appropriately for a school setting. The following standards will be observed within the Wyomissing Area School District:

- Head apparel, except for religious or medical purposes, may not be worn inside the school building.
- Shirts, blouses, and tops must completely cover the abdomen. They must cover the waistband of pants, shorts, skirts with no midriff visible. Tube tops, uncovered spaghetti strap tops, or other revealing shirts are not permitted.
- Skirts, dresses, or shorts should at least be fingertip length.
- Students may not wear clothing, accouterments, chains, jewelry that are obscene, profane, revealing, vulgar, or dangerous or articles of clothing that promote drugs, alcohol, tobacco, sexual implications, themes of death or violence.
- Pants must be worn at the waist. No undergarments should be visible.
- Writing on skin is not permitted and should not be visible.
- Outside coats and outerwear may not be worn indoors.
- Clothing worn in an unacceptable manner; i.e., trousers worn below the waist, leggings worn without appropriate over-layer, short skirts or shorts, revealing tops, gang-related symbols, emblems, or other identification, is prohibited.

At the elementary level, we ask parents to focus on safety as well when planning a student's attire. Certain shoes and jewelry can be hazardous to a student's well-being when worn during recess and/or physical education classes.

Any student not attired in accordance with policy shall be:

- asked to correct the problem.
- excluded from a particular class or activity.
- required to change into clothing that conforms to these guidelines.

PARENT REMINDERS

CAFETERIA - Lunches are available for purchase in the school cafeteria daily. A monthly menu is provided on line, listing the choices available. Students may also bring a lunch from home. Milk and water are available for purchase, along with selected snacks. We encourage students to develop good nutritional habits. Please help us to do that. "Fast food" lunches should not be delivered to school to be eaten in the cafeteria. We discourage a soft drink as a beverage. Parents may deposit money in an account for each student to purchase lunches and/or other items in the cafeteria through a debit system. Checks should be made out to WASD Food Service. The student enters an assigned PIN number to charge purchases against the account.



CHANGE OF INFORMATION - At the beginning of the school year, parents are encouraged to register on-line at E-Alert. All parents are required to complete Emergency Information cards with current address, phone numbers, parent work information, and an alternate contact person in case of emergency, as well as confirm existing contact information on file. If any of that information changes during the year, please let us know as soon as possible. If you move at any time during the school year or summer, please call the school office in advance.

EMERGENCY NOTIFICATION REGISTRATION

E-Alert

Technology provides a means to communicate vital information quickly to families in the district. This includes an emergency alert system (E-Alert) that enables the district to send information by two means, electronic messages (e-mail or text) and recorded telephone messages. To receive electronic and telephone messages, you must provide contact information by registering with the "E-Alert" system. We urge parents/guardians to register for both e-mail/text and telephone notification to assure that time-sensitive information is communicated to all families. Please go to www.wyoarea.org and register today.

AFTERNOON DEPARTURES -

Students are expected to travel home in a customary way. Any deviation from "the normal" for a student requires a written permission note. **Riding home on someone else's bus for a play date is not allowed.** Any requests to ride a different bus or to get off at a different stop should be requested at least 4 days in advance by completing a Temporary Transportation Deviation Form (available on our district website) and submitting it to the school office. Bus drivers should not receive notes directly from students.

DROP-OFF/PICKUP -

Student drop-off in the morning is at the gymnasium door on Grape St. behind the school. No students may be dropped off in front of the school from 7:45-8:10. If you are picking up your child after school, please use Grape Street. A staff member will escort the car pickup students to the Grape Street exit for dismissal. It is important to allow room for apartment dwellers to exit or enter their garage, so please leave space. Your cooperation is essential.

EMERGENCY WEATHER -

Student safety will be the primary concern in the event of emergencies or inclement weather. Announcements about closings or an adjusted schedule will be made via the district website, on certain Berks County radio stations and on Channel 69 (Berks Cable 9) on television. If you registered for **E-Alert** you will be quickly notified via that system. Early dismissals are also placed on the district web site. Have a plan in place so your child knows what to do if no one is at home, and for some unexpected reason school is dismissed early.

BULLYING/CYBERBULLING – The Wyoming Area School District is committed to providing a safe, positive learning environment for all District students (District Board Policy #249). Should a student witness a bullying incident or feel that they are being bullied, they should report the incident immediately to either the classroom teacher or the guidance counselor. Parents are encouraged to contact both the teacher and principal should their child report a bullying incident to them. Information concerning bullying as well as how students can report a bullying incident is posted in every classroom. For additional information concerning the bullying and cyberbullying policy and/or to view the actual posted information concerning bullying at WREC, please access Policy 249 under the School Board policies tab on the District website.

HEALTH ROOM - Health room services are available for students who become ill or have accidents during the school day. Parents will be called as needed. Any medication to be given during the school day should be kept in the nurse’s cabinet and should be accompanied by written directions for its use. It must be in its original container. No student should carry any medication during the day or keep it in his/her desk, except with special arrangements.

LOST AND FOUND -Any items that have been lost and found should be turned in to be claimed by the rightful owner. Our school has a Lost and Found collection where students should look for any lost belongings. It is a great help if all personal items are marked with the owner’s name.

MAKE-UP WORK - When a student is absent, it is expected that s/he will make up the work that was missed within a reasonable period of time. Please call the office in the morning to make arrangements for work to go home with a friend or to be picked up by parents if this is appropriate. When a student anticipates being absent for an educational trip, please know that the work may not be available in advance.

QUESTIONS - If at any time you have questions about your child’s academic progress, behavior issues, school policies and procedures, etc.; please write an email or make a telephone call. Consider who would have the best information to answer your question, then contact the appropriate person.

TELEPHONE USE BY STUDENTS - Students may use the telephone in the office to call home **only** in case of emergencies. It is important for students to take responsibility for being prepared for the school day. Calling parents to deliver forgotten homework, books, instruments, etc. will not be permitted.

CELLULAR PHONES /ELECTRONIC DEVICES- Students are discouraged from bringing cellular phones to school. If a student chooses to bring a phone, it must be turned off, and kept in the student’s backpack. Students bring electronic devices to school at their own risk. CD players, beepers, cameras, laser pointers, or any other electronic item of distraction may not be used during school hours or on the bus to and from school. Failure to comply with these requests will result in confiscation of the item(s) until a parent can be contacted.

VISITORS – Our school uses the Raptor Electronic Visitor Registration System to identify and record all visitors. Any parent or volunteer who comes to school must provide a photo ID to the building secretary; the ID will be electronically scanned into the system to sign in all visitors. **Parents may not visit teachers or classrooms without prior arrangements, as this is disruptive to the educational program.** This is important for building security.

Please refer to the school newsletters and district web site for monthly information.

I(we) have read the school handbook and understand our responsibilities as members of the school community.

Student’s Name:

Date: _____

Student Signature:

Parent Signature:
