Agenda of Board Meeting

The Board of Directors
Wallenpaupack Area School District

A Board Meeting of the Board of Directors of Wallenpaupack Area School District will be held Monday, August 10, 2026, beginning at 6:00 PM Wallenpaupack South Elementary School Gym, 989 Main St, Newfoundland, PA 18445.

1. **Meeting Opening**
    1.A. Call to Order
    1.B. Moment of Silence
    1.C. Salute of Flag
    1.D. Roll Call
2. **Agenda Approval**
Description: It is recommended that the Board approve the updated agenda as presented to include the approval of the Act 34 Resolution as presented in the Committee Meeting.
3. **Public Comment**
Description: Registered Speakers:

Robert Nied
Kathleen Nied
Rich Scholl
Emily Scholl

4. **Approval of Minutes**
Description: The minutes are considered Draft until approved.

It is recommended that the Board approve the minutes of the June 8, 2026 Regular Board Meeting as presented.

5. **Reports**
    5.A. Cafeteria Report
    Description: It is recommended that the Board approve the Cafeteria Report as presented.
    5.B. Treasurer's Report
    Description: It is recommended that the Board approve the Treasurer's Reports as presented.
    5.C. Capital Reserve Fund Financial Report
    Description: It is recommended that the Board approve the Capital Reserve Fund Financial Report as presented.
    5.D. Financial Board Summary
    Description: It is recommended that the Board approve the Board Summary Report as presented.
    5.E. Student Activities Accounts

Description: It is recommended that the Board approve the Student Activities Accounts as presented.

5.F. Realty Transfer Report
Description: It is recommended that the Board accept the Realty Transfer Report as presented.

6. **Organizational Chart 2026-2027**
Description: It is recommended that the Board approve the attached Wallenpaupack Area School District Administrative Organizational Chart for the 2026-27 school year.

7. **Bills**

7.A. Bills - Pre-Approval
Description: It is recommended that the Board authorize the payment of additional August 2026 bills and the listing will be presented for approval at the September 14, 2026 Board meeting.

7.B. Approval of Bills
Description: Approval of bills prepaid and current - general fund account, capital reserves account, and construction fund account.

It is recommended that the Board approve the bills prepaid and current as presented.

8. **Audit Findings *(Informational)***
Description:
The Department of Human Services (DHS) has received its copy of the audit report on Wallenpaupack Area School District for the period ended June 30, 2025, as well as a copy of the transmittal letter from the Bureau of Accounting and Financial Management.
The report contains no findings with regard to DHS funding, therefore it is considered closed.

9. **403b Plan Adoption *(Informational)***
Description: Attached is the Wallenpaupack Area School District 403b Plan Adoption Agreement.

10. **Resolution - Construction of Wayne/Pike Career and Technical Center**
Description: It is recommended that the Board approve the attached Resolution for the construction of the Wayne/Pike Career and Technical Center.

11. **Resolution - WAVE Fund**
Description: It is recommended that the Board approve the attached Resolution for the WAVE Fund.

12. **Agreements**

12.A. Interpretek Updated Service Terms
Description: It is recommended that the Board approve the attached updated Service Terms between the Wallenpaupack Area School District and Interpretek.

12.B. Northeastern Educational Intermediate Unit Lease Agreement
Description: It is recommended that the Board approve the attached lease agreement between the Wallenpaupack Area School District and the Northeast Educational Intermediate Unit.

12.C. New Story Schools - Educational Service Agreement
Description: It is recommended that the Board approve the attached Educational

Services Agreement between New Story Schools, Throop, PA 18512, and the Wallenpaupack Area School District.

12.D. Wayne Memorial Hospital In-School Walking Program
Description: It is recommended that the Board approve the attached agreement for Wayne Memorial Hospital to provide the In-School Walking Program to the Wallenpaupack Area High School and the Wallenpaupack South Elementary School.

12.E. PATH Agreement
Description: It is recommended that the Board approve the attached agreement between the Wallenpaupack Area School District and PA Treatment & Healing - East Stroudsburg.

12.F. Arbor Vitae Behavioral Health Agreement
Description: It is recommended that the Board approve the attached agreement between the Wallenpaupack Area School District and Arbor Vitae Behavioral Health, LLC, Lakeville, PA 18438.

12.G. Agency for Community Empowerment of NEPA - Agreements
Description: It is recommended that the Board approve the attached agreements between the Wallenpaupack Area School District and the Agency for Community Empowerment of NEPA, Scranton, PA 18503.

12.H. NRG Controls - Agreement
Description: It is recommended that the Board approve the attached agreement between the Wallenpaupack Area School District and NRG Controls North, Inc, Selinsgrove, PA 17870.

12.I. Title 1 Agreement
Description: It is recommended that the Board approve the attached agreement for Title 1 Services between the Wallenpaupack Area School District and the Northeastern Educational Intermediate Unit 19.

13. **Title III Consortium - Memorandum of Understanding**
Description: It is recommended that the Board approve the attached Memorandum of Understanding between the Wallenpaupack Area School District and the Northeastern Educational Intermediate Unit 19 of Northeastern PA.

14. **Northampton Community Collage Dual Enrollment Program - Memorandum of Understanding**
Description: It is recommended that the Board approve the attached Memorandum of Understanding between the Northampton Community College, Bethlehem, PA 18020 and the Wallenpaupack Area School District.

15. **2026-2027 Physical Exam Fee Schedule**
Description: It is recommended that the Board approve the following physical exam fee schedule for the 2026-2027 school year:

Athletic Examination: $40.00
Re-Certification of Athletic Exam: $25.00
Student Physical Exam: $40.00
Employee Physical Exam: $80.00
Tine Test for New Employees: $40.00

Hydration Certification: $15.00

16. **Act 80 Submission**
Description: It is recommended that the Board request approval from the Department of Education for early dismissal days for the 2026-2027 school year in accordance with Act 80.

17. **School Start Times**
Description: It is recommended that the Board approve the Wallenpaupack Area School District time schedule for the 2026-2027 school year. A copy of the schedule is attached.

18. **Settlement Agreement and Release**
Description: It is recommended that the Board approve the attached settlement agreement and release for student SE2627-01.

19. **Board Policy - Final Review**
Description: It is recommended that the Board approve the final review of the following policies:
Policy #716 Integrated Pest Management

20. **Title 1 Federal Coordinator Representatives**
Description: It is recommended that the Board appoint Amanda Cykosky, Clay LaCoe and Jay Starnes as the District Title I Federal Coordinator representatives.

21. **Perkins Coordinator**
Description: It is recommended that the Board approve the appointment of Dr. Diane Szader as the Perkins Coordinator, effective January 1, 2026.

22. **Home Education**
Description: It is recommended that the Board excuse the following students from regular education to participate in a Home Education Program as requested by the parents in accordance with the District Home Education Policy for the 2026-2027 school year, pending receipt of all required paperwork:

Family #11, Family #12, Family #13, Family #14, Family #15, Family #16, Family #17, Family #18, Family #19, Family #20, Family #21, Family #22, Family #23, Family #24, Family #25, Family #26, Family #27, Family #28, Family #29, Famil #30, Family #31, Family #32, Family #33, Family #34, Family #35, Family #36, Family #37, Family #38, Family #39, Family #40, Family #41, Family #42, Family #43, Family #44, Family #45

23. **Community Education - Fall 2026**
Description: It is recommended that the Board approve the attached Community Education instructors and Special Interest/Enrichment courses for the Fall 2026 program.

24. **Job Descriptions**
Description: It is recommended that the Board approve the attached job descriptions.

25. **Handbooks**
Description: It is recommended the Board approve the attached handbooks for the 2026-2027 school year.

26. **Data Management Manual** ***(Informational)***

27. **Student Teaching**
Description: It is recommended that the Board approve the following student teachers from East Stroudsburg University:

Student: Christopher Ross, Cooperating Teacher: Amy Baker, Dates: 09/08/2026-12/12/2026

Student: Paige Theodore, Cooperating Teacher: Henry Schmalzle, Dates: 09/08/2026-12/12/2026

Student: Megan Morman, Cooperating Teacher: Allison Francesco, Dates: 10/20/2026-12/19/2026

Student: Mckenna Smith, Cooperating Teacher: Stephen Krushnowski, Dates: 09/08/2026-12/09/2026

28. **Transportation**

28.A. New Drivers
Description: It is recommended that the Board approve the following bus/van drivers, pending receipt of Act 34 and all required paperwork:

Joseph Mohr, Tafton, PA 18464, Bus/Van Driver
Kevin Weibley, Lake Ariel, PA 18436, Bus/Van Driver

28.B. Bus Route Transfer
Description: It is recommended that the Board approve the transfer of Bus Route 64 from Cykosky Busing to Ed Cykosky, Jr. Inc.

28.C. Transportation Handbooks
Description: It is recommended that the Board approve the attached Transportation Handbooks for the 2026-27 school year.

28.D. Bus Evacuation Drills
Description: It is recommended that the Board acknowledge that bus evacuation drills will be held on Wednesday, September 9, Thursday, September 10, and Friday, September 11, 2026. Spring bus evacuation drills will
also be held on Tuesday, March 16, Wednesday, March 17, and Thursday, March 18, 2026.

29. **Volunteer Coach**
Description: It is recommended that the Board approve the following volunteer coach for the 2026-2027 school year:

Erin (M'Liss) Bonagura, Girls Soccer Coach

30. **Personnel**

30.A. Probationary Employees
Description: It is recommended that the Board appoint the following as permanent employees as they have completed their probationary period:

Leanne DiTaranto, Health Assistant, Wallenpaupack Area High School

30.B. Substitute List
Description: It is recommended that the Board approve the attached list of substitutes for the 2026-2027 school year.

30.C. Long-Term Substitutes
Description: It is recommended that the Board approve the following long-term substitute appointments, pending receipt of Act 34 and all required paperwork:

Rebecca Castimore, Lords Valley, PA 18428, Wallenpaupack Area Middle School, 8th Grade Math Long-Term Substitute, effective for the 2026-2027 school year, salary at Level 1 Bachelor's.

Erika Reiprich, Lake Ariel, PA 18436, Wallenpaupack North Intermediate School Para Educator Long-Term Substitute, effective for the 2026-27 school year, salary as per contract.

Allison Brown, Tafton, PA 18464, Wallenpaupack Area Middle School 8th Grade Social Studies Long-Term Substitute, effective for the 2026-27 school year, salary at Level 1 Bachelor's.

30.D. Teacher Induction Mentors
Description: It is recommended that the following professional staff members be approved as Teacher Induction Mentors at the August 10, 2026 School Board Meeting:

YEAR 1

Middle School
Term: 2026-27

Mentee: Rebecca Castimore, Mentor: Steven Peters
Mentee: TBD, Mentor: Tanya Hohfeler
Mentee: Allison Brown, Mentor: Brian Irvine

High School
Term: 2026-27

Mentee: Michael Quigley, Mentor: Jim Winagle
Mentee: Jane Fiore, Mentor: Allyson Diefenbach
Mentee: Kaitlyn Erbe, Mentor: Steve Krushnowski

YEAR 2

North Primary School
Term: 2026-27

Mentee: Susan Besteder, Mentor: Lori Hosking

30.E. Appointments

Description: It is recommended that the Board approve the following appointments, pending receipt of Act 34 and all required paperwork:

Marc Manara, Canadensis, PA 18425, Wallenpaupack Area School District School Police Officer - Part-Time, effective September 2, 2026, salary as per contract.

Ryan Brennan, Hawley, PA 18428, Wallenpaupack Area School District School Police Officer - Part-Time, effective September 2, 2026, salary as per contract.

Kristina Miklos, Hawley, PA 18428, Wallenpaupack Area High School Para Educator, effective for the 2026-27 school year, salary as per contract.

Maria Howard-Markoulli, Forest City, PA 18421, Wallenpaupack North Intermediate School Para Educator, effective for the 2026-27 school year, salary as per contract.

Gregory Martucci, Milford, PA 18337, Wallenpaupack Area School District School Police Officer - Part-Time, effective September 2, 2026, salary as per contract.

Michael Quigley, Greentown, PA 18426, Wallenpaupack Area High School BCIT Teacher, effective for the 2026-27 school year, salary at Level 1 Master's+42.

Jane Fiore, Cresco, PA 18326, Wallenpaupack Area High School English Teacher, effective for the 2026-27 school year, salary at Level 1 Master's.

Kaitlyn Erbe, Tyler Hill, PA 18469, Wallenpaupack Area High School English Teacher, effective for the 2026-27 school year, salary at Level 3 Master's+60.

William Glatz, Greentown, PA 18426, Wallenpaupack Area High School Part-Time 5-hour Cafeteria Worker, effective for the 2026-27 school year, salary as per contract.

30.F. Transfers
Description: It is recommended that the Board approve the following transfers:

Cynthia Fehringer, Wallenpaupack Area Middle School 8th Grade English Teacher, effective for the 2026-27 school year.

Amanda Rosemergy, Wallenpaupack Area High School Protective Services Teacher, effective for the 2026-27 school year.

30.G. Days Without Pay Requests
Description: It is recommended that the Board approve the following days without pay requests:

Employee #3395 - June 4, 2026
Employee #2828 - Junne 10, 2026 (half-day)

30.H. Resignations
Description: It is recommended that the Board accept the following resignations:

Accept a letter of resignation from Robert Vogler, Wallenpaupack North Intermediate School Teacher, effective November 6, 2026, for retirement, with regret.

Accept a letter of resignation from Kimberly Loftus-Toy, Wallenpaupack Area Middle School Teacher, effective November 23, 2026, for retirement, with regret.

Accept a letter of resignation from Debora Lloyd, Wallenpaupack North Intermediate School Para Educator, effective June 18, 2027, for retirement, with regret.

Accept a letter of resignation from Tracy Kwiatowski, Wallenpaupack North Primary School Custodian, effective September 29, 2026, for retirement, with regret.

Accept a letter of resignation from Thomas Lofburg, Wallenpaupack Area High School Teacher, effective the end of the 2025/2026 school year, with regret.

Accept a letter of resignation from Harry Shaffer, Wallenpaupack North Primary School Police Officer, effective August 8, 2026, with regret.

31. **Other Business**

32. **Correspondence**

33. **Adminstrators' Reports**

34. **Superintendent's Report**

35. **Future Meetings**

Description: Executive Session - Monday, September 14, 2026
High School Library - 3:30pm

Act 34 Hearing - Monday, September 14, 2026
High School Library - 4:00pm

Committee Meeting - Monday, September 14, 2026
High School Library - 5:30pm

Regular Board Meeting - Monday, September 14, 2026
High School Library - 6:00pm

36. **Adjournment**

WALLENPAUPACK AREA SCHOOL DISTRICT
Administration Office
2552 Route 6
Hawley, Pennsylvania 18428

Roll Call

The regularly scheduled meeting of the Wallenpaupack Area School District Board of Education was held in the High School Library, **Monday, June 8, 2026.** President Jack Spall called the meeting to order at 6:05 PM. A moment of silence was held, followed by a salute to the flag and roll call. Present at roll call were Roy Finney Jr., John Kiesendahl, Kelly Obermiller, Paul Otway, Genevieve Reese, Lisa Smith, Jack Spall and Michael Spencer. Also present were Mr. Gunuskey, Dr. Starnes, Mr. Ey, Mrs. Peppiatt, Mrs. Gross, Mr. Kirsten, Mr. Kromko, Mrs. Cykosky, Dr. Carrelle, Mr. Nalesnik, Dr. Bronson, Mr. Theobald, Mr. Williams, Dr. Szader, Mrs. Ussia, Mr. Obermiller, Dr. LaCoe, Mrs. Horan, Mrs. Klocko, Mr. Waldron, visitors and members of the press.

Student Recognition

Three High School Seniors, Brad Miehle, Adrianna Multinovic, and CJ Doty were recognized for their outstanding performance as students.

Public Participation

The following people addressed the Board:

Shannon Stiff – Volleyball
Emily Scholl – CTC
Justin Hoffman – CTC
Rich Scholl – CTC
Kathleen Nied – CTC
Tiffany Hoffmann – CTC
Julie Teeter-Seiler – CTC

Approval of Minutes

A motion was made by John Kiesendahl and seconded by Paul Otway that the Board approve the minutes of the regular Board meeting held on May 4, 2026, as presented. All 8 members present voted YES. Motion carried unanimously.

A motion was made by John Kiesendahl and seconded by Genevieve Reese that the Board approve the following items:

Cafeteria Report

Approve the cafeteria report, as presented.

Treasurer's Report

Approve the treasurer's report, as presented.

Capital Reserve Fund Financial Report

Approve the capital reserve fund financial report, as presented.

Financial Board Summary

Approve the Financial Board Summary, as presented.

Student Activities

Approve the Student Activities Account reports, High School, Middle School and North Intermediate School, as presented.

Realty Transfer Report

Approve the realty transfer report, as presented.

Enrollment Report

Approve the enrollment report, as presented.

Bills – Pre-Approval

Approve the payment of additional year end bills on June 30, 2026, and also July 2026 bills. The bill listing will be presented for approval at the next scheduled meeting of the Board of Education.

Approval of Bills Pre-Paid and Current

Approve bills prepaid and current as presented.

All 8 members present voted YES. Motion carried unanimously

Award Diplomas

A motion was made by Lisa Smith and seconded by Kelly Obermiller that the Board authorize the awarding of diplomas to seniors who qualify at Commencement, scheduled for Friday, June 12, 2026. All 8 members present voted YES. Motion carried unanimously.

2026-2027 Final Budget Approval

A motion was made by Michael Spencer and seconded by Roy Finney that the Board approve the final budget for 2026-2027 tentatively adopted May 4, 2026, containing expenditures of $98,590,244 and revenue of $96,593,779, based on tax rates as follows:

Real Estate Transfer Tax
(Act 511) 1%

Real Estate Tax

Pike County - 89.7865 mills
Wayne County - 11.6063 mills

It is further recommended that the tax resolution (1% Real Estate Transfer Tax) and the resolution for payment schedule for 2026-2027 for regular and interim taxes, tentatively adopted at the May 4, 2026 meeting be officially adopted.

Roll call vote as follows: R. Finney- YES, J. Kiesendahl – YES, K. Obermiller – YES, P. Otway – YES, G. Reese – YES, M. Romeo – Absent, L. Smith – YES, J. Spall – YES, M. Spencer - YES. 8 – YES, 0 – NO, 1 – Absent, 0 – Abstain. Motion carried.

Homestead and Farmstead Exclusion Resolution

A motion was made by Michael Spencer and seconded by Roy Finney that the Board approve a resolution authorizing homestead and farmstead exclusion real estate tax assessment reductions for the school year beginning July 1, 2026, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as per attached. All 8 members present voted YES. Motion carried unanimously.

Fund Balance Designation

A motion was made by Genevieve Reese and seconded by Michael Spencer that the Board approve the recommendation of the Business Administrator to designate a portion of our ending 2025-2026 Fund Balance, if necessary, to manage future budgets as per Governmental Accounting Standards Board Statement Number 54 (GASB 54). The amount to be determined will be based on the final adjusted balances as reflected in the District Annual Financial Report. All 8 members present voted YES. Motion carried unanimously.

Student Activity Account

A motion was made by Michael Spencer and seconded by Paul Otway to approve the establishment of a Golf Team Account within the High School Student Activities Account. All 8 members present voted YES. Motion carried unanimously.

N.E.I.U. #19 Intergovernmental Agreement and Resolution

A motion was made by Michael Spencer and seconded by Paul Otway to approve the attached Intergovernmental Agreement for Special Education Services between the Wallenpaupack Area School District and N.E.I.U. 19. It is further recommended that the Board approve the attached Resolution related to the aforementioned agreement. All 8 members present voted YES. Motion carried unanimously.

Specialized Education Services Agreement

A motion was made by Genevieve Reese and seconded by Lisa Smith to approve the attached agreement between the Wallenpaupack Area School District and Specialized Education of Pennsylvania, Inc. All 8 members present voted YES. Motion carried unanimously.

LearnWell - Agreement

A motion was made by John Kiesendahl and seconded by Roy Finney to approve the attached Agreement between the Wallenpaupack Area School District and LearnWell to provide Academic Tutoring Services for the 2026-2027 school year. All 8 members present voted YES. Motion carried unanimously.

Children's Service Center – Agreements

A motion was made by Kelly Obermiller and seconded by Paul Otway to approve the attached Letters of Agreement and Business Associate Agreement between the Wallenpaupack Area School District and Children's Service Center, Wilkes-Barre, PA 18702-3897. All 8 members present voted YES. Motion carried unanimously.

Fuel Oil Bids

A motion was made by Roy Finney and seconded by Paul Otway to approve fuel oil bids as follows:

Petroleum Traders Co.
7120 Pointe _Inverness Way, Fort Wayne, Indiana 46804 PO BOX 2357_ Fort Wayne, Indiana 46801-2357

- 87 Octane Unleaded Fuel - $2.6609 per gallon/52,500 gallons
- # 2 Fuel Oil - $3.1713 per gallon/15,000 gallons
- ULSD Diesel - $3.3225 per gallon/97,500 gallons
- Add on Anti-Gel Additive to ULSD - $0.0350 per gallon

All 8 members present voted YES. Motion carried unanimously.

GKO Service Contract

A motion was made by Genevieve Reese and seconded by Lisa Smith to approve the attached service contract with GKO Architects. All 8 members present voted YES. Motion carried unanimously.

Settlement Agreement and Release SE2526-03

A motion was made by Michael Spencer and seconded by Kelly Obermiller to approve the attached Settlement Agreement and Release for Student SSE2526-03. All 8 members present voted YES. Motion carried unanimously.

Settlement Agreement and Release SE2526-04

A motion was made by Genevieve Reese and seconded by Paul Otway to approve the attached Settlement Agreement and Release for Student SSE2526-04. All 8 members present voted YES. Motion carried unanimously.

Pennsylvania Department of Education - Resolution

A motion was made by Kelly Obermiller and seconded by Genevieve Reese to approve the attached Resolution with the Pennsylvania Department of Education. All 8 members present voted YES. Motion carried unanimously.

Commonwealth Financing Authority Multimodal Transportation Fund Grant - Resolution

A motion was made by John Kiesendahl and seconded by Lisa Smith to approve the attached resolution to file a Commonwealth Financing Authority Multimodal Transportation Fund grant request with the Pennsylvania Department of Community and Economic Development. All 8 members present voted YES. Motion carried unanimously.

Government Software Services - Agreement

A motion was made by Genevieve Reese and seconded by Paul Otway to approve the following rates for the 2026 year with Government Software Services, Honesdale, PA 18431 to print the school tax duplicates and bills for real estate for 2026 at a fee of nine cents ($0.09) per name printed for the two copies, and a fee of $20.00 each per duplicate bound, and a fee of $0.2495 for each tax statement prepared. All 8 members present voted YES. Motion carried unanimously.

Board Policy – First Review

A motion was made by Roy Finney and seconded by Kelly Obermiller that the Board approve the first review of the following policies:

Policy #716 Integrated Pest Management

All 8 members present voted YES. Motion carried unanimously.

Athletic Bid Awards – 2026-2027

A motion was made by John Kiesendahl and seconded by Genevieve Reese that the Board award the attached bid contracts for athletic supplies for the 2026-2027 school year. All 8 members present voted YES. Motion carried unanimously.

Home Education – 2025-2026

A motion was made by Michael Spencer and seconded by Genevieve Reese that the Board excuse the following students from regular education to participate in a Home Education Program as requested by the parents in accordance with the District Home Education Policy for the 2025-2026 school year, pending receipt of all required paperwork:

Family #35
Family #52

All 8 members present voted YES. Motion carried unanimously.

Home Education – 2026-2027

A motion was made by Lisa Smith and seconded by Roy Finney that the Board excuse the following students from regular education to participate in a Home Education Program as requested by the parents in accordance with the District Home Education Policy for the 2026-2027 school year, pending receipt of all required paperwork:

Family #1
Family #2
Family #3
Family #4
Family #5
Family #6
Family #7
Family #8
Family #9
Family #10

All 8 members present voted YES. Motion carried unanimously.

Greene-Dreher-Sterling Fair

A motion was made by Roy Finney and seconded by Paul Otway that the Board approve the use of the Wallenpaupack South Elementary School parking areas for the Greene-Dreher-Sterling Fair during fair week. All 8 members present voted YES. Motion carried unanimously.

Annual Fireworks Display

A motion was made by Genevieve Reese and seconded by Paul Otway that the Board approve the use of the Wallenpaupack Area High School parking lots for the annual fireworks display, scheduled for Saturday, July 4, 2026, with a rain date of Sunday, July 5, 2026 as sponsored by the Chamber of the Northern Poconos. All 8 members present voted YES. Motion carried unanimously.

Federal Program Allocations

A motion was made by Genevieve Reese and seconded by Kelly Obermiller that the Board approve filing applications for federal program allocations for the 2026-2027 school year as follows:

1. Title I
2. Title II
3. Title IV

All 8 members present voted YES. Motion carried unanimously.

2026-2027 School Doctors

A motion was made by Genevieve Reese and seconded by Joun Kiesendahl to approve the following doctors for the 2026-2027 school year:

Doctors:

Pediatric Practices of N.E. Pennsylvania
Veronica Cellini, M.D.
Paul M. Diamond, M.D.
Melissa Jones, D.O.
Meredith Hellstern, M.D.
Certified Nurse Practitioner - Janet Eisele
Physician's Assistant - Kayla Esterline
Physician's Assistant - Stephen Cahoon
Physician's Assistant - Elizabeth Westendorf
Physician's Assistant - Jessie Apostolakes
Nurse Practitioner - Jessica Giannetti

Pinnacle Family Health Center
Rachel Baldan, Nurse Practitioner
Madeline Carey, Physician Assistant
Michael Peterson, D.O.

Lakota Family Practice
Dr. Ellen Marie Lucca

Med Mobile LLC
Erika Black

Dentists: Gary Kopesky, D.M.D.
John H. Ridd, D.M.D.

All 8 members present voted YES. Motion carried unanimously.

Clinical Experience

A motion was made by Paul Otway and seconded by Michael Spencer to approve the following Clinical Experience request from Indiana University of Pennsylvania:

Student	Co-Op Trainer	Dates
Jessica Heimberger	Eric Keller	August 10, 2026 to November 2, 2026

All 8 members present voted YES. Motion carried unanimously.

Volunteer Coaches

A motion was made by John Kiesendahl and seconded by Paul Otway that the Board approve the following volunteer coaches at the Wallenpaupack Area High School for the 2026-2027 school year:

Jackson Murray	Wrestling Coach
Angelica Ragusa	Soccer Coach

All 8 members present voted YES. Motion carried unanimously.

Transportation

A motion was made by John Kiesendahl and seconded by Kelly Obermiller that the Board approve the following bus/van drivers, pending receipt of Act 34 and all required paperwork:

Christine Avticev	Bus/Van Driver
Joseph Reichling	Bus/Van Driver

All 8 members present voted YES. Motion carried unanimously.

Probationary Employees

A motion was made by Roy Finney and seconded by Kelly Obermiller to appoint the following employees as permanent employees as they have completed their probationary period:

Stephanie Driezler, Secretary, Wallenpaupack Area High School
Jenna Otting, Para-Educator, Wallenpaupack South Elementary School

All 8 members present voted YES. Motion carried unanimously.

Personnel

A motion was made by Roy Finney and seconded by Kelly Obermiller that the Board approve the following personnel items:

Mentor Appointments

Approve the following mentor appointments for the 2026-2027 school year:

Year 1	Term	Mentee	Mentor
HS	S1	Katie Mancino	Janelle Krenitsky
NIS	2026-27	Emma Cigna	Mary Ellen Olshefski
NPS	2026-27	Allison Mendola	Michelle Stone
NPS/HS	2026-27	Sean Vennie	Corey Lloyd
MS	2026-27	Aiden Maldacker	Thomas Hirshler
HS	2026-27	Lauren Medina	Leslee Klinkiewicz
NIS	2026-27	Olivia McCue	Jessica Swenson
NIS	2026-27	Taylor Padashi	Jennifer Collinsworth

MS	2026-27	Meredeth Huveneers	Olivia Reid
NIS	2026-27	Alexa Jones	Tiffany Seidita
NPS	2026-27	Erika Wilder	Kristie Turner
HS	2026-27	Eugenia Lavanant	Eric Keller
NPS	2026-27	Abigail Calabrese	Kaitlin Henneforth
SES	S1	Lisa Luckenbach	Holly Wyckoff
MS	2026-27	Emma Hamer	Ann Marie Ingulli
Year 2	**Term**	**Mentee**	**Mentor**
SES	2026-27	Hunter Nakielny	Mike Soskil
HS	2026-27	Natalie Edwards	April Hessling
NPS	2026-27	Joanna Vandine	Lori Hosking
HS	2026-27	Brooke Hochreither	Beth Smith
NIS	2026-27	Amanda Gunuskey	Elly Yatsonsky
NIS	2026-27	Luke Bancroft	Neal Vosburg
NPS	2026-27	Mia Watson	Emily Kotcho
NIS	2026-27	Chris Kryeski	Chris Ortiz
HS	2026-27	Logan Carney	Ron Bayly
MS	2026-27	Anna Avery	Heather Bannan
HS	2026-27	Paul Lemoncelli	Melissa Geisheimer
NIS	2026-27	Kristin Fylstra	Marilyn Jansco
NPS	2026-27	Elizabeth Bellush-Moore	Danielle Crouthamel
SES	S2	Lisa Luckenbach	Holly Wyckoff

Approve the following guest teacher and guest nurse appointments, pending receipt of Act 34 and all required paperwork:

Guest Teacher Appointments

Emily Gunuskey — Guest Teacher
Honesdale, PA 18431

Michael Neale — Guest Teacher
East Stroudsburg, PA 18302

Substitute Appointments

Long Term Substitute Appointments

Approve the following long term substitute appointments, pending receipt of Act 34 and all required paperwork:

L. Lienert

Lauren Lienert — Long Term Substitute
Honesdale, PA 18431 Wallenpaupack South Elementary School Art Teacher
Effective - Semester 2 - 2025-26 School Year
Salary - Level 1 - Bachelor's Degree

L. Lukenbach

Lisa Lukenbach — Long Term Substitute
Lake Ariel, PA 18436 Wallenpaupack South Elementary School Second Grade Teacher
Effective - 2026-27 School Year

	Salary - Level 2 - Master's Degree	
Emma Hamer Paupack, PA 18451	Long Term Substitute Wallenpaupack Area Middle School Seventh Grade Science Teacher Effective - 2026-27 School Year Salary - Level 1 - Bachelor's Degree	**E. Hamer**
Approve the following appointments, pending receipt of Act 34 and all required paperwork:		**Appointments**
Edward Abda Olyphant, PA 18447	Wallenpaupack North Primary School Custodian Effective - May 18, 2026 Salary - Level 1	**E. Abda**
Alex Kessissoglou Hawley, PA 18428	Wallenpaupack Area Middle School Custodian Effective - June 8, 2026 Salary - Level 1	**A. Kessissoglou**
Samantha Rokosz Hawley, PA 18428	Wallenpaupack North Intermediate School Para-Educator Effective - 2026-2027 School Year Salary - Level 1	**S. Rokosz**
Eugenia Lavanant Dingmans Ferry, PA 18328	Wallenpaupack Area High School Athletic Trainer Effective - July 1, 2026 Salary - Level 8 - Master's Degree	**E. Lavanant**
Thomas Miller Greeley, PA 18425	Wallenpaupack North Intermediate School Custodian Effective - June 8, 2026 Salary - Level 1	**T. Miller**
Aiden Maladacker Lakeville, PA 18438	Wallenpaupack Area Middle School Health and Physical Education Teacher Effective - 2026-2027 School Year Salary - Level 1 - Bachelor's Degree	**A. Maladacker**
Sean Vennie Hawley, PA 18428	Wallenpaupack Area High School and Wallenpaupack North Primary School Health and Physical Education Teacher Effective - 2026-2027 School Year Salary - Level 1- Bachelor's Degree	**S. Vennie**
Alexa Jones Honesdale, PA 18431	Wallenpaupack Area North Intermediate School Special Education Teacher, Emotional Support Effective - 2026-2027 School Year Salary - Level 2 - Bachelor's Degree	**A. Jones**

Kinya Millard Hawley, PA 18428	Wallenpaupack Area Middle School Cafeteria Worker, Part-Time, 5 hour position Effective - 2026-2027 School Year Salary - Level 1	**K. Millard**
Erika Wilder Lakeville, PA 18438	Wallenpaupack North Primary School First Grade Teacher Effective - 2026-2027 School Year Salary - Level 1 - Master's Degree	**E. Wilder**
Kerri Bacall Damascus, PA 18415	Wallenpaupack Area School District Health Assistant Effective 2026-2027 School Year Salary - per contract	**K. Bacall**
James MacDougall, Jr Honesdale, PA 18431	Wallenpaupack Area High School Custodian Effective June 18, 2026 Salary - Level 1	**J. MacDougall, Jr.**
Amanda Mulholland Newfoundland, PA 18445	Wallenpaupack South Elementary School Para-Educator Effective - 2026-2027 School Year Salary - per contract	**A. Mulholland**
Bernard Tatem Hawley, PA 18428	Wallenpaupack Area Middle School Custodian Effective June 1, 2026 Salary - Level 1	**B. Tatem**
Abigail Calabrese Tafton, PA 18464	Wallenpaupack North Primary School Special Education Teacher Effective - 2026-2027 School Year Salary - Level 1 - Bachelor's	**A. Calabrese**
Shelby Milewski Newfoundland, PA 18445	Wallenpaupack South Elementary School Cafeteria Worker, Part Time, 4-hour position Effective 2026-2027 School Year Salary - Level 1	**S. Milewski**
Delia Peppiatt Lakeville, PA 18438	Wallenpaupack South Elementary School Principal Effective - July 1, 2026 Salary - Per Agreement	**D. Peppiatt**
Eric Halas Hawley, PA 18428	Wallenpaupack Area School District Director of School Security/ School Police Chief Effective - July 1, 2026 Salary - Per Agreement	**E. Halas**
Amanda Schmalzle Paupack, PA 18451	Wallenpaupack Area High School Assistant Principal Effective - July 1, 2026	**A. Schmalzle**

Salary - Per Agreement

Transfers

Approve the following transfers:

Name	New Position	Effective Date
Tinya Engles	Wallenpaupack Area High School Teacher Assistant	2026-27 School Year
Natalia Diaz	Wallenpaupack Area Middle School Teacher Assistant	2026-27 School Year
Kelley Warner	Wallenpaupack South Elementary Fourth Grade Teacher	2026-27 School Year
Jared Hayden	Wallenpaupack Area High School Social Studies Teacher	2026-27 School Year
April Porreca	Wallenpaupack Area High School Cafeteria Worker, Part Time,5-hour position	2026-27 School Year
Cathy Horvay	Wallenpaupack South Elementary School Cafeteria Worker, Part Time, 5-hour position	2026-27 School Year
Laura Miller	Wallenpaupack South Elementary School Second Grade Teacher	2026-27 School Year

2025-2026 Co-Curricular Appointments

Approve the following co-curricular appointment at the Wallenpaupack Area High School for the 2025-2026 school year:

Kristen Newman High School Student Assistance Program - Semester 2

2026-2027 Co-Curricular Appointments

Approve the attached list of co-curricular appointments for the 2026-2027 school year.

Professional Development Leave - Rescind

Approve the recension of a Compensated Professional Development Leave, under Board Policy #438.1, Compensated Professional Development Leave, for employee #1375, Wallenpaupack North Intermediate School Guidance Counselor, effective the first semester of the 2026-2027 school year.

Days Without Pay Requests

Approve the following days without pay requests:

Employee #3494 - May 15, 2026
Employee #2780 - May 18, 2026
Employee #3117 - May 19, 2026, and May 28, 2026
Employee #3576 - June 10, 2026
Employee #2880 - June 9, 2026 to June 12, 2026
Employee #1696 - May 28, 2026 to June 1, 2026

Employee #1927 - May 22, 2026 (half day)
Employee #3489 - May 21, 2026, and May 22, 2026
Employee #1774 - May 22, 2026 (half day)

Resignations **Resignations**

Accept a letter of resignation from Teresa Dylewski, Wallenpaupack Area High School Custodian, effective September 18, 2026, for retirement, with regret. **T. Dylewski**

Accept a letter of resignation from Deborah Bigart, Wallenpaupack South Elementary School Teacher, effective June 12, 2026, for retirement, with regret. **D. Bigart**

Accept a letter of resignation from Nancy Cowan, Wallenpaupack Area High School Teacher Aide, effective June 12, 2026, for retirement, with regret. **N. Cowan**

Accept a letter of resignation from Katrina Alessi, Wallenpaupack Area High School Teacher, effective October 26, 2026, for retirement, with regret. **K. Alessi**

Accept a letter of resignation from Adam Holtzer, Wallenpaupack Area Middle School Teacher, effective at the end of the 2025-2026 school year, with regret. **A. Holtzer**

Accept a letter of resignation from Lauren McGinnis, Wallenpaupack Area High School SAP position, effective for the 2026-2027 school year, with regret. **L. McGinnis**

Accept a letter of resignation from Susan Roos, Wallenpaupack Area Middle School Teacher, effective at the end of the 2026-2027 school year, for retirement, with regret. **S. Roos**

Accept a letter of resignation from Amanda Vinton, Wallenpaupack North Intermediate School Teacher, effective at the end of the 2025-2026 school year, with regret. **A. Vinton**

Approve a change in retirement date for Mary White, Wallenpaupack Area High School Library Assistant, from August 31, 2026, to June 12, 2026. **Change in Retirement Date**

Approve the following substitute rates, student worker rate, traffic control rate, district employee bus driver rate, school police rate, and custodial event pay rate:

Position	**2026-27 Rate**
Substitute Certified Teacher Pay per day	$138.00
Substitute Certified Teacher Pay1/2 day	$79.00
Substitute Certified Guest Teacher Payper day	$128.00
Substitute Certified Guest Teacher Pay 1/2day	$72.00
Substitute Registered Nurse Pay	$30.00
Cafeteria	$11.75

Substitute Rate Approval

Custodian	$13.25
Teacher Assistant	$11.75
Secretary	$12.25
Student Worker	$9.70
Traffic Control	$17.23
District Employee Bus Driver	$21.93
School Police	$30.00
Event Pay - Custodian	$27.50
Minimum per Activity	$63.00

All 8 members present voted YES. Motion carried unanimously.

2026-2027 Salary and Benefit Approval

A motion was made by John Kiesendahl and seconded by Kelly Obermiller that the Board approve salaries and benefit plans for 2026-2027 for contractual, non-contractual, Act 93 and supervisory staff personnel, as presented.
All 8 members present voted YES. Motion carried unanimously.

Appointment of Depositories

A motion was made by Lisa Smith and seconded by Paul Otway that the Board appoint the following bank depositories for School District funds for 2026-2027 as noted:

PNC Bank, Hawley	Investments
Wells Fargo, Hawley	Investments
Pennsylvania Local Governmental Insurance Trust	Investments
PiperJaffray	Investments
Dime Bank, Hawley	General Fund, General Fund Direct Deposit, Payroll, Payroll Direct Deposit, Athletic Account, Capital Reserve Checking Account, Investments, North Intermediate School Activities Account, Custodian for Bond/Note Proceeds and Capital Reserve and Construction Fund Investments, Alice Horst Memorial Fund Checking Account and Investments, Audrey Ramble Scholarship Fund Checking Account, Gloria A. Von Hagan Scholarship Fund Checking Account, 2026 Construction Fund Checking Account, OCA FSA Checking Account
Wayne Bank, Hawley/Scranton	High School Vocational Account, High School Student Activities Account, Middle School Activities Account and Investments
Honesdale National Honesdale/Hawley	Paying Agent Bond Issues, Notes, TRAN, Investments, Cafeteria Account, Jacob W. Beisel Memorial Scholarship Fund, Sarah George Memorial Scholarship Fund
NBT Bank, Newfoundland/	Investments

Lords Valley	
Chase Bank, New York	Paying Agent on State Public Authority Bond Issue
First National Bank, Clark Summit	Investments
Invest – Pennsylvania Treasures Office, Harrisburg	Investments
M&T Bank, Harrisburg	Paying Agent Bond Issues, Notes, TRAN

All 6 Members present voted YES. Jack Spall and John Kiesendahl abstained. Motion carried.

Resolution Investment Accounts

A motion was made by Kelly Obermiller and seconded by Paul Otway that the Board approve the following resolution for investment accounts effective 2026-2027 school year:

> BE IT RESOLVED that the Board of Directors of the Wallenpaupack Area School District authorize the Business Administrator and Board Secretary to invest monies of the School District in accordance with School Code. Two of the following five signatures shall be required for necessary investment transactions:
>
> Kerriann Horan, Business Administrator
> Jillian Klocko, Board Secretary
> John F. Spall, Board President
> Michael Spencer, Board Treasurer
> Genevieve Reese, Board Vice-President

All 8 members present voted YES. Motion carried unanimously.

Authorized Signature – District Checking Account

A motion was made by Genevieve Reese and seconded by John Kiesendahl that the Board authorize the following five signatures to be used on the WASD General Fund Checking Account and the Capital Reserve Fund Checking Account, effective the 2026-2027 school year:

John F. Spall, Board President
Michael Spencer, Board Treasurer
Jillian Klocko, Board Secretary
Genevieve Reese, Board Vice-President
John Kiesendahl, Board Director

All 8 members present voted YES. Motion carried unanimously.

Authorized Signature – Payroll Account

A motion was made by Genevieve Reese and seconded by Paul Otway that the Board authorize the signature of Jillian Klocko, Board Secretary to sign checks issued from the Wallenpaupack Area School District Payroll Account for the

2026-2027 school year. All 8 members present voted YES. Motion carried unanimously.

Authorized Signature – Cafeteria Account

A motion was made by John Kiesendahl and seconded by Lisa Smith that the Board authorize the following two signatures for the Wallenpaupack Area School District Cafeteria Account effective 2026-2027 school year:

Jillian Klocko, Board Secretary
Heather Fedoryk, Director of Food Services

All 8 members present voted YES. Motion carried unanimously.

Administrators' Reports

In addition to the reports presented, Mark Kirsten welcomed Delia Peppiat to her new position as principal of the South Elementary and expressed that it was his pleasure to serve the district.

A motion was made by Michael Spencer and seconded by Paul Otway, that the Board accept the Administrators' Reports as presented. All 8 members present voted YES. Motion carried unanimously.

Superintendent's Report

Dr. Gunuskey shared that the district has received numerous Right-to-Know requests recently. He reminded everyone that responses may not always include the complete content, brainstorming, or discussions on the matter. The best way to have questions answered is to call, email, or stop by the district office to discuss concerns.

Dr. Gunuskey invited families to participate in the SUN Meals-to-Go program, offering free lunches for children through out the summer. The program runs every Thursday from June 18th through August 20th, from 12pm to 2pm at the South Elementary and from 5pm to 7pm at the High School.

Dr. Gunuskey thanked the board members and staff for strong relationships throughout the school year and wished everyone a restful summer.

Dr. Gunuskey also shared that the August Board meeting is going to be held at the Wallenpaupack South Elementary School on August 10, 2026.

A motion was made by John Kiesendahl and seconded by Kelly Obermiller that the Board accept the Superintendent's report as presented. All 8 members present voted YES. Motion carried unanimously.

Summer Office Hours

Summer Office Hours

June 15, 2026 – August 28, 2026 all offices will be open from 7:30 AM – 3:00 PM Monday through Thursday. All offices will be closed on Fridays.

Future Meetings

Future Meetings of the Board:

1. July – Recess – Meet As Needed

2. Executive Session – Monday, August 11, 2025
   South Elementary School Gymnasium – 4:30 PM

3. Committee Meeting – Monday, August 11, 2025
   South Elementary School Gymnasium – 5:30 PM

4. Regular Board Meeting – Monday, August 11, 2026
   South Elementary School Gymnasium – 6:00 PM

Adjournment

Prior to adjournment John Kiesendahl thanked Mark Kirsten for his service to the district, noting his enthusiasm and everything he has done has made a difference, and he is proud to be on a Board with so many teachers that share Mark's spirit.

A motion for adjournment and to return to Executive Session was made at 7:14 PM by Michael Spencer and seconded by Genevieve Reese. All 8 members present voted YES. Motion carried unanimously.

Respectfully submitted:

Jillian Klocko
Board Secretary

Wallenpaupack Area School District
Cafeteria Report - June 2026

BUSINESS CHECKING

Book balance	5/31/2026	$384,952.17
Receipts		$252,160.27
Void Ck		$0.00
Bank fees		$0.00
Interest		$32.47
		$637,144.91
Disbursements Total		$472,683.32
Book balance	6/30/2026	$164,461.59
Outstanding checks		$463,598.35
Bank balance	6/30/2026	$628,059.94

PLGIT

Bank balance	5/31/2026	$85,142.06
Interest		$242.54
Bank balance	6/30/2026	$85,384.60

RECEIPTS

Voucher	$ 243,961.61
Headstart	$ -
Food Revenue	$ 3,054.95
Rebates	$ 612.15
InnerSchool	$ 4,531.56
	$ 252,160.27

Wallenpaupack Area School District
Cafeteria Report - July 2026

BUSINESS CHECKING

Book balance	6/30/2026	$164,461.59
Receipts		$0.00
Void Ck		$0.00
Bank fees		$0.00
Interest		$15.29
		$164,476.88
Disbursements Total		$7,516.77
Book balance	7/31/2026	$156,960.11
Outstanding checks		$7,516.77
Bank balance	7/31/2026	$164,476.88

PLGIT

Bank balance	6/30/2026	$85,348.60
Interest		$252.22
Bank balance	7/31/2026	$85,600.82

RECEIPTS

Voucher	$ -
Headstart	$ -
Food Revenue	$ -
Rebates	$ -
InnerSchool	$ -
	$ -

Wallenpaupack Area School District Food Service Program

JUNE 26

	2025	2026
Days Lunch Served	9	8
Days Breakfast Served	9	9
Days Supper Served	4	4
Days Afterschool Snack Served	7	5

Lunch	13,766	13,125
Daily Lunch Average	1,530	1,641
Breakfasts	13,245	12,205
Daily Breakfast Average	1472	1,356
Supper	266	175
Afterschool Snack	1,272	714

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SCHOOL	Estimated ENROLLMENT	MONTHLY BREAKFAST PARTICIPATION	DAYS	AVG DAILY PARTICIPATION	DAILY % OF ENROLLMENT
South	250	1821	9	202	81%
High	924	3054	9	339	37%
Middle	649	2483	9	276	43%
North Intermediate	476	2585	9	287	60%
Primary	462	2262	9	251	54%
District-wide	2761	12205		1356	49%

SCHOOL	Estimated ENROLLMENT	MONTHLY LUNCH PARTICIPATION	DAYS	AVG DAILY PARTICIPATION	DAILY % OF ENROLLMENT
South	250	1563	8	195	78%
High	924	3811	8	476	52%
Middle	649	2529	8	316	49%
North Intermediate	476	2758	8	345	72%
Primary	462	2464	8	308	67%
District-wide	2761	13125		1641	59%

WALLENPAUPACK AREA SCHOOL DISTRICT

2552 Route 6
Hawley, PA 18428-7045
Tele: 570 226-4557 Option 6
Fax: 570-226-0638

Keith E. Gunuskey Ed .D.
Superintendent
Jay Starnes, Ed. D.
Assistant Superintendent

Kerriann Horan
Business Administrator
Jillian Klocko
Board Secretary

July 31, 2026

TREASURER'S REPORT

General Fund

Book Balance -	June 30, 2026		$ 22,043,783.75
	Receipts		1,159,016.73
	Void Checks		5,510.57
	Returned CD's		-
	Interest:	Checking	10,422.38
		Payroll	77.84
		Investment	-
		TOTAL	$ 23,218,811.27
	Disbursements		7,129,143.72
Book Balance -	July 31, 2026		16,089,667.55
	Outstanding Checks		621,691.64
BANK BALANCE -	July 31, 2026		$ 16,711,359.19

Payroll

Book Balance -	June 30, 2026		$ 960,941.11
	Transfers from General Fund		1,897,296.80
	Interest		91.66
		TOTAL	$ 2,858,329.57
	Net Payroll/Interest Transfer to General Fund		2,858,237.91
Book Balance -	July 31, 2026		91.66
	Outstanding Checks		10,950.39
BANK BALANCE -	July 31, 2026		$ 11,042.05

TREASURER

INVESTMENT INFORMATION July 2026 $0.00

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Mr. Keith Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA 18428. Telephone: (570)226-4557

REVENUE

July 31, 2026

Real Estate Taxes	$	-
RE Transfer Taxes	$	182,850.59
Delinquent Taxes	$	193,681.35
CONTRA	$	374,360.49
Scranton Lackawanna Human Development - Rent	$	2,450.00
Payment in Lieu of Taxes- Devereaux	$	10,411.83
Comm of PA - Wayne County Family Center	$	24,192.00
Comm of PA - Special Ed	$	306,654.00
Comm of PA - IDEA Preschool 2025-2026	$	6,040.00
Comm of PA - Title I 2025-2026	$	48,622.93
Comm of PA - Title II 2025-2026	$	5,885.27
Comm of PA - Title IV 2025-2026	$	3,868.27
Miscellaneous - Student Fines	$	-
TOTAL	$	1,159,016.73

WALLENPAUPACK AREA SCHOOL DISTRICT

2552 Route 6
Hawley, PA 18428-7045
Tele: 570 226-4557 Option 6
Fax: 570-226-0638

Keith E. Gunuskey Ed .D.
Superintendent
Jay Starnes, Ed. D.
Assistant Superintendent

Kerriann Horan
Business Administrator
Jillian Klocko
Board Secretary

June 30, 2026

TREASURER'S REPORT

General Fund

Book Balance -	May 31, 2026		$	4,542,088.59
	Receipts			5,528,515.60
	Void Checks			92.97
	Returned CD's			22,400,000.00
	Interest:	Checking		3,408.51
		Payroll		101.94
		Investment		607,764.21
		TOTAL	$	33,081,971.82
	Disbursements			11,038,188.07
Book Balance -	June 30, 2026			22,043,783.75
	Outstanding Checks			467,978.57
BANK BALANCE -	June 30, 2026		$	22,511,762.32

Payroll

Book Balance -	May 31, 2026	$	101.94
	Transfers from General Fund		3,475,821.15
	Interest		77.84
	TOTAL	$	3,476,000.93
	Net Payroll/Interest Transfer to General Fund		2,515,059.82
Book Balance -	June 30, 2026		960,941.11
	Outstanding Checks		1,030.01
BANK BALANCE -	June 30, 2026	$	961,971.12

TREASURER

INVESTMENT INFORMATION June 2026 $0.00

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REVENUE

June 30, 2026

Real Estate Taxes	$	65,370.72
RE Transfer Taxes	$	151,583.14
Delinquent Taxes	$	-
CONTRA	$	748,389.19
Scranton Lackawanna Human Development - Rent	$	2,450.00
Brookfield Sewage Services		12,463.00
Comm of PA -Basic Ed	$	2,050,272.77
Comm of PA -Sec 1305 & 1306	$	23,621.80
Comm of PA - Wayne County Family Center	$	24,192.00
Comm of PA - Voc Ed	$	72,613.09
Comm of PA - Job Ready	$	85,000.00
Comm of PA - Special Ed	$	502,173.29
Comm of PA - Transportation	$	139,479.82
Comm of PA - Retirement	$	1,588,596.92
Comm of PA - Title I	$	48,622.93
Comm of PA - Title II	$	5,885.27
Comm of PA - Title IV	$	3,868.27
Comm of PA - Carl Perkins	$	3,920.67
Comm of PA - Medicaid Admin Claims	$	-
Miscellaneous - Student Fines	$	12.72
TOTAL	$	5,528,515.60

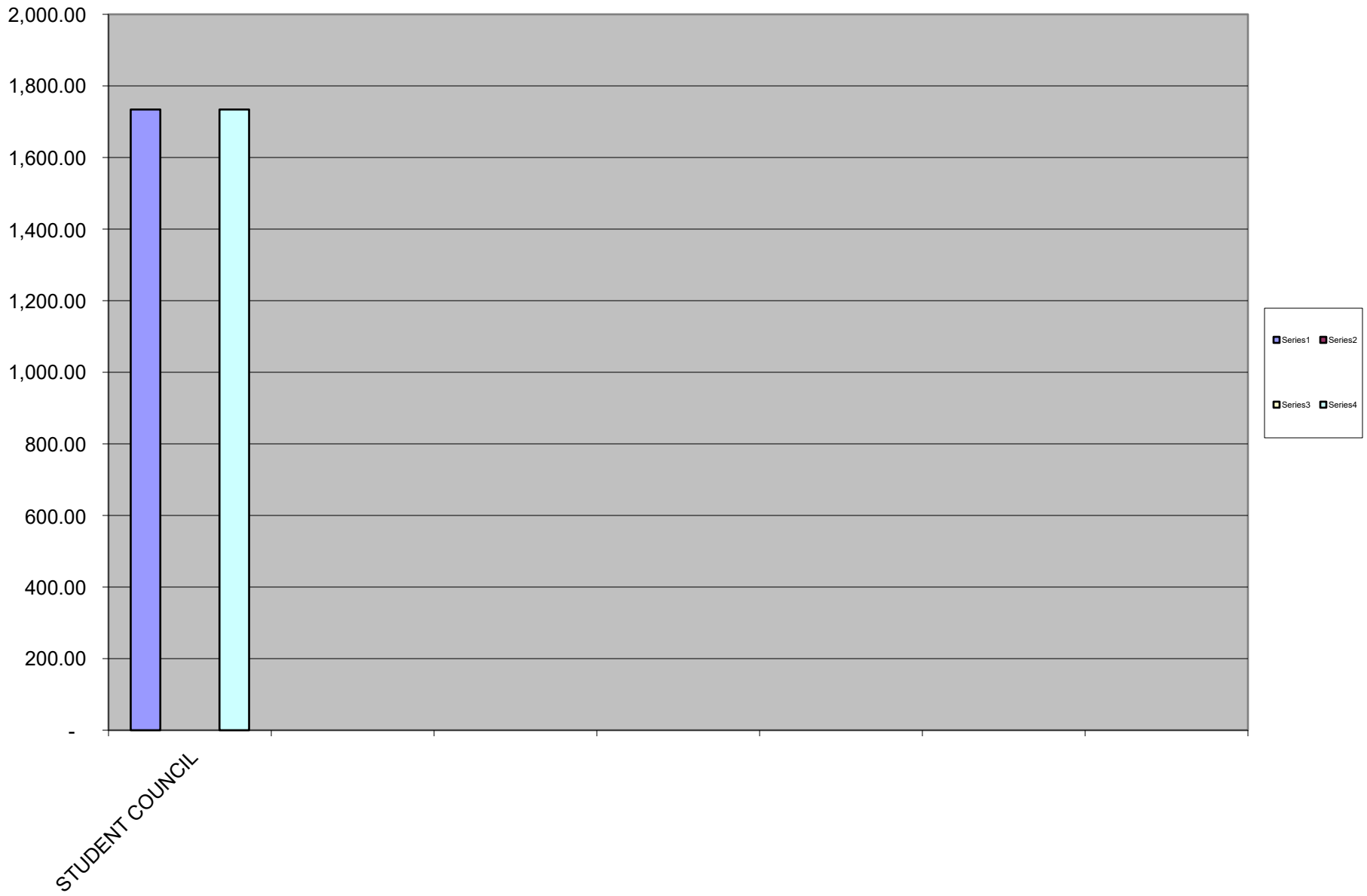
WALLENPAUPACK AREA SCHOOL DISTRICT

CAPITAL RESERVES

FINANCIAL REPORT

July 31, 2026

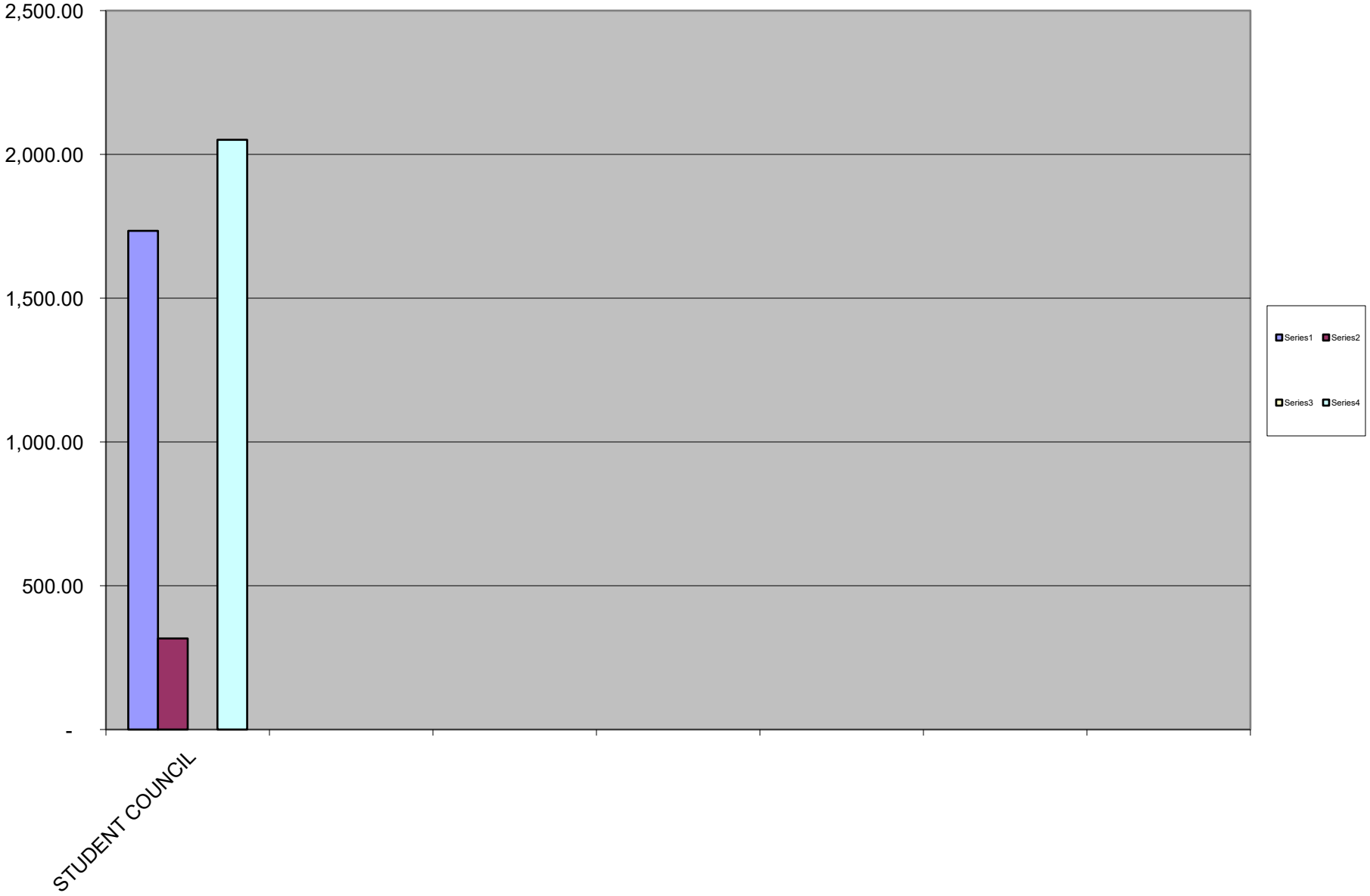
Balance - July 1, 2026	$929,769.81
Receipts	
Transfer from General Fund	
Interest & Other Earnings	407.71
Interest - Checking Account	
Expenditures - July 2026	147,188.00
Balance - July 31, 2026	$782,989.52


2,000.00
1,800.00
1,600.00
1,400.00
1,200.00
1,000.00
800.00
600.00
400.00
200.00
-
STUDENT COUNCIL
Series1
Series2
Series3
Series4

WNIS ACTIVITY ACCOUNT

Jun-2026

ACCOUNT	BEGINNING BALANCE	DEPOSITS	EXPENDITURES	ENDING BALANCE
STUDENT COUNCIL	1,734.07	-	-	1,734.07
TOTALS	$ 1,734.07	$ -	$ -	1,734.07


2,500.00
2,000.00
1,500.00
1,000.00
500.00
-
STUDENT COUNCIL
Series1
Series2
Series3
Series4

WNIS ACTIVITY ACCOUNT

Jul-2026

ACCOUNT	BEGINNING BALANCE	DEPOSITS	EXPENDITURES	ENDING BALANCE
STUDENT COUNCIL	1,734.07	316.58	-	2,050.65
TOTALS	$ 1,734.07	$ 316.58	$ -	2,050.65

Wallenpaupack Area High School
Activity Account

#		Beginning Balance 07/01/2026	$ In	$ Out	Ending Balance 07/31/2026
	Checking	**$112,529.49**	**$538.92**	**$1,911.10**	**$111,157.31**
1	Class of 2026	$2,182.39	$0.00	$0.00	$2,182.39
2	Class of 2027	$16,886.62	$0.00	$0.00	$16,886.62
3	Class of 2028	$2,196.07	$0.00	$0.00	$2,196.07
4	Class of 2029	$1,092.49	$0.00	$0.00	$1,092.49
5	Art	$1,101.66	$0.00	$0.00	$1,101.66
6	Athletic Council	$135.24	$0.00	$0.00	$135.24
7	Automotive Technology	$251.56	$0.00	$0.00	$251.56
8	Aviation	$8,828.20	$0.00	$0.00	$8,828.20
9	Aevidum Club	$792.23	$0.00	$0.00	$792.23
10	Awards	$160.00	$0.00	$0.00	$160.00
11	Band	$343.99	$0.00	$0.00	$343.99
12	Boys Basketball	$554.00	$0.00	$0.00	$554.00
13	Building Trades	$464.75	$0.00	$0.00	$464.75
14	Cheerleading	$406.90	$0.00	$0.00	$406.90
15	Chorus	$111.40	$0.00	$0.00	$111.40
16	Cross Country	$22.07	$0.00	$0.00	$22.07
17	Culinary	$2,783.53	$0.00	$0.00	$2,783.53
18	Environmental	$2,018.34	$0.00	$0.00	$2,018.34
19	FBLA	$2,350.88	$534.00	$1,405.40	$1,479.48
20	FCCLA	$1,029.02	$0.00	$0.00	$1,029.02
21	Field Hockey	$3,628.36	$0.00	$0.00	$3,628.36
22	Football	$3,415.02	$0.00	$0.00	$3,415.02
23	Foreign Language	$423.51	$0.00	$0.00	$423.51
24	Girls Basketball	$96.45	$0.00	$0.00	$96.45
25	Tennis	$264.65	$0.00	$0.00	$264.65
26	HOSA	$2,365.49	$0.00	$100.25	$2,265.24
27	Literary Magazine	$730.38	$0.00	$0.00	$730.38
28	Paupack Press	$204.53	$0.00	$0.00	$204.53
29	Protective Services	$936.63	$0.00	$0.00	$936.63
30	SADD	$920.70	$0.00	$0.00	$920.70
31	SAP	$901.48	$0.00	$0.00	$901.48
32	Scholastic Team	$1,314.54	$0.00	$0.00	$1,314.54
33	Science Olympiad	$2,001.20	$0.00	$0.00	$2,001.20
34	Soccer	$8,217.61	$0.00	$0.00	$8,217.61
35	Softball	$166.36	$0.00	$0.00	$166.36
36	Student Council	$6,678.98	$0.00	$0.00	$6,678.98
37	Technology	$715.72	$0.00	$0.00	$715.72
38	Track	$6.66	$0.00	$0.00	$6.66
39	Transition Room	$1,260.39	$0.00	$0.00	$1,260.39
40	Video Production	$978.88	$0.00	$0.00	$978.88
41	VIP	$6,872.52	$0.00	$0.00	$6,872.52
42	Wrestling	$1,173.84	$0.00	$0.00	$1,173.84
43	Yearbook	$10,867.05	$0.00	$405.45	$10,461.60
44	WAHS_OK_Food Pantry	$13,312.46	$0.00	$0.00	$13,312.46
45	Unified Sports	$1,192.30	$0.00	$0.00	$1,192.30
46	Interest	$172.44	$4.92	$0.00	$177.36
47	Bank Charges	$0.00	$0.00	$0.00	$0.00
	Admin: Outstanding Deposit	$0.00			$0.00
		$112,529.49	**$538.92**	**$1,911.10**	**$111,157.31**

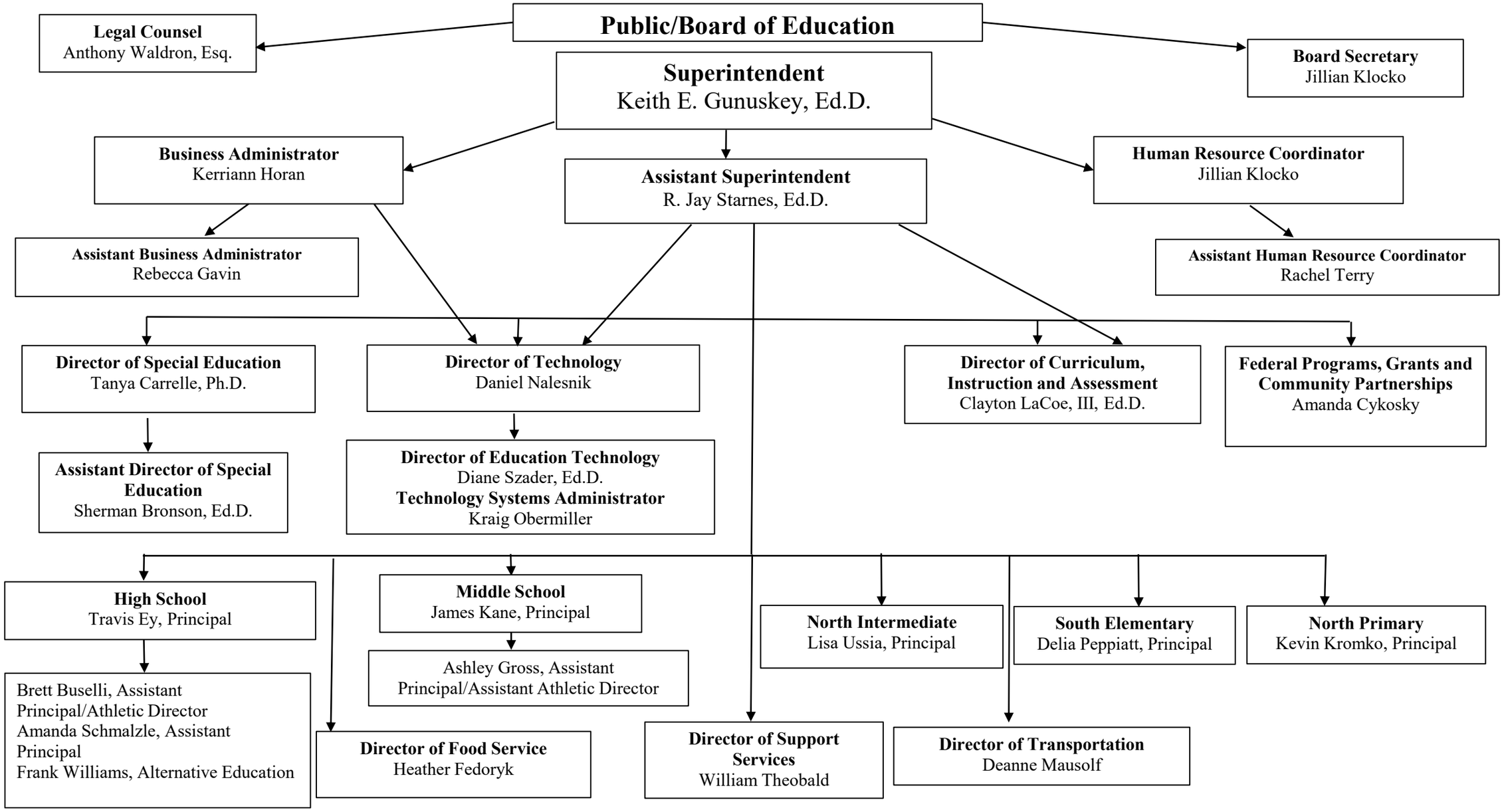
Wallenpaupack Area High School
Activity Account

#		Beginning Balance 06/01/2026	$ In	$ Out	Ending Balance 06/30/2026
	Checking	**$106,323.77**	**$29,802.27**	**$23,596.55**	**$112,529.49**
1	Class of 2026	$5,777.16	$0.00	$3,594.77	$2,182.39
2	Class of 2027	$11,301.62	$5,585.00	$0.00	$16,886.62
3	Class of 2028	$2,446.07	$0.00	$250.00	$2,196.07
4	Class of 2029	$1,092.49	$0.00	$0.00	$1,092.49
5	Art	$1,417.60	$0.00	$315.94	$1,101.66
6	Athletic Council	$135.24	$0.00	$0.00	$135.24
7	Automotive Technology	$251.56	$0.00	$0.00	$251.56
8	Aviation	$4,033.96	$5,530.36	$736.12	$8,828.20
9	Aevidum Club	$792.23	$0.00	$0.00	$792.23
10	Awards	$6,360.00	$3,700.00	$9,900.00	$160.00
11	Band	$343.99	$0.00	$0.00	$343.99
12	Boys Basketball	$554.00	$0.00	$0.00	$554.00
13	Building Trades	$464.75	$0.00	$0.00	$464.75
14	Cheerleading	$406.90	$0.00	$0.00	$406.90
15	Chorus	$111.40	$0.00	$0.00	$111.40
16	Cross Country	$22.07	$0.00	$0.00	$22.07
17	Culinary	$107.53	$2,676.00	$0.00	$2,783.53
18	Environmental	$2,150.24	$0.00	$131.90	$2,018.34
19	FBLA	$224.67	$2,383.00	$256.79	$2,350.88
20	FCCLA	$1,675.71	$0.00	$646.69	$1,029.02
21	Field Hockey	$1,413.36	$2,215.00	$0.00	$3,628.36
22	Football	$5,434.02	$0.00	$2,019.00	$3,415.02
23	Foreign Language	$423.51	$0.00	$0.00	$423.51
24	Girls Basketball	$96.45	$0.00	$0.00	$96.45
25	Tennis	$301.65	$328.00	$365.00	$264.65
26	HOSA	$2,365.49	$0.00	$0.00	$2,365.49
27	Literary Magazine	$730.38	$0.00	$0.00	$730.38
28	Paupack Press	$204.53	$0.00	$0.00	$204.53
29	Protective Services	$936.63	$0.00	$0.00	$936.63
30	SADD	$920.70	$0.00	$0.00	$920.70
31	SAP	$901.48	$0.00	$0.00	$901.48
32	Scholastic Team	$2,059.42	$500.00	$1,244.88	$1,314.54
33	Science Olympiad	$2,001.20	$0.00	$0.00	$2,001.20
34	Soccer	$8,217.61	$0.00	$0.00	$8,217.61
35	Softball	$166.36	$0.00	$0.00	$166.36
36	Student Council	$8,361.11	$0.00	$1,682.13	$6,678.98
37	Technology	$715.72	$0.00	$0.00	$715.72
38	Track	$6.66	$0.00	$0.00	$6.66
39	Transition Room	$933.99	$326.40	$0.00	$1,260.39
40	Video Production	$521.36	$890.00	$432.48	$978.88
41	VIP	$7,522.52	$0.00	$650.00	$6,872.52
42	Wrestling	$1,173.84	$0.00	$0.00	$1,173.84
43	Yearbook	$8,407.90	$2,830.00	$370.85	$10,867.05
44	WAHS_OK_Food Pantry	$12,635.46	$677.00	$0.00	$13,312.46
45	Unified Sports	$36.05	$2,156.25	$1,000.00	$1,192.30
46	Interest	$167.18	$5.26	$0.00	$172.44
47	Bank Charges	$0.00	$0.00	$0.00	$0.00
	Admin: Outstanding Deposit	$0.00			$0.00
		$106,323.77	**$29,802.27**	**$23,596.55**	**$112,529.49**

REALTY TRANSFER TAX REPORT

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
PIKE COUNTY											
JULY	59,473	64,024	75,824	79,613	128,579	136,791	117,144	113,744	75,935	111,511	188,834
AUGUST	60,922	94,795	57,896	90,966	173,095	155,202	127,974	121,879	138,658	150,203	
SEPTEMBER	63,911	72,450	65,771	89,971	183,518	146,859	79,434	106,171	113,888	109,323	
OCTOBER	104,443	58,916	82,612	99,711	226,014	175,541	154,133	124,336	140,184	141,546	
NOVEMBER	90,545	73,838	83,250	70,466	197,059	130,601	157,459	121,818	115,377	108,291	
DECEMBER	63,498	58,135	56,611	89,773	178,596	129,708	134,297	101,808	97,963	129,091	
JANUARY	42,196	40,882	46,906	79,437	137,633	124,960	65,353	55,126	63,305	82,800	
FEBRUARY	47,023	28,487	40,804	26,062	88,713	99,208	69,239	66,612	65,537	70,858	
MARCH	35,254	47,977	35,656	44,493	155,206	105,586	74,638	92,072	88,355	79,763	
APRIL	59,460	67,300	59,214	41,544	144,967	118,769	96,355	81,093	93,620	127,226	
MAY	61,033	55,099	83,432	45,959	138,400	169,008	96,239	69,400	120,100	110,239	
JUNE	72,984	71,153	71,905	84,276	164,162	124,852	103,292	103,293	88,157	146,707	
WAYNE COUNTY											
JULY	19,858	21,807	24,453	37,831	58,825	66,281	42,872	55,989	109,298	44,211	
AUGUST	19,775	33,137	55,146	29,000	80,133	61,695	40,818	62,739	51,161	79,266	
SEPTEMBER	19,537	27,939	23,111	28,644	94,920	55,849	94,815	44,827	52,491	63,140	
OCTOBER	18,078	29,412	25,156	52,017	50,884	48,464	49,195	33,663	67,623	76,776	
NOVEMBER	20,217	27,029	49,713	37,747	69,136	57,130	74,092	57,892	37,820	50,571	
DECEMBER	29,503	20,593	16,275	46,956	73,449	45,264	19,015	50,206	58,990	52,717	
JANUARY	19,575	35,025	21,553	18,496	52,140	65,649	17,305	34,817	30,166	31,445	
FEBRUARY	20,758	10,653	17,260	15,178	35,767	48,623	20,658	41,469	50,988	19,920	
MARCH	20,350	17,344	11,153	23,394	54,634	30,114	29,433	24,784	29,028	42,127	
APRIL	18,113	22,148	20,572	7,799	46,865	21,095	39,174	37,105	30,924	21,662	
MAY	30,117	26,906	28,346	14,440	55,528	50,203	31,177	46,485	50,570	41,344	
JUNE	22,964	31,603	22,480	33,907	62,325	64,590	65,404	75,886	25,800	36,143	
TOTALS	1,019,587	1,036,652	1,075,099	1,187,680	2,650,547	2,232,043	1,799,515	1,723,213	1,795,938	1,926,880	

Wallenpaupack Area School District Administrative Organizational Chart 2026-2027



FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 22 - CAPITAL RESERVE **Payment Dates:** 07/01/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000000995	07/21/2026	Giant Floor & Wall Covering Co Inc	HS Library Floor Rplc		62,750.00
0000000996	07/23/2026	Professional Grade LLC	Hawley Ctr Roof Balance		46,001.90
0000000997	07/27/2026	Grimm Construction	Black Lab Wall		11,350.00
0000000998	07/27/2026	Professional Grade LLC	Plywood Roof HC		27,086.10
0000000999	08/10/2026	Amazon Capital Services	Carpet Clearner Extractor HS	Floor Machine HS	3,192.55
0000001000	08/10/2026	Kurtz Bros.	Student Desks NP		7,232.50
0000001001	08/10/2026	Liquid Force LLC	HS Building Power Wash		38,997.00

32 - Capital Reserve Fund	**196,610.05**
Grand Total All Funds	**196,610.05**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**0.00**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**196,610.05**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**196,610.05**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* 00000W9576	07/02/2026	Highmark Blue Shield	Highmark		265,699.79
* 00000W9578	07/09/2026	Wex Bank	June Fuel		47.19
* 00000W9579	07/07/2026	Express Scripts Inc.	Express Scripts		53,732.86
* 00000W9580	07/07/2026	United Concordia Companies Inc.	Dental Claims		12,083.25
* 00000W9581	07/09/2026	Highmark Blue Shield	Highmark		72,245.25
* 00000W9582	07/14/2026	Express Scripts Inc.	Express Scripts		102,922.86
* 00000W9583	07/14/2026	United Concordia Companies Inc.	Dental Claims		10,717.08
* 00000W9584	07/16/2026	Highmark Blue Shield	Highmark		262,792.12
* 00000W9585	07/14/2026	Wayne County Family Center	Advance		24,192.00
* 00000W9586	07/15/2026	WASD Payroll Account #01-0153-	Net PR Transfer		930,835.09
* 00000W9587	07/15/2026	PA DEPT OF REVENUE	Qtrly Sales Tax		321.48
* 00000W9588	07/16/2026	TSA Consulting Group Inc.	State Tax Withheld		920,422.34
* 00000W9589	07/16/2026	First Stop Health LLC	First Stop Health		8,017.80
* 00000W9590	07/21/2026	Express Scripts Inc.	Express Scripts		80,989.72
* 00000W9591	07/21/2026	United Concordia Companies Inc.	Dental Claims		11,507.12
* 00000W9592	07/22/2026	PA UC Fund	Unemployment Comp Employer		1,213.21
* 00000W9593	07/22/2026	Public Sch Empl Retire System	A. Mclaughlin	E. Jackson	488.19
* 00000W9594	07/22/2026	Public Sch Empl Retire System	6/28/26 balance		1,063.08
* 00000W9595	07/23/2026	Highmark Blue Shield	Highmark		164,188.82
* 00000W9596	07/28/2026	Express Scripts Inc.	Express Scripts		107,891.95
* 00000W9597	07/28/2026	United Concordia Companies Inc.	Dental Claims		6,345.75
* 00000W9598	07/30/2026	Highmark Blue Shield	Highmark		154,739.21
* 00000W9599	07/28/2026	WASD Payroll Account #01-0153-	Net PR Transfer		966,461.71

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* 00000W9600	08/03/2026	WASD Payroll Account #01-0153-	Net PR Transfer- L. Gulumoglu		901.55
* 00000W9601	07/27/2026	Aqua Pennsylvania	6/16/26-7/16/26		222.24
* 00000W9602	07/27/2026	Aqua Pennsylvania	6/16/26-7/16/26		198.48
* 00000W9603	07/27/2026	UGI Utilities Inc.	6/23/26-7/22/26		43.56
* 00000W9604	07/27/2026	UGI Utilities Inc.	6/23/26-7/22/26		36.44
* 00000W9605	08/04/2026	Express Scripts Inc.	Express Scripts		78,346.94
* 00000W9606	08/04/2026	United Concordia Companies Inc.	Dental Claims		12,976.26
* 00000W9607	08/06/2026	Highmark Blue Shield	Highmark		289,758.38
* 00000W9608	08/10/2026	Wex Bank	July Fuel		134.02
0000132013	07/03/2026	Now U PA 529 GSP	DED: TAP - Full Payroll Pay Date: 7/3/2026		800.00
0000132014	07/07/2026	PA Turnpike Toll by Plate	Sporting Event Track		36.48
0000132015	07/07/2026	NJ E-ZPass	5/30/26 & 6/8/26	6/3/2026	80.00
0000132016	07/17/2026	Now U PA 529 GSP	DED: TAP - Full Payroll Pay Date: 7/17/2026		800.00
0000132017	07/16/2026	United States Treasury	PCORI Fee		3,616.00
0000132018	07/21/2026	Luke Bancroft	PE 535	PE 550	0.00
0000132019	07/23/2026	First Advantage Occupational Health Service Corp.	Drug tests		71.80
0000132020	07/23/2026	MEMIC	Policy Renewal		135,006.00
0000132021	07/23/2026	POSTMASTER HAWLEY PA	Palm/Wayne Tax Postage		1,008.60
0000132022	07/27/2026	Luke Bancroft	PE 550	PE 535	2,649.00
0000132023	07/31/2026	Now U PA 529 GSP	DED: TAP - Full Payroll Pay Date: 7/31/2026		800.00
0000132024	07/28/2026	Postmaster White Mills PA	Texas #3 Postage		318.16

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000132025	07/28/2026	POSTMASTER HAWLEY PA	Blooming Grove Tax Postage		3,936.00
0000132026	07/28/2026	POSTMASTER HAWLEY PA	Hawley Boro Tax Postage		656.00
0000132027	07/28/2026	AT&T Mobility	7/17/26-8/16/26		327.28
0000132028	07/28/2026	CM Regent LLC.	August 2026		7,785.00
0000132029	07/28/2026	CM Regent LLC.	August 2026		6,414.45
0000132030	07/28/2026	National Union Fire Insurance	August 2026		778.50
0000132031	07/28/2026	Verizon	7/16/26-8/15/26		171.17
0000132032	07/28/2026	Vision Benefits of America, Inc.	August 2026		9,221.69
0000132033	07/29/2026	Marissa A Tenzi	FT 5418	FT 5427	988.20
0000132034	07/29/2026	POSTMASTER	Dreher Twp Postage		2,465.74
0000132035	07/30/2026	POSTMASTER	Dreher Twp Postage Addtl		2,122.16
0000132036	07/30/2026	POSTMASTER HAWLEY PA	Hawley Boro Tax Postage Addtl		334.56
0000132037	07/30/2026	Postmaster White Mills PA	Texas #3 Postage Addtl		173.84
0000132038	08/03/2026	United Concordia Companies Inc.	July Dental Premium		934.20
0000132649	07/08/2026	Amazon Capital Services	2600002283	2600002192	6,721.28
0000132650	07/08/2026	Apple Financial Services	Lease No. 500-50745268		83,354.38
0000132651	07/08/2026	B & H Photo-Video	2600002339		2,842.56
0000132652	07/08/2026	Baylee Burkhardt	2600002185		1,600.00
0000132653	07/08/2026	Case Tire Service Inc.	Bus No. 32: Replaced 2 Tires	Bus No. 31: Driver Side Front Tire Replaced	1,355.74
0000132654	07/08/2026	Cintas Fire 636525	HS Inspection	NP Inspection	10,190.26
0000132655	07/08/2026	CM Regent LLC.	July 2026 Group Life Insurance	July 2026 Long Term Disability Insurance	14,199.45
0000132656	07/08/2026	Tanya A Carrelle	May and June 2026 Mileage		116.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000132657	07/08/2026	Casella Waste Systems Inc	July 2026		5,170.00
0000132658	07/08/2026	DeHey McAndrew	2026-2027 IRC Section 125 Qualification + Admin Cash Exchange Agreement Fee		8,200.00
0000132659	07/08/2026	1st Alarm Security	Service Call 06/16/2026		85.00
0000132660	07/08/2026	Fox Ledge Inc.	June 2026		40.90
0000132661	07/08/2026	Frontline Technologies Group LLC	2026-2027 Absence & Substitute Management [ASEOP]	2026-2027 Professional Learning Management	24,516.32
0000132662	07/08/2026	Hawley Public Library	2026-2027		10,000.00
0000132663	07/08/2026	The Horsham Clinic	05/01/2026-05/20/2026 CD		900.00
0000132664	07/08/2026	Lori B Hosking	Differentiated Instruction for Today's Classroom		1,125.00
0000132665	07/08/2026	Industrial Electronics Inc.	June 2026		1,088.00
0000132666	07/08/2026	Im1design, LLC	June 2026		3,950.00
0000132667	07/08/2026	Johnson Controls Fire Protection LP	July 2025 to June 2027 Fire Alarm System		25,498.86
0000132668	07/08/2026	Kades-Margolis	June 2026		61.25
0000132669	07/08/2026	Jillian Klocko	PSBA Policy Portal and Keystone Agenda Training		198.50
0000132670	07/08/2026	James Kane	2600002344		165.44
0000132671	07/08/2026	Leader Services	Leader Services 504 Module		2,257.00
0000132672	07/08/2026	Luzerne Intermediate Unit 18	2025-2026 NEPAWAN/Internet		8,668.36
0000132673	07/08/2026	LVBCH	07/1/2026-06/30/2027 Annual Membership Dues		1,004.00
0000132674	07/08/2026	Dp Luhrs True Value Hardware	2600002061	[SPLIT AMOUNT: 2600001976 ($188.34) + 2600002329 ($41.11) = $229.45]	1,752.93
0000132675	07/08/2026	Learn Well Services	06/01/2026-06/08/2026 AB	06/08/2026-06/10/2026 CD	1,141.60
0000132676	07/08/2026	Med Mobile LLC	Annual School Bus Physicals		160.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000132677	07/08/2026	National Union Fire Insurance	July 2026 Accident & Health		778.50
0000132678	07/08/2026	PillarRx Consulting, LLC	May 2026		342.88
0000132679	07/08/2026	Commonwealth of Pennsylvania	PA0061654: SE-Chapter 92a Annual Fee 2026-2027	PA0031364: HS-Chapter 92a Annual Fee 2026-2027	1,500.00
0000132680	07/08/2026	PASA	Renewal Professional Memberships for 2026-27		442.00
0000132681	07/08/2026	PA Association of School Business Officials	PASBO Membership		800.00
0000132682	07/08/2026	Pennsylvania Paper & Supply LLC	2600002276	2600002284	5,125.12
0000132683	07/08/2026	PPL Electric Utilities	May 13 - Jun 12	Jun 1 - Jun 30	22,217.55
0000132684	07/08/2026	Pennsylvania School Boards Association	All Access Package Membership		21,344.82
0000132685	07/08/2026	George Pittsman	2600002323		83.05
0000132686	07/08/2026	Raptor Technologies, LLC	Visitor Kiosk Access Subscription		3,648.75
0000132687	07/08/2026	Lyndi Roberts	June 2026 Mileage		12.33
0000132688	07/08/2026	Scenario Learning LLC	Vector Training,Employee Safety&Compliance Library		5,869.08
0000132689	07/08/2026	AM Skier	08/01/2026-08/01/2027 Sports/Student Accident Renewal [Base and CAT]		20,864.00
0000132690	07/08/2026	Leonard N Spoor	June 2026 Mileage		16.53
0000132691	07/08/2026	T-Mobile	05/21/2026-06/20/2026		200.00
0000132692	07/08/2026	USA TODAY Media Corp.	Tax Resolution	June 2026 Board Meeting	394.54
0000132693	07/08/2026	Verizon	06/25/2026-07/24/2026		50.49
0000132694	07/08/2026	Victims Intervention Program	2026-2027 Risk Reduction/Prevention Education Program & Crisis Counseling		5,000.00
0000132695	07/08/2026	Vision Benefits of America, Inc.	July 2026		9,251.58
0000132696	07/08/2026	Northeastern PA Educ. TV Assn	2026-2027 Enhanced Scholar Program		2,500.00

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000132697	07/08/2026	Watson Bros Small Engine Repair	2600002327		100.93
0000132698	07/08/2026	Wind River Environmental LLC	Pump Septic HS		424.24
0000132699	07/08/2026	Xerox Corporation	May 2026	025842931-025842933, 025909968	9,129.43
0000132700	07/08/2026	The Yurconic Agency	2026-2027 Directors & Officers Liability Renewal		32,047.00
0000132701	07/27/2026	Allegheny Educational Systems Inc.	2600002208		36,080.00
0000132702	07/27/2026	Airgas USA, LLC	Rent Cyl Ind Large Argon		220.35
0000132703	07/27/2026	Apple Inc.	2600002313		26,120.00
0000132704	07/27/2026	Apple Financial Services	Redemption of Principal		76,666.68
0000132705	07/27/2026	Amy L Baker	Purposeful Learning Through Multiple Intelligences		1,125.00
0000132706	07/27/2026	Freddy Battaglia Sporting Goods, Inc	U.A Purple Jacket and Purple Polo		91.50
0000132707	07/27/2026	Bell Techlogix Inc	June 2026 Azure Overages		173.65
0000132708	07/27/2026	Brown & Brown Insurance Services Inc	2026-2027 Commercial Property Renewal	2026-2027 Auto Liability/Physical Damage Renewal	224,453.00
0000132709	07/27/2026	Burns Fence LLC	Damage to Fair Grounds from snow being piled up		1,900.00
0000132710	07/27/2026	Amanda B Cykosky	June 2026 Mileage		52.93
0000132711	07/27/2026	Central Susquehanna Intermediate Unit	2026-2027 Fuel Bid		150.00
0000132712	07/27/2026	CCIU	May 13, 2026 Service Coordination TL		39.29
0000132713	07/27/2026	Cintas Fire 636525	SE Inspection		2,879.55
0000132714	07/27/2026	Casella Waste Systems Inc	August 2026		5,125.00
0000132715	07/27/2026	Christina DeCola	Teaching the Teenage Brain		420.00
0000132716	07/27/2026	Evergreen Community	July 2026 Charter School Tuition Regular Education		3,674.50
0000132717	07/27/2026	C.L Fenkner Inc.	Portable Toilet Rental		920.00

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000132718	07/27/2026	1st Alarm Security	[25] Proximity Key Fobs; Weighted Prox Fobs		125.00
0000132719	07/27/2026	Friendship House	05/19/2029 AB		65.00
0000132720	07/27/2026	Hawley Area Authority	533 Atkinson Street		390.00
0000132721	07/27/2026	Herff Jones LLC	2600001578		2,886.87
0000132722	07/27/2026	The Home Depot Credit Services	2600002062	2600002250	1,092.82
0000132723	07/27/2026	Kerriann Horan	Reimbursement: 20yrd container for FB locker room; disposal of locks		523.70
0000132724	07/27/2026	H2I Group Inc	2600002202		37.00
0000132725	07/27/2026	Tanya M Hohfeler	Pract: Clin Ment Hlth Coun (Grp Superv) Counseling/Mental Health		2,397.00
0000132726	07/27/2026	Interstate Tax Service Inc.	JUL-AUG-SEP 2026: Unemployment Compensation Cost Control Services		604.20
0000132727	07/27/2026	Infradapt	08/01/2026-08/31/2026		1,013.03
0000132728	07/27/2026	Interim Healthcare Services Inc	PCA-SS Deaf [04/20/2026-04/24/2026]	07/01/2026-07/03/2026	1,867.66
0000132729	07/27/2026	JAMF Software, LLC	Technology Supplies & Fees		40,520.00
0000132730	07/27/2026	Megan Kraft	June 2026 Mileage		40.60
0000132731	07/27/2026	Geo W. Kinsman Inc.	2600002311 BUS 68	2600002311 BUS 34	3,278.12
0000132732	07/27/2026	King Spry	Our File #: 05415-0085	Our File #: 05415-0083	3,300.00
0000132733	07/27/2026	Jillian Klocko	PASBO School Operations Academy		747.78
0000132734	07/27/2026	Jamie M Mason-Clark	FCCLA Nationals		311.77
0000132735	07/27/2026	Mike's Auto Service and Towing	Van #7: Bent driver rear backing plate		55.00
0000132736	07/27/2026	Northwest Area School District	03/14/2026-04/10/2026 CR		1,266.50
0000132737	07/27/2026	New Story, LLC	June 2026 - ESY - Extra High Tier 4 - VZ	June 2026 - ESY - Extra High Tier 4 - VP	6,588.00
0000132738	07/27/2026	Oil City Area School District	June 2026 OE		3,960.00

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000132739	07/27/2026	Commonwealth of Pennsylvania	2520302: MS-Chapter 302 Public Water System Fees 2026-2027	PA0031364: HS-Chapter 302 Wastewater System Fees 2026-2027	425.00
0000132740	07/27/2026	PPL Electric Utilities	Jun 12 - Jul 14		53,908.99
0000132741	07/27/2026	PenTeleData	07/01/2026-07/31/2026		503.37
0000132742	07/27/2026	PEAC Solutions	06/24/2026-07/23/2026		242.32
0000132743	07/27/2026	Paupack Plumbing & Heating	2600002251		935.00
0000132744	07/27/2026	Prosser Laboratories Inc	June 2026 Wastewater Treatment Plants	June 2026 Drinking Water	23,226.00
0000132745	07/27/2026	Quadient Finance USA Inc.	06/12,06/17,06/25 Postage		3,000.00
0000132746	07/27/2026	Salisbury Township School District	06/01/2026-06/12/2026 LE		2,623.10
0000132747	07/27/2026	Susan P Sullum	FCCLA National Leadership Conference in Washington DC	PA FCCLA State Executive Council Meeting in State College	632.60
0000132748	07/27/2026	Tolls by Mail Payment Processing Center	05/20/2026 Tolls: Greenberger		16.88
0000132749	07/27/2026	Shannon A Thomas	Using Love & Logic to Develop Responsibility		364.00
0000132750	07/27/2026	Tri-County Independent	08/01/2026-08/31/2026		27.00
0000132751	07/27/2026	Uniti	06/04/2026-07/03/2026		225.18
0000132752	07/27/2026	Urban Electrical Contractors Inc.	Lightning Strike Repairs		23,612.96
0000132753	07/27/2026	Verizon Wireless	Jun 13 - Jul 12		294.00
0000132754	07/27/2026	WASD Cafeteria Fund	06/12/2026: Scholarship Donor Breakfast		360.00
0000132755	07/27/2026	Wayne Memorial Community Health Centers	TP		80.00
0000132756	07/27/2026	Wnuk Medical LLC	Calibrated 6 Audiometers, 2 Vision Tester, 2 Scales + Travel		565.00
0000132757	07/27/2026	Wind River Environmental LLC	Pump Septic HS		2,062.50
0000132758	07/27/2026	Xerox Corporation	June 2026	025925140-025925151	9,711.27

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000132759	07/27/2026	Greater Carbondale YMCA	2025-2026 Aquatic Day Trips (11/12/2025 and 05/13/2026)		185.00
0000132760	07/27/2026	The Yurconic Agency	2026-2027 Bonds Policy		250.00
0000132761	07/29/2026	Amazon Capital Services	2600002336	2600002310	30,897.48
0000132762	07/29/2026	Vincent Scoppettone	Reimbursement for Tarps for the new Football Lockers		167.46
0000132763	08/10/2026	Amazon Capital Services	First Grade Supplies	General Supplies	9,691.96
0000132764	08/10/2026	A/CAPA	A/CAPA 2026 Fall Conference	2026-2027 Institutional Membership - Diane Szader	630.00
0000132765	08/10/2026	Amplify Education, Inc.	Dibels		274.00
0000132766	08/10/2026	AC Supply	Rocket Kits		345.77
0000132767	08/10/2026	Arbor Scientific	Ryan/Science/Arbor Scientific		60.75
0000132768	08/10/2026	ACTE	ACTE Membership and Dues • DZ		115.00
0000132769	08/10/2026	American Reading Company Inc	4th Grade ARC	3rd Grade ARC	1,500.00
0000132770	08/10/2026	Bulk Office Supply	Curriculum Supplies		285.00
0000132771	08/10/2026	Freddy Battaglia Sporting Goods, Inc	Tennis Bid		2,970.00
0000132772	08/10/2026	BrightArrow Technologies, Inc.	As Per Invoice 20818		9,000.00
0000132773	08/10/2026	Breakout Inc.	Breakout Renewal		1,499.00
0000132774	08/10/2026	Blick Art Materials	Art Supplies		8,653.39
0000132775	08/10/2026	B & H Photo-Video	Jackman/Fine Arts		67.05
0000132776	08/10/2026	BSN Sports, LLC	Boys Wrestling Bid	Girls Soccer Bid	2,534.59
0000132777	08/10/2026	Ryan Brennan	Registration		550.00
0000132778	08/10/2026	C & C Equipment Rental Company	Graduation Spot Light Tower 4000 Watt		78.75
0000132779	08/10/2026	Cavage's Country Farm Market	Mulch		450.00
0000132780	08/10/2026	CCIU	Rubrik Data Backup Service Year 2 of 2		15,000.00

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000132781	08/10/2026	ThePencilStore.com	Supplies - Guidance		84.85
0000132782	08/10/2026	Crestline Specialties, Inc.	2600002295		992.52
0000132783	08/10/2026	Cardio Partners Inc	AED parts		148.44
0000132784	08/10/2026	Demco Inc.	Library supplies	Supplies - Special Areas	165.15
0000132785	08/10/2026	Dramatic Publishing	Hoffmann Play Licensing/Scripts		666.65
0000132786	08/10/2026	Allyson L Diefenbach	2600002273		216.00
0000132787	08/10/2026	Dictionary Media Group Inc	Doty/Vocabulary.com/640		9,000.00
0000132788	08/10/2026	Rebecca Dutko	Adolescent Psychology		420.00
0000132789	08/10/2026	C.L Fenkner Inc.	Portable Toilet Rental		345.00
0000132790	08/10/2026	1st Alarm Security	Semi-Annual System Test - Commercial Fire System	Service Call	988.00
0000132791	08/10/2026	Fox Ledge Inc.	July 2026 DO		37.95
0000132792	08/10/2026	Quinn Fricke	License Renewl		65.00
0000132793	08/10/2026	Megan B Frable	AP English Language (Remote)		950.00
0000132794	08/10/2026	Stephen Faubel	2600002212		100.00
0000132795	08/10/2026	Faxon Cleaners	Warner/Fine Arts/Dry Cleaning		1,724.00
0000132796	08/10/2026	Kristin Fylstra	Fall Bundle (OL-5808 & OL-5592)		880.20
0000132797	08/10/2026	Geyer Instructional Products	General Supplies		199.98
0000132798	08/10/2026	Gopher	Physical Education Supplies	General Supplies	1,082.30
0000132799	08/10/2026	The Gregory Center for Applied Behavior Analysis	03/30/2026-05/01/2026 AB	05/04/2026-05/29/2026 AB	16,547.50
0000132800	08/10/2026	Keith E Gunuskey	2026 PACTA Conference		783.22
0000132801	08/10/2026	Hershey Entertainment & Resorts Company	Reservations for 2026 Fall Conference [TB]		795.87
0000132802	08/10/2026	Highhouse Energy	Propane - [95.9 Gallons]		191.70

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000132803	08/10/2026	Sarah F Heinly	License Renewal		65.00
0000132804	08/10/2026	Samantha J Hiller	Advocacy and Family, School and Community Engagement		2,017.65
0000132805	08/10/2026	Howies Athletic Tape	Athletic Trainers Bid		5,285.00
0000132806	08/10/2026	Infobase	Collection Resources		884.76
0000132807	08/10/2026	Industrial Electronics Inc.	2600002300	July 2026	2,860.72
0000132808	08/10/2026	ISTE+ASCD	Membership Dues		79.00
0000132809	08/10/2026	Interim Healthcare Services Inc	PCA-SS Deaf [07/20/2026-07/23/2026]	PCA-SS Deaf [06/22/2026-06/26/2026]	1,128.60
0000132810	08/10/2026	Im1design, LLC	July 2026		4,075.00
0000132811	08/10/2026	Melissa J Jones	Dissertation Advisement [Fall 2026]		875.00
0000132812	08/10/2026	Wind River Environmental LLC	Pump Septic MS		621.33
0000132813	08/10/2026	Kurtz Bros.	2nd supplies	5th supplies	10,154.78
0000132814	08/10/2026	Lake Region IGA	#0971		200.00
0000132815	08/10/2026	Lake Region IGA	#0963		100.00
0000132816	08/10/2026	Lakeshore Learning Materials	special supplies	Supplies - Special Areas	363.08
0000132817	08/10/2026	Laminating and Binding Solutions, Inc	General Supplies		660.30
0000132818	08/10/2026	Lancaster-Lebanon IU 13	Microsoft EES Agreement		49,362.60
0000132819	08/10/2026	Laura Lofberg	Psychological Skills for High School Coaches		165.00
0000132820	08/10/2026	Learning Ally	License Renewal 2026-2027		5,982.90
0000132821	08/10/2026	Mark Custom Recording Service Inc	2600001799		137.50
0000132822	08/10/2026	Gregory Martucci	PT SRO Officer		550.00
0000132823	08/10/2026	Mechanical Service Company	2600002232	2600002233	10,326.74

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FUND ACCOUNTING PAYMENT SUMMARY

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000132824	08/10/2026	William V. MacGill & Co.	nurse supplies		128.92
0000132825	08/10/2026	McClure Company	HVAC Maintenance 07/01/26-09/30/26	Check heat/ac room 107 & room 109 (new classroom/Sensory room)	26,927.64
0000132826	08/10/2026	Melissa A Monte	FBLA National Leadership Conference 2026		888.11
0000132827	08/10/2026	MFAC LLC	Cross Country Bid		65.00
0000132828	08/10/2026	Modernfold of Reading, Inc.	Winch and Basketball Backs		9,685.00
0000132829	08/10/2026	Music & Video Express, Inc	Concession Stand Freezer		689.99
0000132830	08/10/2026	Megan McGinnis	Differentiated Instruction for Today's Classroom		1,125.00
0000132831	08/10/2026	Matthew Nawrocki	North Korea: Understanding the Isolated Republic		420.00
0000132832	08/10/2026	Napa Auto Parts	General Supplies	Lawn Mower Battery	657.43
0000132833	08/10/2026	NASSP	MS Dues & Fees		385.00
0000132834	08/10/2026	PA Principals Association	Dues and Fees		605.00
0000132835	08/10/2026	New Story, LLC	July 2026 - ESY - Extra High Tier 4 - VZ	July 2026 - ESY - Extra High Tier 4 - VP	19,764.00
0000132836	08/10/2026	National Association of School Psychologists	Dues and Fees		480.00
0000132837	08/10/2026	Everway	Unique Learning System License		3,014.26
0000132838	08/10/2026	OTC Brands Inc.	Supplies - Guidance	Supplies - Special Areas	199.79
0000132839	08/10/2026	Partac Peat Corporation	2600002082		3,194.78
0000132840	08/10/2026	PillarRx Consulting, LLC	June 2026		245.32
0000132841	08/10/2026	Pranzo's Auto Service Inc	Van No. 26	Van No. 24	4,052.40
0000132842	08/10/2026	PA Principals Association	Principal - Dues	Prinicipal Office Due & Fees	3,025.00
0000132843	08/10/2026	Pennsylvania Music Educators Association	Warner/Fine Arts/ PMEA dues	Membership	300.00

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000132844	08/10/2026	Pennsylvania Paper & Supply LLC	Quote #S1626483/Toilet Paper	2600002303	1,377.35
0000132845	08/10/2026	PPL Electric Utilities	Jun 12 - Jul 14		21,961.15
0000132846	08/10/2026	JW Pepper & Son Inc.	Books & Periodicals		1,076.80
0000132847	08/10/2026	Postage Pros Plus Inc	Postage Meter Lables		66.00
0000132848	08/10/2026	Pitney Bowes	May 28 2026 - Aug 27 2026		111.33
0000132849	08/10/2026	Pitsco Education LLC	science supplies		182.23
0000132850	08/10/2026	Platform Industries	Music Supplies		568.00
0000132851	08/10/2026	NCS Pearson Inc.	Aimsweb Plus Renewal		2,325.00
0000132852	08/10/2026	Valerie A Sandercock	Differentiated Instruction for Today's Classroom		1,125.00
0000132853	08/10/2026	School-Tech Inc	Supplies - Special Areas		89.50
0000132854	08/10/2026	S.A.N.E.	Family Consumer Science Supplies		525.81
0000132855	08/10/2026	Scholastic Inc	scholastic news		1,031.26
0000132856	08/10/2026	Robert M. Sides	Warner/ Repairs	General Supplies	4,055.10
0000132857	08/10/2026	Stanton Office Equipment Co.	2600002337		4,584.00
0000132858	08/10/2026	Diane J Szader	Annual PDE/ACAPA Planning Meeting		149.35
0000132859	08/10/2026	Spring Hill Laser Service's Corp	Envelopes		245.00
0000132860	08/10/2026	T-Mobile	06/21/2026-07/20/2026		200.00
0000132861	08/10/2026	TeamBuildr LLC	Lenz/PE TeamBuilder Subscription		3,300.00
0000132862	08/10/2026	Scranton Times-Tribune	General Supplies	newspaper	714.00
0000132863	08/10/2026	Teacher Direct	General Supplies		252.80
0000132864	08/10/2026	Universal Publishing	TextBooks & Periodicals - NI - Grade 3	handwriting	2,386.01
0000132865	08/10/2026	USI	General Supplies		529.41

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000132866	08/10/2026	Uline	General Supplies		86.60
0000132867	08/10/2026	Verizon	07/25/2026-08/24/2026		51.28
0000132868	08/10/2026	Walmart	Science Dept/ Walmart cards		1,125.00
0000132869	08/10/2026	James L Winagle	FBLA National Leadership Conference 2026		571.08
0000132870	08/10/2026	R. Anthony Waldron III	One-half annual retainer (07/01/2026-12/31/2026)		6,500.00
0000132871	08/10/2026	Wayne County Community Foundation	Ben Franklin Community Service Award		900.00
0000132872	08/10/2026	Western Pennsylvania School for the Deaf	SSDHHC Summer ESY 2026 • GP,IT		4,000.00
0000132873	08/10/2026	Western Wayne School District	Band Festival 1/2026		560.00
* 00JUL26FEE	07/31/2026	The Dime Bank	July 2026 Bank Fees		220.50
* BERK000703	07/03/2026	HAB-DLT	DED:[LEVY] Berkheimer Tax Levy - Pay Date: 7/3/2026		4.60
* BERK000731	07/31/2026	HAB-DLT	DED:[LEVY] Berkheimer Tax Levy - Pay Date: 7/31/2026		78.60
* CRED000703	07/03/2026	Penn East Federal Credit Union	DED:[CRED] Credit Union - Pay Date: 7/3/2026		3,619.00
* CRED000717	07/17/2026	Penn East Federal Credit Union	DED:[CRED] Credit Union - Pay Date: 7/17/2026		3,619.00
* CRED000731	07/31/2026	Penn East Federal Credit Union	DED:[CRED] Credit Union - Pay Date: 7/31/2026		3,619.00
D000002792	07/20/2026	Ed Cykosky Jr. Inc.	July Bus Pay		46,584.24 *D*
D000002793	07/20/2026	Grabher Enterprises LLC	July Bus Pay		6,219.61 *D*
D000002794	07/20/2026	Jason W Hunt LLC	July Bus Pay		5,244.71 *D*
D000002795	07/20/2026	Paupack Transportation LLC	July Bus Pay		30,643.90 *D*
D000002796	07/20/2026	Herbert Peet	July Bus Pay		6,877.31 *D*
D000002797	07/20/2026	Ellen Peet	July Bus Pay		3,027.32 *D*

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount	
D000002798	07/20/2026	JoAnn Peet	July Bus Pay		3,126.59	*D*
D000002799	07/20/2026	Garold W. Van Orden	July Bus Pay		57,332.33	*D*
D000002800	07/20/2026	Tonya VanOrden	July Bus Pay		18,907.27	*D*
D000002801	08/10/2026	DiMino Bus Service Inc.	07/01-07/02,07/06-07/09,07/13-07/16,07/20-07/23,07/27-07/30 (18 DAYS)		5,376.24	*D*
* IRS0000703	07/03/2026	EFTPS	Purpose: EE FED Pay Date: 7/3/2026	Purpose: ER FICA Pay Date: 7/3/2026	360,349.20	
* IRS0000717	07/17/2026	EFTPS	Purpose: EE FED Pay Date: 7/17/2026	Purpose: ER FICA Pay Date: 7/17/2026	343,162.99	
* IRS0000731	07/31/2026	EFTPS	Purpose: EE FED Pay Date: 7/31/2026	Purpose: ER FICA Pay Date: 7/31/2026	342,803.93	
* OCA0000703	07/03/2026	O.C.A. Benefit Services LLC	DED:[MECA] Medical Care Flex Spend - Pay Date: 7/3/2026	DED:[DECA] Dependent S125 - Pay Date: 7/3/2026	0.00	
* OCA0000717	07/17/2026	O.C.A. Benefit Services LLC	DED:[MECA] Medical Care Flex Spend - Pay Date: 7/17/2026	DED:[DECA] Dependent S125 - Pay Date: 7/17/2026	4,110.31	
* OCA0000731	07/31/2026	O.C.A. Benefit Services LLC	DED:[MECA] Medical Care Flex Spend - Pay Date: 7/31/2026	DED:[DECA] Dependent S125 - Pay Date: 7/31/2026	4,110.31	
* PAST000703	07/03/2026	Pennsylvania Electronic Funds	Purpose: EE STPA Pay Date: 7/3/2026		43,974.29	
* PAST000717	07/17/2026	Pennsylvania Electronic Funds	Purpose: EE STPA Pay Date: 7/17/2026		42,507.41	
* PAST000731	07/31/2026	Pennsylvania Electronic Funds	Purpose: EE STPA Pay Date: 7/31/2026		41,978.47	
* POS0000630	07/02/2026	Public Sch Empl Retire System	DED:[RETP] Purchase of Service - Pay Date: 6/18/2026	DED:[RETP] Purchase of Service - Pay Date: 6/5/2026	105.12	
* POS0000731	08/03/2026	Public Sch Empl Retire System	DED:[RETP] Purchase of Service - Pay Date: 7/17/2026	DED:[RETP] Purchase of Service - Pay Date: 7/3/2026	99.79	
* PSEE000630	07/02/2026	Public Sch Empl Retire System	Purpose: EE RETP Pay Date: 6/5/2026	Purpose: EE RETP Pay Date: 6/18/2026	263,272.92	
* PSEE000731	08/03/2026	Public Sch Empl Retire System	Purpose: EE RETP Pay Date: 7/3/2026	Purpose: EE RETP Pay Date: 7/17/2026	303,246.18	
* SCDU000703	07/03/2026	PA SCDU	DED:[SUPP] Child Support - Pay Date: 7/3/2026		737.64	

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* SCDU000717	07/17/2026	PA SCDU	DED:[SUPP] Child Support - Pay Date: 7/17/2026		777.44
* SCDU000731	07/31/2026	PA SCDU	DED:[SUPP] Child Support - Pay Date: 7/31/2026		777.44
* TSA0000703	07/03/2026	TSA Consulting Group Inc.	DED:[ROTH] Roth 403b - Pay Date: 7/3/2026	DED:[KADS] Kades-Margolis - Pay Date: 7/3/2026	51,905.66
* TSA0000717	07/15/2026	TSA Consulting Group Inc.	DED:[ROTH] Roth 403b - Pay Date: 7/17/2026	DED:[KADS] Kades-Margolis - Pay Date: 7/17/2026	51,880.66
* VOYA000703	07/03/2026	Voya	Purpose: EE RETD Pay Date: 7/3/2026	Purpose: ER RETD Pay Date: 7/3/2026	12,834.09
* VOYA000717	07/17/2026	Voya	Purpose: EE RETD Pay Date: 7/17/2026	Purpose: ER RETD Pay Date: 7/17/2026	12,455.35
* VOYA000731	07/31/2026	Voya	Purpose: EE RETD Pay Date: 7/31/2026	Purpose: ER RETD Pay Date: 7/31/2026	12,166.26
* VOYAEXC618	07/07/2026	Voya	Employee Share	Employer Share	311.51
* WEIT000630	07/20/2026	HAB-DLT	Purpose: EE EIT Pay Date: 6/5/2026	Purpose: EE EIT Pay Date: 6/18/2026	33,937.21
* WUEM000630	07/08/2026	PA UMEMPLOYMENT COMP FUND	Purpose: EE UNEM Pay Date: 6/5/2026	Purpose: EE UNEM Pay Date: 6/18/2026	6,906.74

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND AP **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

10 - General Fund	**8,138,410.22**
Grand Total All Funds	**8,138,410.22**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**183,339.52**
Grand Total Manual Checks	**181,494.83**
Grand Total Other Disbursement Non-negotiables	**6,487,107.36**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**1,286,468.51**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**8,138,410.22**

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 07 - CONST FUND 2026 **Payment Dates:** 06/09/2026 - 08/10/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: **Payment Number**

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000000106	07/21/2026	Palmyra Township	Engineering fees		2,319.95
0000000107	07/21/2026	Godshall Kane O'Rourke Architects, LLC	Construction Services		54,738.00

39 - Oth Capital Proj Funds	**57,057.95**
Grand Total All Funds	**57,057.95**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**57,057.95**
Grand Total Other Disbursement Non-negotiables	**0.00**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**0.00**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**57,057.95**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

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Wallenpaupack Area School District
GOVERNMENTAL PRE-APPROVED 403(b) PLAN
ADOPTION AGREEMENT #12-001
For Government Entities, including Public Schools and Dual Status 501(c)(3)/Governmental Organizations

By executing this Governmental Pre-Approved 403(b) Plan Adoption Agreement (the "Adoption Agreement or AA"), the undersigned Employer agrees to establish or continue a 403(b) Plan. The 403(b) Plan adopted by the Employer consists of the Pre-Approved 403(b) Plan Basic Plan Document #12 (the "BPD") and the elections made under this Adoption Agreement (collectively referred to as the "Plan"). An Employer may jointly co-sponsor the Plan by signing a Participating Employer Adoption Page, which is attached to this Adoption Agreement. **This Plan is effective as of the Effective Date identified on the Signature Page of this Adoption Agreement.** Unless the context clearly requires otherwise, all capitalized terms used in this Adoption Agreement shall have the same meaning as when used in the BPD.

In completing the provisions of this Adoption Agreement, unless designated otherwise, selections under the Deferral column apply to all Salary Deferrals (including Roth Deferrals and Catch-Up Contributions) and After-Tax Employee Contributions. The selections under the Match column apply to Matching Contributions under AA §6B. Selections under the ER column apply to Employer Contributions under AA §6 and Mandatory Contributions under AA §6C.

As a Governmental Plan, this Plan is not subject to the nondiscrimination and coverage rules (other than the universal availability rule under Code §403(b)(12)(A)(ii)) under the Code. Also, as a Governmental Plan, this Plan is not subject to Title I of ERISA and may make elections under this Adoption Agreement accordingly.

All elections the Employer makes under the Adoption Agreement are subject to the terms governing the applicable Investment Arrangement(s) and any applicable state or local law.

SECTION 1
EMPLOYER INFORMATION

The information contained in this Section 1 is required for informational purposes only and may be modified without amending this Adoption Agreement by substituting a new Section 1 with the updated information. Any changes to the provisions under this Section 1 will not affect the Employer's reliance on the Favorable IRS Letter.

1-1 **EMPLOYER INFORMATION.**

Name: Wallenpaupack Area School District

Address: 2552 Route 6

City, State, Zip Code: Hawley, PA 18428

Telephone: 5702264557

1-2 **EMPLOYER IDENTIFICATION NUMBER (EIN).** 246002509

1-3 **TYPE OF EMPLOYER. (Select (a) or (b))**

☑ (a) Public School (as defined in Section 1.78 of the BPD)

☐ (b) Dual Status §501(c)(3)/Governmental Organization (as defined in Section 1.28 of the BPD)

1-4 **EMPLOYER'S TAX (ACCOUNTING) YEAR END (optional).** The Employer's tax (accounting) year ends _____

1-5 **RELATED EMPLOYERS (optional).** Is the Employer part of a group of Related Employers (as defined in Section 1.84 of the BPD)?

☐ Yes

☑ No

If yes, Related Employers may be listed below. A Related Employer must complete a Participating Employer Adoption Page for Employees of that Related Employer to participate in this Plan.

[***Note:*** *This AA §1-5 is for informational purposes. The failure to identify all Related Employers under this AA §1-5 will not jeopardize the qualified status of the Plan.*]

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SECTION 2
PLAN INFORMATION

2-1 **PLAN NAME.** Wallenpaupack Area School District 403(b) Plan

Original Effective Date: January 1, 2009

Restatement Effective Date: January 1, 2026

[***Note:*** *The Plan's Original Effective Date may be no earlier than the first day of the Plan Year in which the Plan is initially adopted. The Plan's Restatement Effective Date may be no earlier than the first day of the Plan Year in which the Plan's restatement is adopted. A Participant's Salary Deferral Agreement may not apply to Plan Compensation that became currently available before the date the Employer adopts the salary reduction feature of the Plan.*]

2-2 **PLAN NUMBER.** 000

2-3 **TYPE OF PLAN. (Check one of (a)-(c) and, if applicable, (d).)**

☐ (a) Custodial Account under Code §403(b)(7)

☐ (b) Annuity Contract under Code §403(b)(1)

☑ (c) Custodial Account and/or Annuity Contract

☐ (d) The Plan is intended to be a FICA Replacement Plan

[***Note:*** *A Favorable IRS Letter issued in accordance with Rev. Proc. 2021-37 to this Plan does not provide any reliance as to whether an Employer who has adopted this Plan satisfies the requirements under Treas. Reg. §31.3121(b)(7)-2 for the Plan to be treated as a FICA Replacement Plan with respect to any Employee*.]

2-4 **PLAN YEAR.**

☑ (a) Calendar year.

☐ (b) The 12-consecutive month period ending on _____ each year.

☐ (c) The Plan has a Short Plan Year running from ____ to ____.

2-5 **FROZEN PLAN.** Check this AA §2-5 if the Plan is a frozen Plan to which no contributions will be made.

☐ This Plan is a frozen Plan effective _____.

[***Note:*** *As a frozen Plan, the Employer will not make any contributions with respect to Plan Compensation paid after such date and no Participant will be permitted to make any contributions to the Plan after such date. In addition, no Employee will become a Participant after the date the Plan is frozen.*]

2-6 **MULTIPLE EMPLOYER PLAN.** Is this Plan a Multiple Employer Plan as defined in Section 1.62 of the BPD? (See Section 16.07 of the BPD for special rules applicable to Multiple Employer Plans.)

☐ (a) Yes

☑ (b) No

2-7 **PLAN ADMINISTRATOR.**

☐ (a) The Employer identified in AA §1-1.

☑ (b) Name: U.S. OMNI & TSACG Compliance Services

Address: 73 Eglin Parkway NE, Ste. 202, Fort Walton Beach, FL 32548

Telephone: 888-777-5827

[***Note:*** *To the extent an individual is named in this AA §2-7 and does not take on all responsibilities of Plan Administrator, the Employer will retain those responsibilities as Plan Administrator. (See Section 1.71 of the BPD.)*]

2-8 **DEFINITION OF DISABLED.** Unless otherwise provided under the terms of the applicable Investment Arrangement, an individual is considered Disabled under Section 1.27 of the BPD (option (c) below) unless an alternative definition of Disabled is elected below.

☐ (a) The individual is covered by the Employer's disability insurance plan and is determined to be Disabled under such plan.

☑ (b) The individual is determined to be Disabled by the Social Security Administration under Section 223(d) of the Social Security Act for purposes of determining eligibility for Social Security benefits.

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☑ (c) The Plan Administrator determines an individual is unable to engage in any substantial gainful activity by reason of a medically determinable physical or mental impairment that can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months. The permanence and degree of such impairment shall be supported by medical evidence. The Plan Administrator may establish reasonable procedures for determining whether a Participant is Disabled.

[***Note**: An Employer may elect any or all of the elections above. If more than one is selected, the hierarchy for determining whether an individual is considered Disabled is in the order listed above, unless described otherwise under separate administrative procedures or as described below*.]

☐ (d) Alternative definition of Disabled: _____

[***Note:** Any alternative definition described in this subsection (d) will apply uniformly to all Participants under the Plan. The Employer may describe different definitions of Disabled for different purposes under the Plan.*]

SECTION 3
ELIGIBLE EMPLOYEES

3-1 **ELIGIBLE EMPLOYEES.** In addition to the Employees identified in Section 2.02 of the BPD, the following Employees are excluded from participation under the Plan with respect to the contribution type(s) identified in this AA §3-1. (See Sections 2.02(e) and (f) of the BPD for rules regarding the effect on Plan participation if an Employee changes between an eligible and ineligible class of employment.)

Deferral	Match	ER		
☐	☐	☐	(a)	No exclusions
N/A	☐	☐	(b)	Collectively Bargained Employees (as defined in Section 1.21 of the BPD)
☐	☐	☐	(c)	Non-resident aliens who receive no compensation from the Employer which constitutes U.S. source income
☑	☐	☐	(d)	Student Employees (as defined in Section 1.97 of the BPD)
☐	☐	☐	(e)	Employees who normally work less than ___ (not more than 20) hours a week (as defined in Section 2.02(b)(4) of the BPD).
N/A	☐	☐	(f)	Employees who normally work less than ___ hours a week.
☐	☐	☐	(g)	Employees eligible for a governmental Code §457(b) plan sponsored by the Employer that includes salary deferral contributions Specify name of Code §457(b) plan (optional): _____
☐	☐	☐	(h)	Employees eligible for a 401(k) plan sponsored by the Employer Specify name of the 401(k) plan (optional): _____
☐	☐	☐	(i)	Employees eligible for another 403(b) plan sponsored by the Employer that includes salary deferral contributions Specify name of the other 403(b) plan (optional): _____
N/A	☐	☐	(j)	Seasonal Employees
N/A	☐	☐	(k)	Temporary Employees
N/A	☐	☐	(l)	Interns
N/A	☐	☐	(m)	Per diem Employees
N/A	☐	☑	(n)	Other: Eligibility for employer contributions is set forth in the applicable agreements between the employer and employee.
N/A	☐	☐	(o)	Other: _____

[***Note:** With respect to any election to exclude Employees under (e) above, the Employer must satisfy the universal availability requirements under Treas. Reg. §§1.403(b)-5(b)(ii) and (iii)(B) under which the Employer may elect to exclude Employees who normally work fewer than 20 hours per week (or such lower number of hours per week as elected in the Adoption Agreement) with respect to Salary Deferrals, Employer Contributions and Matching Contributions. An Employee normally works fewer than 20 hours per week if and only if (1) for the 12-month period beginning on the date of the Employee's Employment Commencement date, the Employer reasonably expects the Employee to work fewer than 1,000 Hours of Service and (2) for each Plan Year after the close of the 12-month period beginning on the date of the Employee's Employment Commencement date, the*

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Employee worked fewer than 1,000 Hours of Service in the preceding 12-month period. Once eligible due to satisfaction of this service condition, the Employee will continue to be eligible under the Plan.]

[***Note:*** *If the Plan is intended to be a FICA Replacement Plan (as elected in AA §2-3(d)) and Part-Time, Seasonal or Temporary Employees are not excluded from participation under the Plan with respect to the contribution type(s) identified in this AA §3-1, such Part-Time, Seasonal, or Temporary Employees are not treated as Qualified Participants for FICA Replacement Plan purposes unless any benefit relied upon to meet the minimum benefit requirement under subsection Section 6.04(a) is 100% vested. See Section 6.04(b)(1).*]

SECTION 4
MINIMUM AGE AND SERVICE REQUIREMENTS

4-1 **ELIGIBILITY REQUIREMENTS – MINIMUM AGE AND SERVICE.** An Eligible Employee (as defined in AA §3-1) who satisfies the minimum age and service conditions under this AA §4-1 will be eligible to participate in each contribution type under the Plan as specified below as of such Eligible Employee's Entry Date (as defined in AA §4-2 below).

[***Note:*** *As a Governmental Plan, this Plan is not subject to the nondiscrimination and coverage rules (other than the universal availability rule under Code §403(b)(12)(A)(ii)) under the Code and Title I of ERISA.*]

(a) **Service Requirement.** An Eligible Employee must complete the following minimum service requirements to participate in the contribution type as specified below in the Plan. If a different minimum service requirement applies for the same contribution type for different groups of Employees or for different contribution formulas, such differences may be described below.

Match	**ER**	
☐	☐	(1) There is no minimum service requirement for participation in the Plan.
☐	☐	(2) One Year of Service (as defined in Section 2.03(a)(1) of the BPD and AA §4-3).
☐	☐	(3) The completion of at least ____ Hours of Service during the first ___ months of employment (or the first ___ days of employment) or the completion of a Year of Service (as defined in AA §4-3), if earlier.

☐ (i) An Employee who completes the required Hours of Service satisfies eligibility at the end of the designated period, regardless if the Employee actually works for the entire period.

☐ (ii) An Employee who completes the required Hours of Service must also be employed continuously during the designated period of employment. (See Section 2.03(a)(2) of the BPD for rules regarding the application of this subsection (ii).)

☐	☐	(4) The completion of ___ Hours of Service during an Eligibility Computation Period (as defined in AA §4-3). [*An Employee satisfies the service requirement immediately upon completion of the designated Hours of Service rather than at the end of the Eligibility Computation Period.*]
☐	☐	(5) Full-time Employees are eligible to participate as set forth in subsection (i). Employees who are "Part-Time" Employees must complete a Year of Service (as defined in AA §4-3). For this purpose, a full-time Employee is any Employee not defined in subsection (ii).

(i) Full-time Employees must complete the following minimum service requirements to participate in the Plan:

☐ (A) There is no minimum service requirement for participation in the Plan.

☐ (B) The completion of at least ____ Hours of Service during the first ____ months of employment or the completion of a Year of Service (as defined in AA §4-3), if earlier.

☐ (C) Under the Elapsed Time Method as defined in AA §4-3 below.

☐ (D) Describe: _____

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Match	ER	
		(ii) Part-Time Employees must complete a Year of Service (as defined in AA §4-3).
		☐ (A) For this purpose, a Part-Time Employee is any Employee whose normal work schedule is less than:
		☐ (I) ___ hours per week.
		☐ (II) ___ hours per month.
		☐ (III) ___ hours per year.
		☐ (B) Describe Part-Time Employees for this purpose: _____
		[***Note:*** *A Part-Time Employee must be described as an individual who works less than a specified number of hours during a standard work week.*]
☐	☐	(6) Two (2) Years of Service.
☐	☐	(7) Under the Elapsed Time Method as defined in AA §4-3 below.
☐	☐	(8) Describe eligibility conditions: _____
☐	☑	(9) Describe eligibility conditions: Any service requirements for employer contributions is set forth in the applicable agreement between the employer and employee.

[***Note:*** *Any described eligibility conditions must satisfy the definitely determinable requirements under Treas. Reg. §1.401-1(b)(1)(i).*]

(b) **Minimum Age Requirement.** An Eligible Employee (as defined in AA §3-1) must have attained the following age with respect to the contribution type(s) identified in this AA §4-1(b).

Match	ER	
☐	☑	(1) There is no minimum age for Plan eligibility.
☐	☐	(2) Age 21.
☐	☐	(3) Age ___.

☐ (c) **Special eligibility rules.** The following special eligibility rules apply with respect to the Plan: _____

[***Note:*** *This subsection (c) may be used to apply the eligibility conditions selected under this AA §4-1 separately with respect to different Employee groups or different contribution formulas under the Plan.*]

4-2 **ENTRY DATE.** An Eligible Employee (as defined in AA §3-1) who satisfies the minimum age and service requirements in AA §4-1 shall be eligible to participate in the Plan as of such Eligible Employee's applicable Entry Date. For this purpose, the Entry Date is the following date with respect to the contribution type(s) identified under this AA §4-2.

Match	ER	
☐	☐	(a) **Immediate.** The date the minimum age and service requirements are satisfied (or date of hire, if no minimum age and service requirements apply).
☐	☐	(b) **Semi-annual.** The first day of the 1st and 7th month of the Plan Year.
☐	☐	(c) **Quarterly.** The first day of the 1st, 4th, 7th and 10th month of the Plan Year.
☐	☐	(d) **Monthly.** The first day of each calendar month.
☐	☐	(e) **Payroll period.** The first day of the payroll period.
☐	☐	(f) **The first day of the Plan Year.** [See Section 2.03(b) of the BPD for special rules that apply.]
☐	☑	(g) **Describe Entry Date:** All entry dates for employees to receive an employer contributions is set forth in the applicable agreement between the employer and employee.

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An Eligible Employee's Entry Date (as defined above) is determined based on when the Employee satisfies the minimum age and service requirements in AA §4-1. For this purpose, an Employee's Entry Date is the Entry Date:

Match	ER	
☐	☑	(h) **next following** satisfaction of the minimum age and service requirements.
☐	☐	(i) **coinciding with or next following** satisfaction of the minimum age and service requirements.
☐	☐	(j) **nearest** the satisfaction of the minimum age and service requirements.
☐	☐	(k) **preceding** the satisfaction of the minimum age and service requirements.
☐	☐	(l) **coinciding with or preceding** the satisfaction of the minimum age and service requirements.

This section may be used to describe any special rules for determining Entry Dates under the Plan. For example, if different Entry Date provisions apply for the same contribution types with respect to different groups of Employees, such different Entry Date provisions may be described below.

Match	ER	
☐	☑	(m) **Describe** any special rules that apply with respect to the Entry Dates under this AA §4-2: All entry dates for employees to receive an employer contributions is set forth in the applicable agreement between the employer and employee. [***Note:*** *The Employer may describe different Entry Dates for different groups of Employees, provided such Entry Dates are consistent with the permissible elections in this AA §4-2.*]

4-3 **DEFAULT ELIGIBILITY RULES.** In applying the minimum age and service requirements under AA §4-1 above, the following default rules apply with respect to all contribution types under the Plan:

- **Year of Service.** An Employee earns a Year of Service for eligibility purposes upon completing 1,000 Hours of Service during an Eligibility Computation Period. Hours of Service are calculated based on actual hours worked during the Eligibility Computation Period. (See Section 1.52 of the BPD for the definition of Hour of Service.)
- **Eligibility Computation Period.** If one Year of Service is required for eligibility, the Plan will determine subsequent Eligibility Computation Periods on the basis of Plan Years. If more than one Year of Service is required for eligibility, the Plan will determine subsequent Eligibility Computation Periods on the basis of Anniversary Years. However, if the Employee fails to earn a Year of Service in the first or second Eligibility Computation Period, the Plan will determine subsequent Eligibility Computation Periods on the basis of Plan Years beginning in the first or second Eligibility Computation Period, as applicable.
- **Break in Service Rules.** The Nonvested Participant Break in Service rule (see Section 2.07(b) of the BPD) and the One-Year Break in Service rule (see Section 2.07(d) of the BPD) do NOT apply. Governmental Plans are not subject to the Break in Service rules under Title I of ERISA and can modify the Break in Service rules of the Plan accordingly.

To override the default eligibility rules, complete the applicable sections of this AA §4-3. **If this AA §4-3 is not completed for a particular contribution type, the default eligibility rules apply.**

Match	ER	
☐	☐	(a) **Year of Service.** Instead of 1,000 Hours of Service, an Employee earns a Year of Service upon the completion of ___ Hours of Service during an Eligibility Computation Period.
☐	☐	(b) **Eligibility Computation Period.** The Plan will use Anniversary Years for all Eligibility Computation Periods.
☐	☐	(c) **Exclusion Years.** Instead of the Plan Year, the Plan will use Anniversary Years for Exclusion Years for purposes of determining whether Employees normally work fewer than 20 hours per week. (See Section 2.02(b)(4) of the BPD.)

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Match	ER	
☐	☐	(d) **Elapsed Time Method.** Eligibility service will be determined under the Elapsed Time Method. An Eligible Employee (as defined in AA §3-1) must complete a period of service, as designated below, to participate in the Plan. ☐ (1) For Match, must complete a _____ period of service ☐ (2) For ER, must complete a ____ period of service [***Note:*** *Under the Elapsed Time Method, service will be measured from the Employee's employment commencement date (or reemployment commencement date, if applicable) without regard to the Eligibility Computation Period.*]
☐	☐	(e) **Equivalency Method**. For purposes of determining an Employee's Hours of Service for eligibility, the Plan will use the Equivalency Method (as defined in Section 2.03(a)(5) of the BPD). The Equivalency Method will apply to: ☐ (1) All Employees. ☐ (2) Only Employees for whom the Employer does not maintain hourly records. For Employees for whom the Employer maintains hourly records, eligibility will be determined based on actual hours worked. Hours of Service for eligibility will be determined under the following Equivalency Method: ☐ (3) **Monthly.** 190 Hours of Service for each month worked. ☐ (4) **Weekly.** 45 Hours of Service for each week worked. ☐ (5) **Daily.** 10 Hours of Service for each day worked. ☐ (6) **Semi-monthly.** 95 Hours of Service for each semi-monthly period worked. ☐ (7) **Hours worked.** 870 hours worked treated as 1,000 Hours of Service and 435 hours worked treated as 500 Hours of Service. ☐ (8) **Regular time hours.** 750 regular time hours treated as 1,000 Hours of Service and 375 regular time hours treated as 500 Hours of Service. ☐ (9) **Describe:** _____ [***Note:*** *Any description under (9) must be definitely determinable with respect to Hours of Service.*]
☐	☐	(f) **Nonvested Participant Break in Service rule applies.** Service earned prior to a Nonvested Participant Break in Service (as defined in Section 2.07(b) of the BPD) will be disregarded in applying the eligibility rules. ☐ The Nonvested Participant Break in Service rule applies to all Employees, including Employees who have not had a Severance from Employment.
☐	☐	(g) **One-Year Break in Service rule applies.** The One-Year Break in Service rule (as defined in Section 2.07(d) of the BPD) applies to temporarily disregard an Employee's service earned prior to a one-year Break in Service. ☐ The One-Year Break in Service rule applies to all Employees, including Employees who have not had a Severance from Employment.
☐	☐	(h) **Special eligibility provisions:** _____ [***Note:*** *Any special eligibility provision must relate to an Employee's eligibility to participate under the Plan. The Employer may describe different eligibility provisions, including different Eligibility Computation Periods and different service crediting methods, for different groups of Employees, provided such eligibility provisions are consistent with the permissible elections in this AA §4.*]

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4-4 **EFFECTIVE DATE OF MINIMUM AGE AND SERVICE REQUIREMENTS.** The minimum age and/or service requirements under AA §4-1 apply to all Employees under the Plan. An Employee will participate with respect to all contribution types under the Plan as of such Employee's Entry Date under AA §4-2, taking into account all service with the Employer, including service earned prior to the Effective Date.

To allow Employees hired on a specified date to enter the Plan without regard to the minimum age and/or service conditions, complete this AA §4-4.

Match	**ER**	
☐	☐	An Eligible Employee who is employed by the Employer on the following date will become eligible to enter the Plan without regard to minimum age and/or service requirements (as designated below):

☐ (a) the Effective Date of this Plan (as designated in the Employer Signature Page).

☐ (b) the date the Plan is executed by the Employer (as indicated on the Employer Signature Page).

☐ (c) ____ [*insert date no earlier than the Effective Date of this Plan*].

An Eligible Employee who is employed on the designated date will become eligible to participate in the Plan without regard to the minimum age and service requirements under AA §4-1. If both minimum age and service conditions are not waived, select (d) or (e) to designate which condition is waived under this AA §4-4.

☐ (d) This AA §4-4 only applies to the minimum service condition.

☐ (e) This AA §4-4 only applies to the minimum age condition.

The provisions of this AA §4-4 apply to all Eligible Employees employed on the designated date unless designated otherwise under subsection (f) or (g) below:

☐ (f) The provisions of this AA §4-4 apply to the following group of Employees employed on the designated date: _____

☐ (g) Describe special rules: _____

[***Note:*** *An Employee who is employed as of the date described in this AA §4-4 will be eligible to enter the Plan as of such date unless a different Entry Date is designated under subsection (g).*]

4-5 **SERVICE WITH PREDECESSOR EMPLOYER.** This AA §4-5 may be used to identify any Predecessor Employers for whom service will be counted for purposes of determining eligibility, vesting and allocation conditions under this Plan.

If this AA §4-5 is not completed, no service with a Predecessor Employer will be counted.

☐ (a) **Identify Predecessor Employer(s):**

☐ (1) The Plan will count service with all Employers which have been acquired.

☐ (2) The Plan will count service with the following Predecessor Employers:

	Name of Predecessor Employer	**Eligibility**	**Vesting**	**Allocation Conditions**
☐ (i)	_____	☐	☐	☐

☐ (b) **Describe** any special provisions applicable to Predecessor Employer service: _____

[***Note:*** *Any special provisions must relate solely to service with a Predecessor Employer*.]

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SECTION 5
COMPENSATION DEFINITIONS

5-1 **TOTAL COMPENSATION.** Total Compensation is based on the definition set forth under this AA §5-1. (See Section 1.101 of the BPD for a specific definition of the various types of Total Compensation.)

☐ (a) W-2 Wages

☑ (b) Code §415 Compensation

☐ (c) "Simplified" Code §415 Compensation

☐ (d) Wages under Code §3401(a)

[***Note:*** *For purposes of determining Total Compensation, the definition includes Elective Deferrals as defined in Section 1.33 of the BPD, pre-tax contributions to a Code §125 cafeteria plan or a Code §457 plan, and qualified transportation fringes under Code §132(f)(4).*]

5-2 **POST-SEVERANCE COMPENSATION.** Total Compensation includes post-severance compensation, to the extent provided in Section 1.101(b) of the BPD. This may be overridden by completing the following elections:

☐ (a) **Exclusion of post-severance compensation from Total Compensation.** The following amounts paid after a Participant's severance of employment are excluded from Total Compensation:

☐ (1) **Unused leave payments.** Payment for unused accrued bona fide sick, vacation, or other leave, but only if the Employee would have been able to use the leave if employment had continued.

☐ (2) **Deferred compensation.** Payments received by an Employee pursuant to a nonqualified unfunded deferred compensation plan, but only if the payment would have been paid to the Employee at the same time if the Employee had continued in employment and only to the extent that the payment is includible in the Employee's gross income.

[***Note:*** *Plan Compensation (as defined in Section 1.72 of the BPD) includes any post-severance compensation amounts that are includible in Total Compensation. The Employer may elect to exclude all compensation paid after severance of employment or may elect to exclude specific types of post-severance compensation from Plan Compensation under AA §5-3.*]

(b) **Continuation payments for disabled Participants.** Unless designated otherwise under this subsection (b), Total Compensation does not include continuation payments for disabled Participants.

☐ **Payments to disabled Participants.** Total Compensation shall include post-severance compensation paid to a Participant who is permanently and totally disabled, as provided in Section 1.101(c) of the BPD.

5-3 **PLAN COMPENSATION.** Plan Compensation is **Total Compensation** (as defined in AA §5-1 and adjusted by AA §5-2 above) with the following exclusions described below.

Deferral	Match	ER	
☑	☐	☑	(a) No exclusions.
N/A	☐	☐	(b) Elective Deferrals (as defined in Section 1.33 of the BPD), pre-tax contributions to a Code §125 cafeteria plan or a Code §457 plan, and qualified transportation fringes under Code §132(f)(4).
☐	☐	☐	(c) All fringe benefits (cash and noncash), reimbursements or other expense allowances, moving expenses, deferred compensation, and welfare benefits.
☐	☐	☐	(d) Compensation above $___.
☐	☐	☐	(e) Amounts received as a bonus.
☐	☐	☐	(f) Amounts received as commissions.
☐	☐	☐	(g) Overtime payments.
☐	☐	☐	(h) Amounts received for services performed for a non-signatory Related Employer. (See Section 2.02(c) of the BPD.)
☐	☐	☐	(i) "Deemed §125 compensation" as defined in Section 1.101(d) of the BPD.

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☐	☐	☐	(j) Amounts received after Severance from Employment. (See Section 1.101(b) of the BPD.)
☐	☐	☐	(k) Differential Pay (as defined in Section 1.101(e) of the BPD).
☐	☐	☐	(l) Leave of absence pay.
☐	☐	☐	(m) Describe adjustments to Plan Compensation: _____

[***Note:*** *Any adjustments to Plan Compensation under this AA §5-3 must be definitely determinable.*]

5-4 **PERIOD FOR DETERMINING COMPENSATION.**

(a) **Compensation Period.** Plan Compensation will be determined on the basis of the following period(s) for the contribution types identified in this AA §5-4. [*If a period other than Plan Year applies for any contribution type, any reference to the Plan Year as it refers to Plan Compensation for that contribution type will be deemed to be a reference to the period designated under this AA §5-4.*]

Deferral	Match	ER	
☑	☐	☑	(1) The Plan Year.
☐	☐	☐	(2) The calendar year ending in the Plan Year.
☐	☐	☐	(3) The Employer's fiscal tax year ending in the Plan Year.
☐	☐	☐	(4) The 12-month period ending on ____ which ends during the Plan Year.

(b) **Compensation while a Participant.** Unless provided otherwise under this subsection (b), in determining Plan Compensation, only compensation paid while an individual is a Participant under the Plan with respect to a particular contribution type will be taken into account.

To count compensation for the entire Plan Year for a particular contribution type, including compensation paid while an individual is not a Participant with respect to such contribution type, check below. (See Section 1.72 of the BPD.)

Match	ER	
☐	☐	All compensation paid during the Plan Year will be taken into account, including compensation paid while an individual is not a Participant.

(c) **Few weeks rule.** The few weeks rule under Code §415 will not apply unless designated otherwise under this subsection (c).

☐ Amounts earned but not paid during a Limitation Year solely because of the timing of pay periods and pay dates shall be included in Includible Compensation for the Limitation Year, provided the amounts are paid during the first few weeks of the next Limitation Year, the amounts are included on a uniform and consistent basis with respect to all similarly situated Employees, and no amounts are included in more than one Limitation Year.

SECTION 6
EMPLOYER CONTRIBUTIONS

6-1 **EMPLOYER CONTRIBUTIONS.** Is the Employer authorized to make Employer Contributions under the Plan?

☑ Yes

☐ No [*If No, skip to AA §6A.*]

6-2 **EMPLOYER CONTRIBUTION FORMULA.** For the period designated in AA §6-4 below, the Employer will make the following Employer Contributions on behalf of Participants who satisfy the allocation conditions designated in AA §6-7 below. Any Employer Contribution authorized under this AA §6-2 will be allocated in accordance with the allocation formula selected under AA §6-3. Any Employer Contribution authorized under this AA §6-2 will be allocated in accordance with the allocation formula selected under AA §6-3.

[***Note:*** *As a Governmental Plan, this Plan is not subject to the nondiscrimination and coverage rules (other than the universal availability rule under Code §403(b)(12)(A)(ii)) under the Code and Title I of ERISA.*]

☑ (a) **Discretionary contribution.** The Employer will determine in its sole discretion how much, if any, it will make as an Employer Contribution.

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☐ (b) **Fixed contribution.**

☐ (1) __% of each Participant's Plan Compensation.

☐ (2) $____ for each Participant.

☑ (c) **Contributions under collective bargaining agreement, employment contract or equivalent arrangement.** The Employer will make an Employer Contribution based on a collective bargaining agreement, employment contract or equivalent arrangement as follows:

☑ (1) Describe: All employer contribution formulas are set forth in the applicable agreement between the employer and employee.

☐ (2) See Addendum.

[***Note***: *Insert the appropriate contribution formula (and allocation formula, if applicable) from the collective bargaining agreement, employment contract or equivalent arrangement. The formula must be definitely determinable. Alternatively, the Employer may attach an addendum which incorporates by reference the currently applicable collective bargaining agreement, employment contract or equivalent arrangement. The addendum does not need to include the actual collective bargaining agreement, employment contract or equivalent arrangement, but must be sufficiently descriptive to identify incorporated documents.*]

☐ (d) **Service-based contribution.** The Employer will make the following contribution:

☐ (1) **Discretionary.** A discretionary contribution determined as a uniform percentage of Plan Compensation or a uniform dollar amount for each period of service designated below.

☐ (2) **Fixed percentage.** ___% of Plan Compensation paid for each period of service designated below.

☐ (3) **Fixed dollar.** $___ for each period of service designated below.

The service-based contribution will be based on the following periods of service:

☐ (4) Each Hour of Service

☐ (5) Each week of employment

☐ (6) Describe period: _____

[***Note****: Any described period must satisfy the definitely determinable requirements under Treas. Reg. §1.401-1(b)(1)(i).*]

The service-based contribution is subject to the following rules:

☐ (7) Describe any special provisions that apply to service-based contribution: _____

☐ (e) **Year of Service contribution.** The Employer will make an Employer Contribution based on Years of Service with the Employer.

Years of Service		Contribution %
☐ (1)	From ___ and up through ___	___%
☐ (2)	From ___ and up through ___	___%
☐ (3)	From ___ and up through ___	___%
☐ (4)	From ___ and up through ___	___%
☐ (5)	From ___ and up through ___	___%
☐ (6)	From ___ and up through ___	___%
☐ (7)	From ___ and above	___%

For this purpose, a Year of Service is each Plan Year during which an Employee completes at least 1,000 Hours of Service. Alternatively, a Year of Service is: _____

[***Note:*** *Any alternative definition of a Year of Service must meet the requirements of a Year of Service as defined in Section 2.03 of the BPD.*]

☐ (f) **Describe special rules for determining contributions under the Plan:** _____

[***Note:*** *The Employer may describe special rules for determining contributions under the Plan consistent with the elections under (a) – (e) above and/or a combination thereof.*]

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6-3 **ALLOCATION FORMULA.**

☐ (a) **Uniform allocation.** The discretionary Employer Contribution under AA §6-2 will be allocated:

☐ (1) as a uniform percentage of Plan Compensation.

☐ (2) as a uniform dollar amount.

☐ (b) **Fixed allocation.** The fixed Employer Contribution under AA §6-2 will be allocated in accordance with the selections made with respect to the fixed Employer Contributions under AA §6-2.

☐ (c) **Permitted disparity allocation.** The discretionary Employer Contribution under AA §6-2 will be allocated under the two-step method (as defined in Section 3.02(a)(1)(ii)(A) of the BPD), using the Taxable Wage Base (as defined in Section 1.98 of the BPD) as the Integration Level.

To modify these default rules, complete the appropriate provision(s) below:

☐ (1) **Integration Level.** Instead of the Taxable Wage Base, the Integration Level is:

☐ (i) ____% of the Taxable Wage Base, increased (but not above the Taxable Wage Base) to the next higher:

☐ (A) N/A ☐ (B) $1

☐ (C) $100 ☐ (D) $1,000

☐ (ii) $____ (not to exceed the Taxable Wage Base)

☐ (iii) 20% of the Taxable Wage Base

[***Note:*** *See Section 3.02(a)(1)(ii)(D) of the BPD for rules regarding the Maximum Disparity Rate that may be used where an Integration Level other than the Taxable Wage Base is selected.*]

☐ (2) **Describe** special rules for applying permitted disparity allocation formula: _____

[***Note:*** *Any special rules must relate solely to applying the permitted disparity formula.*]

☐ (d) **Uniform points allocation.** The discretionary Employer Contribution designated in AA §6-2 will be allocated to each Participant in the ratio that each Participant's total points bears to the total points of all Participants. A Participant will receive the following points:

☐ (1) ____ point(s) for each ____ year(s) of age (attained as of the end of the Plan Year).

☐ (2) ____ point(s) for each $____ (not to exceed $200) of Plan Compensation.

☐ (3) ____ point(s) for each ____ Year(s) of Service. For this purpose, Years of Service are determined:

☐ (i) In the same manner as determined for eligibility.

☐ (ii) In the same manner as determined for vesting.

☐ (iii) Points will not be provided with respect to Years of Service in excess of ____.

☐ (e) **Employee group allocation.** The Employer may make a separate Employer Contribution to the Participants in the following allocation groups. The Employer must notify the Vendor or Plan Administrator in writing of the amount of the contribution to be allocated to each allocation group.

☐ (1) A separate discretionary Employer Contribution may be made to each Participant of the Employer (i.e., each Participant is in such Participant's own allocation group).

☐ (2) A separate discretionary or fixed Employer Contribution may be made to the following allocation groups. If no fixed amount is designated for a particular allocation group, the contribution made for such allocation group will be allocated as a uniform percentage of Plan Compensation to all Participants within that allocation group, unless otherwise designated as a uniform dollar amount below.

☐ The contribution made for each allocation group will be allocated as a uniform dollar amount to all Participants within the allocation group.

Description of allocation groups

☐ **Group 1:** _____

[***Note****: Each group must be definitely determinable*.]

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☐ (3) **Special rules.** The following special rules apply to the Employee group allocation formula.

☐ (i) **More than one Employee group.** Unless designated otherwise under this subsection (i), if a Participant is in more than one allocation group described in (2) above during the Plan Year, the Participant will receive an Employer Contribution based on the Participant's status on the last day of the Plan Year.

☐ (A) **Determined separately for each Employee group.** If a Participant is in more than one allocation group during the Plan Year, the Participant's share of the Employer Contribution will be based on the Participant's status for the part of the year the Participant is in each allocation group. However, if the Period for determining Employer Contributions under AA §6-4(a) is not the Plan Year, the Participant will receive an Employer Contribution based on the Participant's status on the last day of the applicable period.

☐ (B) **Describe:** _____

[***Note:*** *Any language under this subsection (B) must be definitely determinable.*]

☐ (f) **Age-based allocation.** The discretionary Employer Contribution designated in AA §6-2 will be allocated under the age-based allocation formula so that each Participant receives a pro rata allocation based on adjusted Plan Compensation. For this purpose, a Participant's adjusted Plan Compensation is determined by multiplying the Participant's Plan Compensation by an Actuarial Factor (as defined in Section 3.02(a)(1)(v)(B) of the BPD).

A Participant's Actuarial Factor is determined based on a specified interest rate and mortality table. Unless designated otherwise under (1) or (2) below, the Plan will use an applicable interest rate of 8.5% and a UP-1984 mortality table.

☐ (1) **Applicable interest rate.** Instead of 8.5%, the Plan will use an interest rate of ___% (must be between 7.5% and 8.5%) in determining a Participant's Actuarial Factor.

☐ (2) **Applicable mortality table.** Instead of the UP-1984 mortality table, the Plan will use the following mortality table in determining a Participant's Actuarial Factor: _____

☐ (3) **Describe special rules applicable to age-based allocation:** _____

[***Note:*** *See Appendix A of the BPD for sample Actuarial Factors based on an 8.5% applicable interest rate and the UP-1984 mortality table. If an interest rate or mortality table other than 8.5% or UP-1984 is selected, appropriate Actuarial Factors must be calculated.*]

☐ (g) **Service-based allocation formula.** The service-based Employer Contribution selected in AA §6-2 will be allocated in accordance with the selections made under the service-based allocation formula in AA §6-2.

☐ (h) **Year of Service allocation formula.** The Year of Service Employer Contribution selected in AA §6-2 will be allocated in accordance with the selections made under the Year of Service allocation formula in AA §6-2.

☑ (i) **Describe special rules for determining allocation formula:** All employer contribution allocation formulas are set forth in the applicable agreement between the employer and employee.

[***Note:*** *The Employer may describe special rules for determining allocation formula under the Plan consistent with the elections under (a) – (h) above and/or a combination thereof.*]

6-4 **SPECIAL RULES.** No special rules apply with respect to Employer Contributions under the Plan, except to the extent designated under this AA §6-4. Unless designated otherwise, in determining the amount of the Employer Contributions to be allocated under this AA §6, the Employer Contribution will be based on Plan Compensation paid during the Plan Year.

☐ (a) **Period for determining Employer Contributions.** Instead of the Plan Year, Employer Contributions will be determined based on Plan Compensation paid during the following period: [*The Plan Year must be used if the permitted disparity allocation method is selected under AA §6-3 above.*]

☐ (1) Plan Year quarter

☐ (2) calendar month

☐ (3) payroll period

☐ (4) Other period more frequent than Plan Year: _____

[***Note:*** *Although Employer Contributions are determined on the basis of Plan Compensation paid during the period designated under this subsection (a), this does not require the Employer to actually make contributions or allocate contributions on the basis of such period. Employer Contributions may be contributed and allocated to Participants at any time within the contribution period permitted under Treas. Reg. §1.415(c)-1(b)(6)(B), regardless of the period selected under this subsection (a). Any alternative period designated under subsection (4) may not exceed a 12-month period and will apply uniformly to all Participants.*]

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☐ (b) **Limit on Employer Contributions.** The Employer Contribution elected in AA §6-2 may not exceed:

☐ (1) ___% of Plan Compensation

☐ (2) $___

☐ (3) A discretionary amount determined by the Employer applied in a uniform manner for all eligible Participants for the Plan Year.

☐ (c) **Offset of Employer Contribution.**

☐ (1) A Participant's allocation of Employer Contributions under AA §6-2 of this Plan is reduced by contributions under _____ [*insert name of plan(s)*].

☐ (2) In applying the offset under this subsection (c), the following rules apply: _____

☐ (d) **Other special rules relating to Employer Contributions:** _____

6-5 **SPECIAL EMPLOYER CONTRIBUTIONS.**

(a) **Contributions for former Employees.** If this subsection (a) is elected, the Employer may continue to make Employer Contributions on behalf of a former Employee for the period through the end of the Taxable Year of the Employee in which such Employee ceases to be an Employee and through the end of each of the next five Taxable Years (as provided in Section 3.01(c) of the BPD), as described below:

☐ (1) A separate discretionary Employer Contribution may be made to each former Employee (i.e., each former Employee is in such former Employee's own allocation group).

☐ (2) The Employer will allocate ___% of the former Employee's deemed Total Compensation for the period through the end of the taxable year in which the former Employee has a Severance from Employment and the next ___ taxable years (not to exceed 5).

☑ (3) Describe the contribution/allocation formula that applies to former Employees: All employer contributions to former employees is set forth in the applicable agreement between the employer and the employee.

[***Note:*** *The Employer must describe the contribution/allocation rules in a definitely determinable manner consistent with the contribution and allocation elections available under AA §6-2 and 6-3 and/or a combination thereof.*]

☑ (b) **Contributions of accrued unpaid sick, PTO and/or vacation leave.** (Complete all that apply.)

☑ (1) The Employer will make Employer Contributions of amounts of accrued unpaid sick leave, as described below: All employer contributions for unaccrued sick leave, if any, are set forth in the applicable agreement between the employer and the employee.

☑ (2) The Employer will make Employer Contributions of amounts of accrued unpaid vacation leave, as described below: All employer contributions for unpaid vacation leave, if any, are set forth in the applicable agreement between the employer and the employee.

☑ (3) The Employer will make Employer Contributions of amounts of accrued unpaid PTO leave, as described below: All employer contributions for unaccrued PTO leave, if any, are set forth in the applicable agreement between the employer and the employee.

[***Note:*** *The Employer must describe an Employer Contribution of accrued unpaid sick, PTO and/or vacation leave that meets the following requirements:*

- *The leave converted under the arrangement can only be accrued unpaid leave;*
- *The leave converted can only be sick, PTO and/or vacation leave;*
- *The Employer must designate how often the conversions occur under this AA §6-5;*
- *The eligibility requirements for participation in the plan cannot be such that an Employee becomes a Participant only in the plan year in which the Employee terminates employment;*
- *The only accrued unpaid leave which can be converted under the arrangement must only be leave for which the Employee has no right to request a cash payment;*
- *The leave conversion formula can only be one which involves multiplying an Employee's current daily rate of pay against the amount of accrued unpaid leave being converted; and*
- *The leave conversion formula is definitely determinable.*]

[***Note:*** *As an alternative to describing the Employer Contribution of accrued unpaid sick, PTO and/or vacation leave above, the Employer may attach an addendum which incorporates by reference the currently applicable accrued sick, PTO and/or vacation leave policy. The addendum does not need to include the actual accrued sick, PTO and/or vacation leave policy, but must be sufficiently descriptive to identify incorporated documents.*]

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6-6 **MANDATORY CONTRIBUTIONS.** See AA §6C-3 for elections relating to Mandatory Contributions.

6-7 **ALLOCATION CONDITIONS.** A Participant must satisfy any allocation conditions designated under this AA §6-7 to receive an allocation of Employer Contributions under the Plan. Allocation conditions do not apply to Mandatory Contributions.

☐ (a) **No allocation conditions** apply with respect to Employer Contributions under the Plan.

☐ (b) **Employment condition.** An Employee must be employed with the Employer on the last day of the Plan Year.

☐ (c) **Minimum service condition.** An Employee must be credited with at least:

☐ (1) ____ Hours of Service during the Plan Year.

☐ (i) Hours of Service are determined using actual Hours of Service.

☐ (ii) Hours of Service are determined using the following Equivalency Method (as defined under AA §4-3(e)):

☐ (A) Monthly ☐ (B) Weekly

☐ (C) Daily ☐ (D) Semi-monthly

☐ (E) Hours worked ☐ (F) Regular time hours

☐ (2) ____ consecutive days of employment with the Employer during the Plan Year.

☐ (d) **Application to a specified period.** The allocation conditions selected under this AA §6-7 apply on the basis of the Plan Year. Alternatively, if an employment or minimum service condition applies under this AA §6-7, the Employer may elect under this subsection (d) to apply the allocation conditions on a periodic basis as set forth below. (See Section 3.06(a) of the BPD for a description of the rules for applying the allocation conditions on a periodic basis.)

☐ (1) **Period for applying allocation conditions.** Instead of the Plan Year, the allocation conditions set forth under subsection (2) below apply with respect to the following periods:

☐ (i) Plan Year quarter

☐ (ii) calendar month

☐ (iii) payroll period

☐ (iv) Other period more frequent than Plan Year: _____

☐ (2) **Application to allocation conditions.** If this subsection (2) is checked to apply allocation conditions on the basis of specified periods, to the extent an employment or minimum service allocation condition applies under this AA §6-7, such allocation condition will apply based on the period selected under subsection (1) above, unless designated otherwise below:

☐ (i) Only the employment condition will be based on the period selected in subsection (1) above.

☐ (ii) Only the minimum service condition will be based on the period selected in subsection (1) above.

☐ (iii) Describe any special rules: _____

[***Note:*** *Any special rules under subsection (iii) must relate solely to the application of the allocation conditions.*]

☐ (e) **Exceptions.**

☐ (1) The above allocation condition(s) will **not** apply if the Employee, during the Plan Year:

☐ (i) dies.

☐ (ii) has a Severance from Employment due to becoming Disabled.

☐ (iii) becomes Disabled.

☐ (iv) has a Severance from Employment after attaining Normal Retirement Age.

☐ If this box is checked, this waiver of allocation conditions applies only once during the Participant's employment with the Employer. Thus, if an Employee is rehired after such a waiver was applied to such Employee, the waiver of allocation conditions will not apply to a subsequent Severance from Employment.

☐ (v) has a Severance from Employment after attaining Early Retirement Age.

☐ If this box is checked, this waiver of allocation conditions applies only once during the Participant's employment with the Employer. Thus, if an Employee is rehired after such a waiver was applied to such Employee, the waiver of allocation conditions will not apply to a subsequent Severance from Employment.

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☐ (vi) is on an authorized leave of absence from the Employer.

☐ (2) The exceptions selected under subsection (1) will apply even if an Employee has not had a Severance from Employment at the time of the selected event(s).

☐ (3) The exceptions selected under subsection (1) do not apply to:

☐ (i) an employment condition designated under this AA §6-7.

☐ (ii) a minimum service condition designated under this AA §6-7.

☐ (iii) a Discretionary Employer Contribution.

☐ (iv) a Fixed Employer Contribution.

☐ (f) **Equivalency Method**. For purposes of determining an Employee's Hours of Service for allocation purposes, the Plan will use the Equivalency Method (as defined in Section 2.03(a)(5) of the BPD). The Equivalency Method will apply to:

☐ (1) All Employees.

☐ (2) Only Employees for whom the Employer does not maintain hourly records. For Employees for whom the Employer maintains hourly records, eligibility will be determined based on actual hours worked.

☐ (g) **Elapsed Time Method**. For purposes of determining an Employee's service for allocation purposes, the Plan will use the Elapsed Time Method.

☑ (h) **Describe** any special rules governing the allocation conditions under the Plan: Any allocation conditions for employer contributions are set forth in the applicable agreement between the employer and employee.

SECTION 6A
SALARY DEFERRALS

6A-1 **SALARY DEFERRALS.** Are Eligible Employees permitted to make Salary Deferrals under the Plan?

☑ Yes

☐ No [*If "No" is checked, skip to Section 6B.*]

6A-2 **MAXIMUM LIMIT ON SALARY DEFERRALS.** Unless designated otherwise below, a Participant may defer any amount up to the Elective Deferral Dollar Limit and the Code §415 Limitation (as set forth in Sections 5.02 and 5.03 of the BPD).

☐ (a) **Salary Deferral Limit.** A Participant may not defer an amount in excess of:

☐ (1) ____% of Plan Compensation

☐ (2) $____.

[***Note:*** *If both subsection (1) and subsection (2) are checked, the deferral limit is the lesser of the amounts selected.*]

Any limit described in subsection (1) or subsection (2) above applies with respect to the following period:

☐ (3) Plan Year.

☐ (4) the portion of the Plan Year during which the individual is eligible to participate.

☐ (5) each separate payroll period during which the individual is eligible to participate.

☐ (b) **Limits on deferrals on bonus payments.** [***Note:*** *This subsection (b) may only be selected if bonus payments are not excluded under AA §5-3.*]

☐ (1) The same limits specified above apply to bonus and non-bonus Plan Compensation. Employees may defer any amounts out of bonus payments, subject to the Elective Deferral Dollar Limit and the Code §415 Limitation (as defined in Sections 5.02 and 5.03 of the BPD) and any other limit on Salary Deferrals under this AA 6A-2. The Employer may impose special limits on bonus payments under the Salary Reduction Agreement. (See Section 3.03(a) of the BPD.)

☐ (2) A Participant may defer up to ____% (*not to exceed 100%*) of any bonus payment (subject to the Elective Deferral Dollar Limit and the Code §415 Limitation) without regard to any other limits described under this AA §6A-2. The Employer may impose special limits on bonus payments under the Salary Reduction Agreement. (See Section 3.03(a) of the BPD.)

☐ (3) Describe special rules applicable to deferrals on bonus payments: _____

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☐ (c) Describe any other Plan limitations on Salary Deferrals: _____

6A-3 **MINIMUM DEFERRAL RATE.** Unless designated otherwise under this AA §6A-3, no minimum deferral requirement applies under the Plan. Alternatively, a Participant must defer at least the following amount in order to make Salary Deferrals under the Plan.

☐ (a) ___% of Plan Compensation for a payroll period.

☐ (b) $___ for a payroll period.

☐ (c) Describe: _____

[***Note:*** *If more than one limit applies under this AA §6A-3, the minimum deferral rate is the lesser of the amounts designated under this AA §6A-3. If AA §2-3(d) is checked, and the Plan is intended to be a FICA Replacement Plan but does not permit Employer Contributions (AA §6-1 is "No") or Matching Contributions (AA §6B-1 is "No"), the minimum deferral rate must be at least 7.5%. See BPD Section 6.04(a)(3).*]

6A-4 **CATCH-UP CONTRIBUTIONS.** Age 50 Catch-Up Contributions (as defined in Section 3.03(d) of the BPD) and Special Catch-Up Contributions for Qualified Employees of Qualified Organizations (as defined in Section 3.03(e) of the BPD) are permitted under the Plan, unless designated otherwise under this AA §6A-4.

☐ (a) Age 50 Catch-Up Contributions are not permitted under the Plan.

☑ (b) Special Catch-Up Contributions for Qualified Employees of Qualified Organizations are not permitted under the Plan.

6A-5 **ROTH DEFERRALS.** Roth Deferrals, if available, are subject to the terms of the governing Investment Arrangement(s).

(a) **Availability of Roth Deferrals.**

☑ (1) Roth Deferrals are permitted under the Plan.

☐ (2) Roth Deferrals are not permitted under the Plan.

[***Note:*** *If Roth Deferrals are effective as of a date later than the Effective Date of the Plan, designate such special Effective Date in AA §6A-9 below.*]

(b) **Distribution of Roth Deferrals.** Unless designated otherwise under this subsection (b), to the extent a Participant takes a distribution or withdrawal from such Participant's Salary Deferral Account(s), the Participant may designate the extent to which such distribution is taken from the Pre-Tax Deferral Account or from the Roth Deferral Account. (See Section 8.09(b) of the BPD for default distribution rules if a Participant fails to designate the appropriate Account(s) for distribution purposes.)

Alternatively, the Employer may designate the order of distributions for the distribution types listed below or in a separate administrative procedure:

☐ (1) **Distributions and withdrawals.**

☐ (i) Any distribution will be taken on a pro rata basis from the Participant's Pre-Tax Deferral Account and Roth Deferral Account.

☐ (ii) Any distribution will be taken first from the Participant's Roth Deferral Account and then from the Participant's Pre-Tax Deferral Account.

☐ (iii) Any distribution will be taken first from the Participant's Pre-Tax Deferral Account and then from the Participant's Roth Deferral Account.

☐ (2) **Distribution of Excess Deferrals.**

☐ (i) Distribution of Excess Deferrals will be made from Roth and Pre-Tax Deferral Accounts in the same proportion that deferrals were allocated to such Accounts for the calendar year.

☐ (ii) Distribution of Excess Deferrals will be made first from the Roth Deferral Account and then from the Pre-Tax Deferral Account.

☐ (iii) Distribution of Excess Deferrals will be made first from the Pre-Tax Deferral Account and then from the Roth Deferral Account.

(c) **In-Plan Roth Conversions.** In-Plan Roth Conversions are not permitted unless Roth Deferrals are permitted in subsection (a) above, and then are permitted only if elections in this subsection (c) are completed.

☑ (1) **Effective date.** Effective January 1, 2013, a Participant may elect to convert all or any portion of such Participant's non-Roth vested Account Balance to an In-Plan Roth Conversion Account.

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[***Note:*** *The Plan must provide for Roth Deferrals under AA §6A-5 as of the effective date designated in this subsection (c). An election under this subsection (c) does not affect an In-Plan Roth Conversion that was allowed under prior Plan provisions.*]

(2) **In-Service Distribution.**

☑ (i) For a Participant to convert such Participant's eligible contributions to Roth Deferrals through an In-Plan Roth Conversion, the Participant need not be eligible to take a distribution from the Plan. [***Note:*** *If this subsection (i) is checked, a Participant may convert any or all of the eligible contribution types to Roth Deferrals through an In-Plan Roth Conversion.*]

☐ (ii) For a Participant to convert such Participant's eligible contributions to Roth Deferrals through an In-Plan Roth Conversion, a Participant must be eligible for a distribution of any amounts converted to Roth Deferrals through an In-Plan Roth Conversion. Thus, only amounts that are eligible for distribution under AA §9 or AA §10 are eligible for In-Plan Roth Conversion.

(3) **Contribution types.** An Employee may elect to make an In-Plan Roth Conversion from all available contribution types under the Plan.

To override this default provision to limit the contributions types available for In-Plan Roth Conversion, select the applicable contribution types from which an In-Plan Roth Conversion is available:

☐ (i) Pre-tax Deferrals

☐ (ii) Employer Contributions

☐ (iii) Matching Contributions

☐ (iv) After-Tax Employee Contributions

☐ (v) Rollover Contributions

☐ (vi) Mandatory Contributions

☐ (vii) Describe: _____

[***Note:*** *Any contribution types described in this subsection (vii) must be definitely determinable and not subject to Employer discretion.*]

(4) **Limits applicable to In-Plan Roth Conversions.** No special limits apply with respect to In-Plan Roth Conversions, unless designated otherwise under this subsection (4).

☐ (i) Roth conversions may only be made from contribution types that are fully vested (i.e., 100% vested).

[***Note:*** *If an In-Plan Roth Conversion is permitted from partially-vested types, special rules apply for determining the vested percentage of such amounts after conversion. See the rules under Section 7.08 of the BPD.*]

☐ (ii) A Participant may not make an In-Plan Roth Conversion of less than $___.

☐ (iii) A Participant may not make an In-Plan Roth Conversion of any outstanding loan amount.

[***Note:*** *If this subsection (iii) is not checked, a Participant may convert amounts that are attributable to an outstanding loan, to the extent the loan relates to a contribution type that is eligible for conversion under subsection (3) above.*]

☐ (iv) Only Participants who are current Employees are allowed to make In-Plan Roth Conversions.

☐ (v) The ability to make In-Plan Roth Conversions is limited to the following events: _____

☐ (vi) Describe: _____

[***Note:*** *Any selection in this subsection (vi) must be definitely determinable and not subject to Employer discretion.*]

(5) **Amounts available to pay federal and state taxes generated from an In-Plan Roth Conversion.** No special provisions apply to allow Participants to withdraw funds to pay federal or state taxes generated from an In-Plan Roth Conversion, except as provided otherwise under this subsection (5).

☐ (i) **In-service distribution.** If the Plan does not otherwise permit an in-service distribution at the time of the In-Plan Roth Conversion and this subsection (i) is checked, a Participant may elect to take an in-service distribution solely to pay taxes generated from the In-Plan Roth Conversion to the extent such in-service distribution would otherwise be permitted under Section 8.08 of the BPD.

[***Note:*** *If this subsection (i) is checked, a Participant may take an in-service distribution only to the extent such distribution would otherwise be permitted under the provisions of Section 8.08 of the BPD.*]

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☐ (ii) **Participant loan.** Generally, a Participant may request a loan from the Plan to the extent permitted under Section 13 of the BPD and AA Appendix B. However, to the extent a Participant loan is not otherwise allowed and this subsection (ii) is selected, a Participant may receive a Participant loan solely to pay taxes generated from an In-Plan Roth Conversion.

[***Note:*** *If this subsection (ii) is selected and Participant loans are not otherwise authorized under the Plan, any Participant loan made pursuant to this subsection (ii) will be made in accordance with the default loan policy described in Section 13 of the BPD.*]

(6) **Distribution from In-Plan Roth Conversion Account.** Distributions from the In-Plan Roth Conversion Account will be permitted at the same time as permitted for Roth Deferrals, as set forth under AA §10-1, unless designated otherwise under this subsection (6). However, earlier distribution of certain converted amounts may be required to the extent necessary to protect distribution options that were available with respect to such converted amounts prior to the In-Plan Roth Conversion.

☐ (i) In-service distributions will not be permitted from an In-Plan Roth Conversion Account. However, a distribution must continue to be offered for any converted amounts as of the earliest date a distribution would otherwise be permitted for such converted amounts, without regard to the In-Plan Roth Conversion.

☐ (ii) An in-service distribution may be made from the In-Plan Roth Conversion Account at any time, subject to any source distributions restrictions that applied to amounts prior to the conversion.

☐ (iii) Describe distribution options: _____

☐ (d) **SPECIAL RULES APPLICABLE TO ROTH DEFERRALS.** _____

[***Note:*** *Any special rules must satisfy the requirements applicable to Roth Deferrals under Code §402A.*]

6A-6 **AUTOMATIC INCREASE FOR PARTICIPANTS WITH AFFIRMATIVE SALARY DEFERRAL ELECTION.** A Participant's affirmative Salary Deferral election will not automatically increase or expire. To override this default, select the appropriate elections below.

If elected, a Participant's affirmative Salary Deferral election will expire annually, unless otherwise indicated below. Prior to expiration, the Plan must provide Participants with a timely notice that their affirmative Salary Deferral elections will expire and how the automatic increase provision will apply. Prior to the expiration of an affirmative Salary Deferral election, the Participant can complete a new affirmative Salary Deferral election and designate a new Salary Deferral percentage. If a Participant fails to complete a new affirmative Salary Deferral election subsequent to the prior election expiring, the Participant's current Salary Deferral election will continue and will be subject to the automatic increase below.

(a) If elected under this subsection (a), a Participant's affirmative Salary Deferral election will increase each Plan Year as follows: (See Section 3.03(c) of the BPD.)

☐ (1) ___%, up to a maximum of ___%.

A Participant's affirmative Salary Deferral election will expire and the automatic increase will occur:

☐ (2) Annually, on _____ [*indicate date*]

☐ (3) Describe: _____ [*indicate date/frequency, other than annual*]

☐ (b) Automatic increase and expiration provisions will apply to:

☐ (1) All Participants with an affirmative Salary Deferral election.

☐ (2) Only Participants with an affirmative Salary Deferral election that is less than or equal to ___%

☐ (3) Only Participants with an affirmative Salary Deferral election that is at least ___%

☐ (4) Describe: _____ [*must not discriminate in favor of Highly Compensated Employees]*

(c) The automatic increase will be allocated under the Plan's administrative procedures unless otherwise indicated below:

☐ Describe: _____ [*indicate manner in which the automatic increase will be allocated to the Participant's account*.]

(d) **Application of automatic increase.** Unless designated otherwise under this subsection (d), if an automatic increase is selected under this AA §6A-6, the automatic increase will take effect as of the first day of the second Plan Year following the Plan Year in which the salary deferral election first becomes effective with respect to a Participant. (See Section 3.03(c)(2)(i)(C) of the BPD.)

☐ (1) **First Plan Year.** Instead of applying as of the second Plan Year, the automatic increase described in subsection (a) takes effect as of the appropriate date (as designated under subsection (4) below) within the first Plan Year following the date salary deferrals begin.

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☐ (2) **Designated Plan Year.** Instead of applying as of the second Plan Year, the automatic increase described in subsection (a) takes effect as of the appropriate date (as designated under subsection (4) below) within the ___ Plan Year following the Plan Year in which the salary deferral election first becomes effective with respect to a Participant.

☐ (3) **At least 6 months after.** Instead of applying as of the second Plan Year, the automatic increase described in subsection (a) takes effect as of the appropriate date (as designated under subsection (4) below) which is at least 6 months (or 180 days) after the Participant first has salary deferrals withheld.

☐ (4) **Effective date.** The automatic increase described under subsection (a) is generally effective as of the first day of the Plan Year. If this subsection (4) is checked, instead of becoming effective on the first day of the Plan Year, the automatic increase will be effective on:

☐ (i) The anniversary of the Participant's date of hire.

☐ (ii) The anniversary of the Participant's first salary deferral contribution.

☐ (iii) The first day of each calendar year.

☐ (iv) The anniversary of the Participant's Entry Date.

☐ (v) Other date: _____

[***Note**: The date must be definite and must be consistent with the elections allowed under this AA §6A-6.*]

☐ (e) **Expiration of affirmative deferral elections.** A Participant's affirmative deferral election will expire:

☐ (1) at the end of each Plan Year.

☐ (2) Describe date that the affirmative election will expire: _____

[***Note**: The date must be definite and must be consistent with the elections allowed under this AA §6A-6.*]

The Plan must provide Participants with a timely notice that their affirmative deferral elections will expire and the application of any escalator provision. If a Participant fails to complete a new affirmative deferral election subsequent to the prior election expiring, the Participant's current deferral percentage will continue and will be subject to any automatic increase, as may be applicable.

☐ Alternatively**,** if a Participant fails to complete a new affirmative deferral election subsequent to the prior election expiring, the Participant's current deferral percentage will continue and will NOT be subject to any automatic increase.

☐ (f) **Describe special rules** applicable to the automatic increase and expiration of affirmative Salary Deferral election: ____

[***Note:** Any special rules under this subsection (f) must satisfy the rules applicable to automatic increases under Treas. Reg. §1.401(k)-3, if applicable.*]

6A-7 **CHANGE OR REVOCATION OF DEFERRAL ELECTION.**

(a) **Change or revocation of deferral election.** In addition to the Participant's Entry Date under the Plan, a Participant's election to change or resume a deferral election will be effective as set forth under the Salary Reduction Agreement or other written procedures adopted by the Plan Administrator. A Participant must be permitted to change or revoke a deferral election at least once per year. Unless the Salary Reduction Agreement or other written procedures adopted by the Plan Administrator provide otherwise, a Participant may revoke a deferral election (on a prospective basis) at any time.

(b) **Salary deferral elections of rehired Participants.** Unless designated otherwise below, a Participant's affirmative election to defer (or to not defer) will cease upon Severance from Employment and the Participant will need to make a new election upon rehire.

☐ **Participant's affirmative election does not cease upon Severance from Employment.** If this subsection (b) is selected, a terminated Participant's affirmative election to defer (or to not defer) **will not cease** upon Severance from Employment and the Participant's affirmative election to defer (or to not defer) in effect at the time of Severance from Employment will apply upon rehire.

[***Note**: The Employer may modify the rules applicable to rehired employees under the Salary Reduction Agreement or other administrative procedures.*]

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6A-8 **AUTOMATIC CONTRIBUTION ARRANGEMENT.** No automatic contribution provisions apply under Section 3.03 of the BPD, unless provided otherwise under this AA §6A-8. [***Note:*** *A governmental Employer's election to include automatic deferral provisions may be subject to State and local anti-garnishment and other applicable State and local laws and regulations.*]

☐ (a) **Type of Automatic Contribution Arrangement.**

☐ (1) **Eligible Automatic Contribution Arrangement.** Check this subsection (1) if the Employer intends for the Plan to be an Eligible Automatic Contribution Arrangement (EACA), as described in Section 3.03(c)(2). If this subsection (1) is checked, the selections in this AA §6A-8 must be consistent with the requirements of an EACA. As an EACA, the Employer also must complete AA §6A-8(c) relating to permissible withdrawals.

☐ (2) **Automatic Contribution Arrangement other than an EACA.** Check this subsection (2) if the Employer intends for the Plan to be an Automatic Contribution Arrangement other than an EACA.

☐ (b) **Automatic deferral election.** Upon becoming eligible to make Salary Deferrals under the Plan, a Participant will be deemed to have entered into a Salary Reduction Agreement for each payroll period, unless the Participant completes a Salary Reduction Agreement (subject to the limitations under AA §6A-2 and AA §6A-3) in accordance with procedures adopted by the Plan Administrator.

☐ (1) **Effective date of Automatic Contribution Arrangement or EACA.** The automatic deferral provisions under this AA §6A-8 are effective as of:

☐ (i) The Effective Date of this Plan as set forth under the Employer Signature Page.

☐ (ii) _____ [*insert date no earlier than the Effective Date of this Plan*].

☐ (iii) As set forth under a prior Plan document. [***Note:*** *If this subsection (iii) is checked, the automatic deferral provisions under this AA §6A-8 will apply as of the original Effective Date of the automatic contribution arrangement. Unless provided otherwise under this AA §6A-8, an Employee who is automatically enrolled under a prior Plan document will continue to be automatically enrolled under the current Plan document.*]

☐ (iv) If the Employer is amending the provisions applicable to the ACA or EACA, the amended provisions are effective as of _____ [*insert date*].

[***Note****: In no event may the automatic deferral election apply to amounts that would (but for the automatic deferral election) become currently available after the later of the date on which the Employer adopts the cash or deferred arrangement, or the date on which the arrangement first becomes effective*.]

☐ (2) **Automatic Contribution Arrangement deferral amount and automatic increase.**

☐ (i) **Automatic deferral amount.**

☐ (A) ___% of Plan Compensation

☐ (B) $___

☐ (ii) **Automatic increase.** If elected under this subsection (ii), the automatic deferral amount will increase each Plan Year by the following amount. (See Section 3.03(c) of the BPD.)

☐ (A) ___% of Plan Compensation

☐ (B) $____

☐ (C) If this subsection (C) and subsection (3)(iii) below (relating to the expiration of affirmative deferral elections) are both elected, the automatic increase will apply to all Participants, including those Participants whose affirmative deferral elections have expired and no subsequent affirmative election is made.

Any automatic increase elected under this subsection (ii) will not cause the automatic deferral amount to exceed:

☐ (D) ___% of Plan Compensation

☐ (E) $_____

☐ (iii) **Special application of automatic increase provisions.** The Employer may describe under this subsection (iii) special rules applicable to automatic increase provisions: _____

[***Note:*** *Any special application of the automatic increase provisions must be definitely determinable.*]

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(3) **Application of automatic deferral provisions.** The automatic deferral election under subsection (2) will apply to new Participants (i.e., Participants who enter the Plan after the automatic deferral provisions are effective) and current Participants (i.e., Participants who were eligible to participate in the Plan at the time the automatic deferral provisions are effective) as set forth under this subsection (3).

☐ (i) **New Participants.** The automatic deferral provisions apply to all eligible Participants who do not enter into a Salary Reduction Agreement (including an election not to defer) and who:

☐ (A) become Participants on or after the effective date of the automatic deferral provisions.

☐ (B) are hired on or after the effective date of the automatic deferral provisions.

☐ (ii) **Current Participants.** The automatic deferral provisions apply to all other eligible Participants as follows:

☐ (A) Automatic deferral provisions apply to all current Participants who have not entered into a Salary Reduction Agreement (including an election not to defer under the Plan).

☐ (B) Automatic deferral provisions apply to all current Participants who have not entered into a Salary Reduction Agreement that is at least equal to the automatic deferral amount under subsection (2)(i). Current Participants who have made a Salary Reduction Agreement that is less than the automatic deferral amount, or who have not made a Salary Reduction Agreement, will automatically be increased to the automatic deferral amount unless the Participant enters into a new Salary Reduction Agreement on or after the effective date of the automatic deferral provisions.

☐ (C) Automatic deferral provisions do not apply to current Participants. Only new Participants described in subsection (3)(i) are subject to the automatic deferral provisions. [***Note:*** *See Section 3.03(c)(2)(i) of the BPD for the application of this subsection (C) under an EACA.*]

☐ (D) No change for current Participants. Prior automatic deferral provisions will continue to apply.

☐ (E) Automatic deferral provisions apply to all current Participants who have not entered into a Salary Reduction Agreement (excluding an election not to defer under the Plan).

☐ (F) Describe: _____

☐ (iii) **Expiration of affirmative deferral elections.** Unless this subsection (iii) is elected, for purposes of the automatic deferral provisions of the Plan, a Participant's affirmative elective deferral election will not expire. If this subsection (iii) is elected, a Participant's affirmative deferral election will expire:

☐ (A) at the end of each Plan Year.

☐ (B) Describe date that the affirmative election will expire: _____

[***Note****: The date must be definite.*]

The Plan must provide Participants with a timely notice that their affirmative deferral elections will expire and the application of any escalator provision. If a Participant fails to complete a new affirmative deferral election subsequent to the prior election expiring, the Participant becomes subject to the automatic deferral percentage as specified in the Plan pursuant to the automatic contribution arrangement provisions. Each year, upon the expiration of an affirmative deferral election, the Participant can always complete a new affirmative election and designate a new deferral percentage.

☐ Alternatively**,** if a Participant fails to complete a new affirmative deferral election subsequent to the prior election expiring, the Participant's current deferral percentage will continue and will be subject to any automatic increase, as may be applicable.

(iv) **Treatment of automatic deferrals.** Any Salary Deferrals made pursuant to an automatic deferral election will be treated as Pre-Tax Salary Deferrals, unless designated otherwise under this subsection (iv).

☐ Any Salary Deferrals made pursuant to an automatic deferral election will be treated as Roth Deferrals. [***Note:*** *This subsection (iv) may only be checked if Roth Deferrals are permitted under AA §6A-5.*]

[***Note:*** *Any Salary Reduction Agreement (including an election not to defer under the Plan) made after the effective date of the automatic deferral provisions will override such automatic deferral provisions.*]

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(4) **Application of automatic increase.** Unless designated otherwise under this subsection (4), if an automatic increase is selected under subsection (2)(ii) above, the automatic increase will take effect as of the first day of the second Plan Year following the Plan Year in which the automatic deferral election first becomes effective with respect to a Participant. (See Section 3.03(c)(2)(i) of the BPD.)

☐ (i) **First Plan Year.** Instead of applying as of the second Plan Year, the automatic increase described in subsection (2)(ii) takes effect as of the appropriate date (as designated under subsection (iv) below) within the first Plan Year following the date automatic contributions begin.

☐ (ii) **Designated Plan Year.** Instead of applying as of the second Plan Year, the automatic increase described in subsection (2)(ii) takes effect as of the appropriate date (as designated under subsection (iv) below) within the _____ Plan Year following the Plan Year in which the automatic deferral election first becomes effective with respect to a Participant.

☐ (iii) **At least 6 months after.** Instead of applying as of the second Plan Year, the automatic increase described in subsection (2)(ii) takes effect as of the appropriate date (as designated under subsection (iv) below) which is at least 6 months (or 180 days) after the Participant first has automatic deferrals withheld.

☐ (iv) **Effective date.** The automatic increase described under subsection (2)(ii) is generally effective as of the first day of the Plan Year. If this subsection (iv) is checked, instead of becoming effective on the first day of the Plan Year, the automatic increase will be effective on:

☐ (A) The anniversary of the Participant's date of hire.

☐ (B) The anniversary of the Participant's first automatic deferral contribution.

☐ (C) The first day of each calendar year.

☐ (D) The anniversary of the Participant's Entry Date.

☐ (E) Other date: _____

☐ (v) **Special rules:** _____

[***Note:*** *Any special rules under this subsection (v) must satisfy the rules applicable to automatic increases under Treas. Reg. §1.401(k)-3, if applicable.*]

(5) **Treatment of Employees who have had a Severance from Employment and who are rehired.** Unless designated otherwise below, in applying the automatic deferral provisions under this AA§6A-8, including the automatic increase provisions, a rehired Participant is treated as a new Employee (regardless of the amount of time since the rehired Employee has a Severance from Employment).

☐ (i) **Rehired Employees not treated as new Employee.** In applying the automatic deferral provisions under this AA§6A-8, including the automatic increase provisions, a rehired Participant is not treated as a new Employee. Thus, for example, a rehired Participant's deferral percentage will be calculated based on the date the individual first began making automatic deferrals under the Plan.

☐ (ii) **Administrative procedure.** The treatment of re-hired employees will be governed by separate administrative procedure.

☐ (iii) **Describe special rules applicable to rehired employees:** _____

[***Note:*** *Any special rules under this subsection (iii) must satisfy the rules applicable to automatic enrollment under Treas. Reg. §1.401(k)-1, if applicable.*]

☐ (c) **Permissible Withdrawals under an Eligible Automatic Contribution Arrangement (EACA).**

☐ (1) **Permissible withdrawals allowed.** If the Plan satisfies the requirements for an EACA (as set forth in Section 3.03(c)(2) of the BPD), the permissible withdrawal provisions under Section 3.03(c)(2) of the BPD apply. Thus, a Participant who receives an automatic deferral may withdraw such contributions (and earnings attributable thereto) within the time period set forth under Section 3.03(c)(2) of the BPD, without regard to the in-service distribution provisions selected under AA §10-1. Unless elected otherwise below, if an Employee does not make automatic deferrals to the Plan for an entire Plan Year (e.g., due to Severance from Employment), the Plan may allow such Employee to take a permissive withdrawal, but only with respect to default contributions made after the Employee's return to employment.

☐ The ability to take permissible withdrawals does not apply to rehired Employees, even if such Employees have not made automatic deferrals to the Plan for an entire Plan Year due to Severance from Employment.

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☐ (2) **No permissible withdrawals.** Although the Plan contains an automatic deferral election that is designed to satisfy the requirements of an EACA, the permissible withdrawal provisions under this subsection (c) are not available.

☐ (3) **Time period for electing a permissible withdrawal.** Instead of a 90-day election period, a Participant must request a permissible withdrawal no later than _____ [*may not be less than 30 nor more than 90*] days after the date the Plan Compensation from which such Salary Deferrals are withheld would otherwise have been included in gross income.

☐ (d) **Other automatic deferral provisions:** _____

[***Note:*** *Any language added under this subsection (d) must be definitely determinable. Under this subsection (d), the Employer may describe the automatic deferral provisions from the elections available in Section 6A and/or a combination thereof.*]

6A-9 **SPECIAL DEFERRAL EFFECTIVE DATES.** Unless designated otherwise under this AA §6A-9, a Participant is eligible to make Salary Deferrals under the Plan as of the Effective Date of the Plan (as designated in the Employer Signature Page). However, in no case may a Participant begin making Salary Deferrals prior to the later of the date the Employee becomes a Participant, the date the Participant executes a Salary Reduction Agreement or the date the Plan is adopted or effective.

To designate a later Effective Date for Salary Deferrals or Roth Deferrals, complete this AA §6A-9.

☐ (a) **Salary Deferrals.** A Participant is eligible to make Salary Deferrals under the Plan as of:

☐ (1) the date the Plan is executed by the Employer (as indicated on the Employer Signature Page).

☐ (2) _____ (insert date).

☐ (b) **Roth Deferrals.** The Roth Deferral provisions under AA §6A-5 are effective as of _____. [*If Roth Deferrals are permitted under AA §6A-5 above, Roth Deferrals are effective as of the Effective Date applicable to Salary Deferrals under this AA §6A-9, unless a later date is designated under this subsection (b).*]

6A-10 **SPECIAL RULES APPLICABLE TO SALARY DEFERRALS.** The following special rules apply to Salary Deferrals:

_____

[***Note:*** *Any special rules must satisfy the applicable requirements for a Governmental Plan under Code §403(b), including the universal availability rule under Code §403(b)(12)(A)(ii). Under this AA §6A-10, the Employer may only describe special rules which are consistent with the available elections under AA §6A.*]

SECTION 6B
MATCHING CONTRIBUTIONS

6B-1 **MATCHING CONTRIBUTIONS.** Is the Employer authorized to make Matching Contributions under the Plan?

☐ **Yes.**

☑ **No.** [*Check this box if there are no Matching Contributions. If "No" is checked, skip to Section 6C.*]

6B-2 **MATCHING CONTRIBUTION FORMULA.** For the period designated in AA §6B-5 below, the Employer will make the following Matching Contribution on behalf of Participants who satisfy the allocation conditions under AA §6B-7 below.

[***Note:*** *See AA §6B-3 for the definition of Eligible Contributions for purposes of the Matching Contributions under the Plan. If the Plan provides for After-Tax Employee Contributions, also see AA §6C-2 to determine the application of the Matching Contribution formulas to After-Tax Employee Contributions.*]

☐ (a) **Discretionary match.** The Employer will determine in its sole discretion how much, if any, it will make as a Matching Contribution. Such amount will be allocated as:

☐ (1) A uniform percentage of Eligible Contributions for each period designated in AA §6B-5 below.

☐ To receive the Matching Contribution for a given period, a Participant must contribute Eligible Contributions equal to at least ___ % of Plan Compensation for such period.

☐ (2) A flat dollar amount for each period designated in AA §6B-5 below.

☐ (i) To receive the Matching Contribution for a given period, a Participant must contribute Eligible Contributions equal to at least:

☐ (A) ___ % of Plan Compensation for such period.

☐ (B) $___ for such period.

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☐ (b) **Fixed match.** The Employer will make a Matching Contribution for each Participant equal to:

☐ (1) ___% of Eligible Contributions made for each period designated in AA §6B-5 below.

☐ To receive the Matching Contribution for a given period, a Participant must contribute Eligible Contributions equal to at least ___% of Plan Compensation for such period.

☐ (2) $___ for each period designated in AA §6B-5 below.

☐ (i) To receive the Matching Contribution for a given period, a Participant must contribute Eligible Contributions equal to at least:

☐ (A) ___% of Plan Compensation for such period.

☐ (B) $___ for such period.

☐ (c) **Matching Contributions under collective bargaining agreement, employment contract or equivalent arrangement.** The Employer will make a Matching Contribution based on a collective bargaining agreement, employment contract or equivalent arrangement as follows:

☐ (1) Describe: _____

☐ (2) See Addendum.

[***Note***: *Insert the appropriate Matching Contribution formula from the collective bargaining agreement, employment contract or equivalent arrangement. The formula must be definitely determinable. Alternatively, the Employer may attach an addendum which incorporates by reference the currently applicable collective bargaining agreement, employment contract or equivalent arrangement. The addendum does not need to include the actual collective bargaining agreement, employment contract or equivalent arrangement, but must be sufficiently descriptive to identify incorporated documents.*]

☐ (d) **Tiered match.** The Employer will make a Matching Contribution to all Participants based on the following tiers of Eligible Contributions.

☐ (1) **Tiers as percentage of Plan Compensation.**

Eligible Contributions	Fixed Match	Discretionary Match
☐ (i) Up through ___% of Plan Compensation	___%	☐

[***Note:*** *The Employer may make elections either under the Fixed Match column or the Discretionary Match column, but not both. The Employer may add additional tiers.*]

☐ (2) **Tiers as dollar amounts.**

Eligible Contributions	Fixed Match	Discretionary Match
☐ (i) Up through $___	___%	☐
☐ (ii) Over $___	___%	☐

[***Note:*** *The Employer may make elections either under the Fixed Match column or the Discretionary Match column, but not both. The Employer may add additional tiers.*]

☐ (e) **Year of Service match.** The Employer will make a Matching Contribution as a uniform percentage of Salary Deferrals to all Participants based on Years of Service with the Employer.

Years of Service	Fixed Match	Discretionary Match
☐ (1) From ___ and up through ___	___%	☐
☐ (2) From ___ and up through ___	___%	☐
☐ (3) From ___ and up through ___	___%	☐
☐ (4) From ___ and up through ___	___%	☐
☐ (5) From ___ and above	___%	☐
☐ (6) Describe any limits on the Years of Service match: _____		

For this purpose, a Year of Service is each Plan Year during which an Employee completes at least 1,000 Hours of Service. Alternatively, a Year of Service is: _____

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☐ (f) **Different Employee groups.** The Employer may make a separate Matching Contribution to the Participants in the following allocation groups. The Employer must designate in writing the amount of the contribution to be allocated to each allocation group. The allocation groups must be clearly defined in a manner that will not violate the definite predetermined allocation formula requirement of Treas. Reg. §1.401-1(b)(1)(ii).

☐ (1) A separate discretionary Matching Contribution may be made to each Participant of the Employer (i.e., each Participant is in such Participant's own allocation group).

☐ (2) A separate discretionary or fixed Matching Contribution may be made to the following allocation groups. If no fixed amount is designated for a particular allocation group, the contribution made for such allocation group will be allocated as a uniform percentage of Eligible Contributions, to all Participants within that allocation group, unless otherwise designated as a uniform dollar amount below. The Employer may include limits on the Matching Contribution for the allocation groups.

☐ The contribution made for each allocation group will be allocated as a uniform dollar amount to all Participants within the allocation group.

Description of allocation groups

☐ **Group 1:** _____

[***Note:*** *The groups must be clearly defined in a manner that will not violate the definite predetermined allocation formula requirement of Treas. Reg. §1.401-1(b)(1)(ii).*]

☐ (g) **Describe special rules for determining allocation formula:** _____

[***Note:*** *Any special rules must relate solely to determining the allocation formula and must be consistent with the available elections under this AA §6B-2.*]

6B-3 **CONTRIBUTIONS ELIGIBLE FOR MATCHING CONTRIBUTIONS ("ELIGIBLE CONTRIBUTIONS").** Unless designated otherwise under this AA §6B-3, all Salary Deferrals, including any Roth Deferrals and Catch-Up Contributions, are eligible for the Matching Contributions designated under AA §6B-2.

☐ (a) **Matching Contributions.** Only the following contribution types are eligible for a Matching Contribution under AA §6B-2:

☐ (1) Pre-tax Deferrals

☐ (2) Roth Deferrals

☐ (3) Age 50 Catch-Up Contributions

☐ (4) Special Catch-Up Contributions for Qualified Employees of Qualified Employers

[***Note:*** *See AA §6C-2 to determine eligibility of After-Tax Employee Contributions for Matching Contributions.*]

☐ (b) **Application of Matching Contributions to elective deferrals made under another plan maintained by the Employer.** If this subsection (b) is checked, the Matching Contributions described in AA §6B-2 will apply to elective deferrals made under another plan maintained by the Employer.

☐ (1) The Matching Contribution designated in AA §6B-2 above will apply to elective deferrals under the following plan maintained by the Employer: _____

☐ (2) The following special rules apply in determining the amount of Matching Contributions under this Plan with respect to elective deferrals under the plan described in subsection (1): _____

[***Note:*** *This subsection (b) may be used to describe special provisions applicable to Matching Contributions provided with respect to elective deferrals under another plan maintained by the Employer, including another Code §403(b) plan, a Code §401(a) plan or a Code §457(b) plan.*]

(c) **Calculation of Matching Contributions if Plan uses dual eligibility and/or different entry dates.** Unless designated otherwise below, if the Plan has dual eligibility and/or different entry dates (or the Employer chooses to use the Plan's optional true-up provisions), the Matching Contribution formula(s) will be based on Eligible Contributions and Plan Compensation for the period designated under AA §6B-5.

☐ The Plan will make Matching Contributions only on Salary Deferrals and After-Tax Employee Contributions (if applicable) made after the Participant becomes eligible for Matching Contributions, regardless of the period designated under AA §6B-5.

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☐ (d) **Special rules.** The following special rules apply for purposes of determining the Matching Contribution under this AA §6B-3: _____

[***Note:*** *If contribution types are limited for only certain Matching Contributions, those limitations may be described under this subsection (d). Any special rule under this subsection (d) must be consistent with the available elections under this AA §6B-3.*]

6B-4 **LIMITS ON MATCHING CONTRIBUTIONS.** In applying the Matching Contribution formula(s) selected under AA §6B-2 above, all Eligible Contributions are eligible for Matching Contributions, unless elected otherwise under this AA §6B-4. [*See AA §6C-2 for any limits that apply with respect to After-Tax Employee Contributions.*]

☐ (a) **Limit on the amount of Eligible Contributions.** The Matching Contribution formula(s) selected in AA §6B-2 above apply only to Eligible Contributions that do not exceed:

☐ (1) ___% of Plan Compensation.

☐ (2) $___.

☐ (3) A discretionary amount determined by the Employer that will be applied in a uniform manner for all eligible Participants for the Plan Year.

[***Note:*** *If both (1) and (2) are selected, the limit under this subsection (a) is the lesser of the percentage selected in subsection (1) or the dollar amount selected in subsection (2).*]

☐ (b) **Limit on Matching Contributions.** The total Matching Contribution provided under the formula(s) selected in AA §6B-2 above will not exceed:

☐ (1) ___% of Plan Compensation.

☐ (2) $___.

☐ (3) Other limits on Matching Contributions: _____ *(not greater than 100% of Plan Compensation.)*

☐ The limit on Matching Contributions will be based on Plan Year, even if the period for determining Matching Contributions under AA §6B-5 is more frequent.

☐ (4) A discretionary amount determined by the Employer that will be applied in a uniform manner for all eligible Participants for the Plan Year.

☐ (c) **Application of limits.** The limits identified under this AA §6B-4 do **not** apply to the following Matching Contribution formula(s):

☐ (1) Any limit on the amount of Eligible Contributions does not apply to:

- ☐ (i) Discretionary match
- ☐ (ii) Fixed match
- ☐ (iii) Tiered match
- ☐ (iv) Year of Service match
- ☐ (v) Employee group match

☐ (2) Any limit on Matching Contributions does not apply to:

- ☐ (i) Discretionary match
- ☐ (ii) Fixed match
- ☐ (iii) Tiered match
- ☐ (iv) Year of Service match
- ☐ (v) Employee group match

☐ (d) **Special limits applicable to Matching Contributions:** _____

[***Note:*** *Any description under subsection (d) must be consistent with the available elections under this AA §6B-4.*]

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6B-5 **PERIOD FOR DETERMINING MATCHING CONTRIBUTIONS.** The Matching Contribution formula(s) selected in AA §6B-2 above (including any limitations on such amounts under AA §6B-4) are based on Eligible Contributions and Plan Compensation for the Plan Year. To apply a different period for determining the Matching Contributions and limits under AA §6B-2 and AA §6B-4, complete this AA §6B-5.

☐ (a) payroll period

☐ (b) Plan Year quarter

☐ (c) calendar month

☐ (d) Other period more frequent than Plan Year: _____

[***Note:*** *Although Matching Contributions (and any limits on those Matching Contributions) will be determined on the basis of the period designated under this AA §6B-5, this does not require the Employer to actually make contributions or allocate contributions on the basis of such period. Matching Contributions may be contributed and allocated to Participants at any time within the contribution period permitted under Treas. Reg. §1.415-6, regardless of the period selected under this AA §6B-5. Any alternative period designated under this AA §6B-5 may not exceed a 12-month period and will apply uniformly to all Participants.*]

[***Note:*** *In determining the amount of Matching Contributions for a particular period, if the Employer actually makes Matching Contributions to the Plan on a more frequent basis than the period selected in this AA §6B-5, a Participant will be entitled to a true-up contribution to the extent such Participant does not receive a Matching Contribution based on the Eligible Contributions and/or Plan Compensation for the entire period selected in this AA §6B-5. If a period other than the Plan Year is selected under this AA §6B-5, the Employer may make an additional discretionary Matching Contribution equal to the true-up contribution that would otherwise be required if Plan Year was selected under this AA §6B-5. (See Section 3.04(c) of the BPD.)*]

6B-6 **ACP TESTING.** The ACP Test does NOT apply to this Governmental Plan.

6B-7 **ALLOCATION CONDITIONS.** A Participant must satisfy any allocation conditions designated under this AA §6B-7 to receive an allocation of Matching Contributions under the Plan.

[***Note:*** *See AA §4-5 for treatment of service with Predecessor Employers for purposes of applying the allocation conditions under this AA §6B-7.*]

☐ (a) **Application of allocation conditions.** [***Note:*** *Leave (a) blank if allocation conditions will apply to all matching contributions under the Plan.*]

☐ (1) **No allocation conditions** apply with respect to Matching Contributions under the Plan.

☐ (2) Allocation conditions only apply to discretionary Matching Contributions under the Plan.

☐ (3) Allocation conditions only apply to fixed Matching Contributions under the Plan.

[***Note:*** *(2) or (3) above should be selected only if the Plan provides for both Fixed and Discretionary Matching Contributions.*]

☐ (b) **Employment condition.** An Employee must be employed with the Employer on the last day of the Plan Year.

☐ (c) **Minimum service condition.** An Employee must be credited with at least:

☐ (1) _____ Hours of Service during the Plan Year.

☐ (i) Hours of Service are determined using actual Hours of Service.

☐ (ii) Hours of Service are determined using the following Equivalency Method (as defined under AA §4-3(e)):

☐ (A) Monthly ☐ (B) Weekly

☐ (C) Daily ☐ (D) Semi-monthly

☐ (E) Hours worked ☐ (F) Regular time hours

☐ (2) ____ consecutive days of employment with the Employer during the Plan Year.

☐ (d) **Application to a specified period.** The allocation conditions selected under this AA §6B-7 apply on the basis of the Plan Year. Alternatively, if an employment or minimum service condition applies under this AA §6B-7, the Employer may elect under this subsection (d) to apply the allocation conditions on a periodic basis as set forth below. (See Section 3.06(a) of the BPD for a description of the rules for the application of allocation conditions on the basis of designated periods.)

☐ (1) **Period for applying allocation conditions.** Instead of the Plan Year, the allocation conditions set forth under subsection (2) below apply with respect to the following periods:

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☐ (i) Plan Year quarter

☐ (ii) calendar month

☐ (iii) payroll period

☐ (iv) Other period more frequent than Plan Year: _____

[***Note:*** *Any description under subsection (iv) must be for a period less than a Plan Year.*]

☐ (2) **Application to allocation conditions.** To the extent an employment or minimum service allocation condition applies under this AA §6B-7, such allocation condition will apply based on the period selected under subsection (1) above, unless designated otherwise below:

☐ (i) Only the employment condition will be based on the period selected in subsection (1) above.

☐ (ii) Only the minimum service condition will be based on the period selected in subsection (1) above.

☐ (iii) Describe any special rules: _____

[***Note:*** *Any special rules under subsection (iii) must relate solely to the application of the allocation conditions.*]

☐ (e) **Equivalency Method**. For purposes of determining an Employee's Hours of Service for allocation purposes, the Plan will use the Equivalency Method (as defined in Section 2.03(a)(5) of the BPD). The Equivalency Method will apply to:

☐ (1) All Employees.

☐ (2) Only Employees for whom the Employer does not maintain hourly records. For Employees for whom the Employer maintains hourly records, eligibility will be determined based on actual hours worked.

☐ (f) **Elapsed Time Method**. For purposes of determining an Employee's service for allocation purposes, the Plan will use the Elapsed Time Method.

☐ (g) **Exceptions.**

☐ (1) The above allocation condition(s) will **not** apply if the Employee, during the Plan Year:

☐ (i) dies.

☐ (ii) has a Severance from Employment due to becoming Disabled.

☐ (iii) becomes Disabled.

☐ (iv) has a Severance from Employment after attaining Normal Retirement Age.

☐ If this box is checked, this waiver of allocation conditions applies only once during the Participant's employment with the Employer. Thus, if an Employee is rehired after such a waiver was applied to such Employee, the waiver of allocation conditions will not apply to a subsequent Severance from Employment.

☐ (v) has a Severance from Employment after attaining Early Retirement Age.

☐ If this box is checked, this waiver of allocation conditions applies only once during the Participant's employment with the Employer. Thus, if an Employee is rehired after such a waiver was applied to such Employee, the waiver of allocation conditions will not apply to a subsequent Severance from Employment.

☐ (vi) is on an authorized leave of absence from the Employer.

☐ (2) The exceptions selected under subsection (1) will apply even if an Employee has not had a Severance from Employment at the time of the selected event(s).

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☐ (3) The exceptions selected under subsection (1) do not apply to:

☐ (i) an employment condition designated under this AA §6B-7.

☐ (ii) a minimum service condition designated under this AA §6B-7.

☐ (iii) the following Matching Contributions:

☐ (A) Discretionary match

☐ (B) Fixed match

☐ (C) Tiered match

☐ (D) Year of Service match

☐ (E) Employee group match

☐ (h) **Describe** any special rules governing the allocation conditions under the Plan: _____

[***Note:*** *Any special rule must relate solely to the allocation conditions and must be consistent with the available elections under AA §6B-7.*]

6B-8 **SPECIAL RULES APPLICABLE TO MATCHING CONTRIBUTIONS.** The following special rules apply to Matching Contributions: _____

[***Note:*** *Any special rules must relate solely to Matching Contributions and must be consistent with the available elections under AA §6B.*]

SECTION 6C
AFTER-TAX EMPLOYEE CONTRIBUTIONS AND MANDATORY CONTRIBUTIONS

6C-1 **AFTER-TAX EMPLOYEE CONTRIBUTIONS AND MANDATORY CONTRIBUTIONS.** Participants may not make After-Tax Employee Contributions or be required to make Mandatory Contributions under the Plan, unless elected under this AA §6C:

☐ (a) Participants may make After-Tax Employee Contributions to the Plan.

☐ (b) Participants must make Mandatory Contributions to the Plan.

6C-2 **AFTER-TAX EMPLOYEE CONTRIBUTIONS.** If After-Tax Employee Contributions are authorized under AA §6C-1, a Participant may contribute any amount as After-Tax Employee Contributions up to the Code §415 Limitation (as defined in Section 5.03 of the BPD), except as limited under this AA §6C-2.

☐ (a) **Eligibility for After-Tax Employee Contributions.** If authorized under AA §6C-1, all Eligible Participants may make After-Tax Employee Contributions, except the following: _____

[***Note:*** *Any exclusion of Eligible Participants must satisfy applicable rules under Code §403(b) and must be definitely determinable.*]

☐ (b) **Limits on After-Tax Employee Contributions.** If this subsection (b) is checked, the following limits apply to After-Tax Employee Contributions:

☐ (1) **Maximum limit.** A Participant may make After-Tax Employee Contributions up to:

☐ (i) ____% of Plan Compensation

☐ (ii) $____

for the following period:

☐ (iii) the entire Plan Year.

☐ (iv) the portion of the Plan Year during which the Employee is eligible to participate.

☐ (v) each separate payroll period during which the Employee is eligible to participate.

☐ (2) **Minimum limit.** The amount of After-Tax Employee Contributions a Participant may make for any payroll period may not be less than:

☐ (i) ____% of Plan Compensation.

☐ (ii) $____.

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☐ (c) **Eligibility for Matching Contributions.** Unless designated otherwise under this subsection (c), After-Tax Employee Contributions will **not** be eligible for Matching Contributions under the Plan.

☐ (1) After-Tax Employee Contributions are eligible for the following Matching Contributions under the Plan:

☐ (i) All Matching Contributions elected under AA §6B.

☐ (ii) All Matching Contributions elected under AA §6B-2, except for the following Matching Contributions: _____

☐ (2) The Matching Contribution formula only applies to After-Tax Employee Contributions that do not exceed:

☐ (i) ___% of Plan Compensation.

☐ (ii) $___.

☐ (iii) A discretionary amount determined by the Employer.

(d) **Change or revocation of After-Tax Employee Contributions.** In addition to the Participant's Entry Date under the Plan, a Participant's election to change or resume an After-Tax election will be effective as set forth under the After-Tax Contributions election form or other written procedures adopted by the Plan Administrator. A Participant must be permitted to change or revoke an After-Tax election at least once per year. Unless the After-Tax Contributions election form or other written procedures adopted by the Plan Administrator provide otherwise, a Participant may revoke an After-Tax election (on a prospective basis) at any time.

☐ (e) **Describe special rules applicable to After-Tax Employee Contributions:** _____

[***Note:*** *Any special rules must satisfy the requirements of Code §403(b).*]

6C-3 **MANDATORY CONTRIBUTIONS.** If elected below, a Participant will be required to make a Mandatory Contribution (as defined in Section 1.59 of the BPD) to the Plan equal to the amount specified under this AA §6C-3. Any amounts contributed pursuant to this AA §6C-3 will be treated as Employer Contributions under the Plan. Such contributions and earnings thereon will be 100% vested at all times.

☐ (a) The following amounts will be contributed to the Plan as a Mandatory Contribution:

☐ (1) ____ % of Plan Compensation.

☐ (2) $____ per pay period.

☐ (3) Any amount from ____ % to ____ % of Plan Compensation, as designated by the Participant.

☐ (4) The amount designated under an applicable collective bargaining agreement, employment contract or other arrangement with the Employee.

☐ (5) Describe amount: _____

[***Note:*** *Amount may not exceed 100% of Plan Compensation.]*

☐ (b) Special rules applicable to Mandatory Contribution: _____

[***Note:*** *Special rules may describe special eligibility requirements and the definitely determinable amounts*.]

SECTION 7
RETIREMENT AGES

7-1 **NORMAL RETIREMENT AGE.** Normal Retirement Age under the Plan is:

☑ (a) Age 62 (not to exceed 65).

☐ (b) The later of age ____ (not to exceed 65) or the ____ (not to exceed 5th) anniversary of the Employee's:

☐ (1) Participation commencement date.

☐ (2) Employment date.

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☐ (c) Describe Normal Retirement Age: _____

7-2 **EARLY RETIREMENT AGE.** Unless designated otherwise under this AA §7-2, there is no Early Retirement Age under the Plan.

☐ (a) A Participant reaches Early Retirement Age if such Participant is still employed after attainment of each of the following:

☐ (1) Attainment of age ____.

☐ (2) The ____ anniversary of the date the Employee commenced participation in the Plan, and/or

☐ (3) The completion of ____ Years of Service, determined as follows:

☐ (i) Same as for eligibility.

☐ (ii) Same as for vesting.

☐ (b) Describe Early Retirement Age: _____

SECTION 8
VESTING AND FORFEITURES

8-1 **CONTRIBUTIONS SUBJECT TO VESTING.** Does the Plan provide for Employer Contributions under AA §6 or Matching Contributions under AA §6B that are subject to vesting?

☑ Yes

☐ No [*If "No" is checked, skip to Section 9.*]

[***Note:*** *"Yes" should be checked under this AA §8-1 if the Plan provides for Employer Contributions and/or Matching Contributions that are subject to a vesting schedule, even if such contributions are always 100% vested under AA §8-2. "No" should be checked if the only contributions under the Plan are Salary Deferrals and/or After-Tax Employee Contributions.*]

8-2 **VESTING SCHEDULE.** The vesting schedule under the Plan is as follows for both Employer Contributions and Matching Contributions, to the extent authorized under AA §6 and AA §6B. (See Section 7.02 of the BPD for a description of the various vesting schedules under this AA §8-2.) If the Plan is intended to be a FICA Replacement Plan (as elected in AA §2-3(d)) and Part-Time, Seasonal or Temporary Employees are not excluded from participation under the Plan, any vesting schedule selected must satisfy the rules under Section 6.04(b)(1) of the BPD.

☑ (a) **Vesting schedule for Employer Contributions and Matching Contributions:**

ER	Match	
☑	☐	(1) Full and immediate vesting
☐	☐	(2) 3-year cliff vesting schedule
☐	☐	(3) 5-year graded vesting schedule
☐	☐	(4) 6-year graded vesting schedule
☐	☐	(5) Modified vesting schedule

____% immediately on Plan participation

____% after 1 Year of Service

____% after 2 Years of Service

____% after 3 Years of Service

____% after 4 Years of Service

____% after 5 Years of Service

____% after 6 Years of Service

____% after 7 Years of Service

____% after 8 Years of Service

____% after 9 Years of Service

____% after 10 Years of Service

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ER **Match**

☐ (6) Describe additional modifications to vesting schedule applicable to Employer Contributions:

☐ (7) Describe additional modifications to vesting schedule applicable to Matching Contributions:

[***Note:*** *As a Governmental Plan, the Plan is not subject to the requirements of Code §411 and may modify the vesting schedule, provided the Plan satisfies the requirements of Code §§401(a)(4) and (7) as in effect before the enactment of ERISA. For this purpose, the modified vesting schedule must be at least as favorable as one of the following safe harbor vesting schedules:*

(1) ***15-year cliff vesting schedule.*** *The Participant is fully vested after 15 years of creditable service. Service can be based on years of employment, years of participation or other creditable years of service.*

(2) ***20-year graded vesting schedule****. The Participant is fully vested based on a graded vesting schedule of 5 to 20 years of creditable service. Service can be based on years of employment, years of participation or other creditable years of service.*

(3) ***20-year cliff vesting for qualified public safety employees.*** *Participant is fully vested after 20 years of creditable service. Service can be based on years of employment, years of participation or other creditable years of service. The safe harbor schedule is available only with respect to the vesting schedule applicable to a group in which substantially all of the participants are qualified public safety employees (within the meaning of Code §72(t)(10(B)).*

If a modified vesting schedule is selected under this subsection (a), the vested schedule must satisfy the pre-ERISA Code vesting requirements.]

☐ (b) **Special provisions applicable to vesting schedule:** _____

[***Note:*** *Any special provision must satisfy the pre-ERISA Code vesting requirement.*]

8-3 **VESTING SERVICE.** In applying the vesting schedules under this AA §8, all service with the Employer counts for vesting purposes, unless designated otherwise under this AA §8-3.

☐ (a) Service before the original Effective Date of this Plan (or a Predecessor Plan) is excluded.

☐ (b) Service completed before the Employee's ____ (not to exceed 18th) birthday is excluded.

☐ (c) Describe special rules for vesting service: _____

8-4 **VESTING UPON DEATH, DISABILITY OR EARLY RETIREMENT AGE.** An Employee's vesting percentage increases to 100% if, while employed with the Employer, the Employee:

☐ (a) dies.

☐ (b) has a Severance from Employment due to becoming Disabled.

☐ (c) becomes Disabled.

☐ (d) reaches Early Retirement Age.

☐ (e) Not applicable. No increase in vesting applies.

[***Note:*** *This AA §8-4(e) should not be completed if the Plan provides for 100% vesting for all contribution types.*]

8-5 **DEFAULT VESTING RULES.** In applying the vesting requirements under this AA §8, the following default rules apply. [***Note:*** *No election should be made under this AA §8-5 if all contributions are 100% vested.*]

- **Year of Service.** An Employee earns a Year of Service for vesting purposes upon completing 1,000 Hours of Service during a Vesting Computation Period. Hours of Service are calculated based on actual hours worked during the Vesting Computation Period. (See Section 1.52 of the BPD for the definition of Hour of Service.)
- **Vesting Computation Period.** The Vesting Computation Period is the Plan Year.
- **Break in Service Rules.** The Nonvested Participant Break in Service rule and One-Year Break in Service rules do NOT apply.

To override the default vesting rules, complete the applicable sections of this AA §8-5. If this AA §8-5 is not completed, the default vesting rules apply.

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ER	Match	
☐	☐	(a) **Year of Service.** Instead of 1,000 Hours of Service, an Employee earns a Year of Service upon the completion of ___ Hours of Service during a Vesting Computation Period.
☐	☐	(b) **Vesting Computation Period.** Instead of the Plan Year:

☐ (1) The Plan will use Anniversary Years for all Vesting Computation Periods.

☐ (2) Describe: _____

[***Note:*** *Any Vesting Computation Period described in (2) must be a 12-consecutive month period and must apply uniformly to all Participants.*]

☐	☐	(c) **Elapsed Time Method.** Instead of determining vesting service based on actual Hours of Service, vesting service will be determined under the Elapsed Time Method. If this subsection (c) is checked, service will be measured from the Employee's Employment Commencement Date (or Reemployment Commencement Date, if applicable) without regard to the Vesting Computation Period provided in Section 7.04 of the BPD.
☐	☐	(d) **Equivalency Method**. For purposes of determining an Employee's Hours of Service for vesting, the Plan will use the Equivalency Method (as defined in Section 7.03(a)(2) of the BPD). The Equivalency Method will apply to:

☐ (1) All Employees.

☐ (2) Only to Employees for whom the Employer does not maintain hourly records. For Employees for whom the Employer maintains hourly records, vesting will be determined based on actual hours worked.

Hours of Service for vesting will be determined under the following Equivalency Method:

☐ (3) **Monthly.** 190 Hours of Service for each month worked.

☐ (4) **Weekly.** 45 Hours of Service for each week worked.

☐ (5) **Daily.** 10 Hours of Service for each day worked.

☐ (6) **Semi-monthly.** 95 Hours of Service for each semi-monthly period worked.

☐ (7) **Hours worked.** 870 hours worked treated as 1,000 Hours of Service and 435 hours worked treated as 500 Hours of Service.

☐ (8) **Regular time hours.** 750 regular time hours treated as 1,000 Hours of Service and 375 regular time hours treated as 500 Hours of Service.

☐ (9) **Describe:** _____

[***Note:*** *Any description under (9) must be definitely determinable with respect to Hours of Service.*]

☐	☐	(e) **Nonvested Participant Break in Service rule applies.** Service earned prior to a Nonvested Participant Break in Service will be disregarded in applying the vesting rules. (See Section 7.07(c) of the BPD.)

☐ The Nonvested Participant Break in Service rule applies to all Employees, including Employees who have not had a Severance from Employment.

☐	☐	(f) **One-Year Break in Service rule applies.** The One-Year Break in Service rule (as defined in Section 7.07(b) of the BPD) applies to temporarily disregard an Employee's service earned prior to a one-year Break in Service.

☐ The One-Year Break in Service rule applies to all Employees, including Employees who have not had a Severance from Employment.

☐	☐	(g) **Special rules:** _____

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8-6 **ALLOCATION OF FORFEITURES.**

The Employer may decide in its discretion, within the permissible parameters below, how to treat forfeitures under the Plan. Alternatively, the Employer may designate under this AA §8-6 how forfeitures occurring during a Plan Year will be treated.

ER	Match		
☑	☐	(a)	N/A. All contributions are 100% vested. [*Do not complete the rest of this AA §8-6.*]
☐	☐	(b)	Reallocated as additional Employer Contributions or as additional Matching Contributions.
☐	☐	(c)	Used to reduce Employer Contributions and/or Matching Contributions.

For purposes of subsection (b) or (c), forfeitures will be applied:

☐	☐	(d)	for the Plan Year in which the forfeiture occurs.
☐	☐	(e)	within 12 months following the Plan Year in which the forfeiture occurs.
☐	☐	(f)	for the Plan Year in which the forfeiture occurs or the following 12 months.

Forfeitures used for Plan expenses:

☐	☐	(g)	Forfeitures will be used to pay Plan expenses prior to applying forfeitures under subsection (b) or (c).
☐	☐	(h)	Forfeitures will be used to pay Plan expenses if any forfeitures remain after applying forfeitures under subsection (b) or (c).
☐	☐	(i)	Forfeitures will **not** be used to pay Plan expenses.

In determining the amount of forfeitures to be allocated under subsection (b), the same allocation conditions apply as for the source for which the forfeiture is being allocated under AA §6-7 or AA §6B-7, unless designated otherwise below:

☐	☐	(j)	Forfeitures are not subject to any allocation conditions.
☐	☐	(k)	Forfeitures are subject to a last day of employment allocation condition.
☐	☐	(l)	Forfeitures are subject to a ____ Hours of Service minimum service requirement.

In determining the treatment of forfeitures under this AA §8-6, the following special rules apply:

☐ ☐ (m) Describe: _____

[***Note:*** *Any language added under this subsection (m) must relate solely to the treatment of forfeitures.*]

8-7 **SPECIAL RULES REGARDING CASH-OUT DISTRIBUTIONS AND FORFEITURES.**

(a) **Additional allocations.** If a Participant who has a Severance from Employment receives a complete distribution of such Participant's vested Account Balance while still entitled to an additional allocation, the Cash-Out Distribution forfeiture provisions do not apply until the Participant receives a distribution of the additional amounts to be allocated.

To modify the default Cash-Out Distribution forfeiture rules, complete this AA §8-7(a).

☐ The Cash-Out Distribution forfeiture provisions will apply if a Participant who has a Severance from Employment takes a complete distribution, regardless of any additional allocations during the Plan Year.

(b) **Timing of forfeitures.** A Participant who receives a Cash-Out Distribution (as defined in Section 7.09(a) of the BPD) is treated as having an immediate forfeiture of such Participant's nonvested Account Balance.

To modify the forfeiture timing rules, complete this AA §8-7(b).

☐ (1) A forfeiture will occur upon the completion of ____ consecutive Breaks in Service (as defined in Section 7.09(a)(1)(iv) of the BPD).

☐ (2) A forfeiture will occur immediately upon Severance from Employment.

(c) **Repayment of Cash-Out Distribution.** Unless elected otherwise under this AA §8-7(c), if a Participant receives a Cash-Out Distribution that results in a forfeiture, and the Participant resumes employment covered under the Plan, such Participant may repay to the Plan the amount received as a Cash-Out Distribution.

☐ If a Participant receives a Cash-Out Distribution that results in a forfeiture, and the Participant resumes employment covered under the Plan, such Participant may NOT repay to the Plan the amount received as a Cash-Out Distribution and the provisions of Section 7.09(a)(2) do not apply.

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8-8 **SPECIAL RULE FOR FORFEITURE UPON DEATH OF A PARTICIPANT.** Unless elected below, no vested benefits are forfeited upon the death of a Participant.

To modify this default forfeiture rule, check the box below.

☐ The Plan will forfeit benefits (including vested benefits) upon the death of a Participant. In no event may the Plan forfeit any amounts attributable to a Participant's Salary Deferrals or After-Tax Employee Contributions under the Plan or if the Plan has commenced distributions prior to the Participant's death.

SECTION 9
DISTRIBUTION PROVISIONS – SEVERANCE FROM EMPLOYMENT

9-1 **AVAILABLE FORMS OF DISTRIBUTION.**

Lump sum distribution. A Participant may take a distribution of such Participant's entire vested Account Balance in a single lump sum upon Severance from Employment. The Plan Administrator may, in its discretion, permit Participants to take distributions of less than their entire vested Account Balance provided, if the Plan Administrator permits multiple distributions, all Participants are allowed to take multiple distributions upon Severance from Employment.

Additional distribution options. To provide for additional distribution options, check the applicable distribution forms under this AA §9-1.

☑ (a) **Installment distributions.** A Participant may take a distribution over a specified period not to exceed the life or life expectancy of the Participant (and a designated beneficiary).

☑ (b) **Partial lump sum**. A Participant may take a distribution of less than the entire vested Account Balance upon Severance from Employment.

☐ Minimum distribution amount. A Participant may not take a partial lump sum distribution of less than $_____

☑ (c) **Annuity distributions.** A Participant may elect to have the Plan Administrator use the Participant's vested Account Balance to purchase an annuity as described in Section 8.01 of the BPD.

☑ (d) **Installment distributions for RMD purposes only.**

☑ (e) **Partial lump sum for RMD purposes only**.

☐ (f) **Describe distribution options:** _____

[***Note:*** *Any additional distribution options may not be subject to the discretion of the Employer or Plan Administrator.*]

9-2 **SPOUSAL CONSENT.** Except as provided by State law, spousal consent is not required for a Participant to receive a distribution, to name or change an alternate Beneficiary, or to obtain a Participant loan, unless designated otherwise under this AA §9-2. See Section 9.02 of the BPD for rules regarding spousal consent under the Plan.

Choose all that apply:

☐ (a) **Distribution consent.**

☐ (1) A Participant's Spouse must consent to any distribution to which a Participant must consent, as elected under AA §9-6(a).

☐ (2) A Participant's Spouse must consent to a distribution if the Participant's vested Account Balance exceeds:

☐ (i) $1,000

☐ (ii) $5,000

☐ (iii) $_____ (may insert any dollar amount)

☐ (b) **Consent to Alternate Beneficiary/Alternate Beneficiary Changes.** A Participant's Spouse must consent to naming someone other than the Spouse as Beneficiary (or to change an alternate Beneficiary to which a spouse has previously consented) under the Plan.

(c) **Consent to Participant Loans**. The default loan policy under the Plan does not require spousal consent but allows the Employer to elect a provision that requires spousal consent to Participant loans. If Participant's Spouse must consent to a Participant loan, please complete this election, below:

☐ Spousal consent is required for Participant loans.

☐ (d) **Spousal consent rights determined under administrative policy.** The Employer will establish spousal consent rights for the Plan under a separate administrative policy.

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☐ (e) **Describe** any special rules affecting spousal consent: _____

[***Note:*** *Any special rules under subsection (e) must be definitely determinable. The availability of distributions is subject to the terms of the Investment Arrangement, as well as any applicable spousal consent requirements*.]

9-3 **TIMING OF DISTRIBUTIONS UPON SEVERANCE FROM EMPLOYMENT.**

(a) **Distribution of vested Account Balances exceeding $5,000.** A Participant who has a Severance from Employment with a vested Account Balance exceeding $5,000 (the default Involuntary Cash-Out Distribution threshold) may receive a distribution of such Participant's vested Account Balance in any form permitted under AA §9-1 within a reasonable period following:

☐ (1) the date the Participant has a Severance from Employment.

☐ (2) the last day of the Plan Year during which the Participant has a Severance from Employment.

☐ (3) the first Valuation Date following the Participant's Severance from Employment.

☐ (4) the completion of ____ Breaks in Service.

☐ (5) the end of the calendar quarter following the date the Participant has a Severance from Employment.

☐ (6) attainment of Normal Retirement Age, death or becoming Disabled.

☑ (7) Describe: No involuntary cash outs are permitted.

[***Note:*** *Employer may elect an amount other than $5,000 for the Involuntary Cash-Out Distribution threshold* under *AA §9-6(a).*]

(b) **Distribution of vested Account Balances not exceeding $5,000.** A Participant who has a Severance from Employment with a vested Account Balance that does not exceed $5,000 (the default Cash-Out Distribution threshold) may receive a **lump sum** distribution of such Participant's vested Account Balance within a reasonable period following:

☐ (1) the date the Participant has a Severance from Employment.

☐ (2) the last day of the Plan Year during which the Participant has a Severance from Employment.

☐ (3) the first Valuation Date following the Participant's Severance from Employment.

☐ (4) the end of the calendar quarter following the date the Participant has a Severance from Employment.

☑ (5) Describe: No involuntary cash outs are permitted.

[***Note:*** *Employer may elect an amount other than $5,000 for the Involuntary Cash-Out Distribution threshold under AA §9-6(a).*]

9-4 **DISTRIBUTION UPON DISABILITY.** Unless designated otherwise under this AA §9-4, a Participant who has a Severance from Employment on account of becoming Disabled may receive a distribution of such Participant's vested Account Balance in the same manner as a regular distribution upon Severance from Employment.

☐ (a) **Immediate distribution.** Distribution will be made as soon as reasonable following the date the Participant has a Severance from Employment on account of becoming Disabled.

☐ (b) **Following year.** Distribution will be made as soon as reasonable following the last day of the Plan Year during which the Participant has a Severance from Employment on account of becoming Disabled.

☐ (c) **Describe:** _____

[***Note:*** *Any distribution event described in subsection (c) will apply uniformly to all Participants under the Plan and may not be subject to the discretion of the Employer or Plan Administrator*.]

9-5 **DETERMINATION OF BENEFICIARY.**

(a) **Default beneficiaries.** Under Section 8.07(c) of the BPD and subject to the terms of the Investment Arrangement, to the extent a Beneficiary has not been named by the Participant (subject to the spousal consent rules) and is not designated under the terms of the Investment Arrangement(s) to receive all or any portion of the deceased Participant's death benefit, such amount shall be distributed to the Participant's surviving Spouse (if the Participant was married at the time of death) who shall be considered the designated Beneficiary. If the Participant does not have a surviving Spouse at the time of death, distribution will be made to the Participant's surviving children (including legally adopted children, but not including step-children), as designated Beneficiaries, in equal shares. If the Participant has no surviving children, distribution will be made to the Participant's estate.

☐ If this subsection (a) is checked, the default beneficiaries under Section 8.07(c) of the BPD are modified as follows:

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☐ (1) The Plan adopts the default beneficiary rules under Section 8.07(c)(3) of the BPD, except, if the Participant does not have a surviving Spouse at the time of death, distribution will be made to the Participant's children (including legally adopted children, but not including step-children), as designated Beneficiaries, **per stirpes.**

☐ (2) The Plan adopts the default beneficiary rules under Section 8.07(c)(3) of the BPD, except, if the Participant does not have a surviving Spouse at the time of death, distribution will be made to the Participant's estate.

☐ (3) The Plan adopts the default beneficiary rules under Section 8.07(c)(3) of the BPD, except, if the Participant does not have a surviving Spouse at the time of death, distribution will be made in the following order of priority: (1) to the Participant's children (including legally adopted children, but not including step-children), as designated Beneficiaries, **per stirpes; (2)** if there are no children, then to the Participant's surviving parents, per capita; and (3) if there are no surviving parents, to the Participant's estate.

☐ (4) Describe other modifications to the default beneficiaries under Section 8.07(c)(3) of the BPD: _____

[***Note**: The description of the modifications to the default beneficiaries must be sufficiently clear for the Plan Administrator to determine the beneficiaries and the method of distribution of the Participant's death benefit, subject to any applicable State law.*]

(b) **One-year marriage rule.** For purposes of determining whether an individual is considered the surviving Spouse of the Participant, the determination is based on the marital status as of the date of the Participant's death, unless designated otherwise under this subsection (b) or as otherwise provided in a QDRO.

☐ If this subsection (b) is checked, in order to be considered the surviving Spouse, the Participant and surviving Spouse must have been married for the entire one-year period ending on the date of the Participant's death. If the Participant and surviving Spouse are not married for at least one year as of the date of the Participant's death, the Spouse will not be treated as the surviving Spouse for purposes of applying the death distribution provisions of the Plan.

(c) **Divorce of Spouse.** Unless otherwise provided by State law or the terms of the Investment Arrangement or unless elected otherwise under this subsection (c), if a Participant designates such Participant's Spouse as Beneficiary and subsequent to such Beneficiary designation, the Participant and Spouse are divorced, the designation of the Spouse as Beneficiary under the Plan is automatically rescinded as set forth under Section 8.07(c)(6) of the BPD.

☐ If this subsection (c) is checked, a Beneficiary designation will not be rescinded upon divorce of the Participant and Spouse.

[***Note:** Section 8.07(c)(6) of the BPD and this subsection (c) will be subject to the provisions of a Beneficiary designation entered into by the Participant. Thus, if a Beneficiary designation specifically overrides the election under this subsection (c), the provisions of the Beneficiary designation will control. See Section 8.07(c)(6) of the BPD.*]

9-6 **SPECIAL RULES.**

(a) **Availability of Involuntary Cash-Out Distributions.** A Participant who has a Severance from Employment with a vested Account Balance of $5,000 (or other amount as elected in this Adoption Agreement) or less will receive an Involuntary Cash-Out Distribution, subject to the Automatic Rollover provisions under Section 8.05 of the BPD.

Alternatively, an Involuntary Cash-Out Distribution will be made to the following Participants who have had a Severance from Employment:

☐ (1) **No consent required for distributions.** A Participant who has a Severance from Employment will receive an Involuntary Cash-Out Distribution, regardless of value of such Participant's vested Account Balance. No Participant consent is required.

☑ (2) **No Involuntary Cash-Out Distributions.** The Plan does not provide for Involuntary Cash-Out Distributions. A Participant who has a Severance from Employment must consent to any distribution from the Plan. (See Section 14.02(b) of the BPD for special rules upon Plan termination.)

☐ (3) **Different Involuntary Cash-Out Distribution threshold.** A Participant who has a Severance from Employment will receive an Involuntary Cash-Out Distribution only if the Participant's vested Account Balance is less than or equal to:

☐ (i) $1,000

☐ (ii) $____ (*may insert any dollar amount*)

(4) **Treatment of Rollover Contributions.** Unless elected otherwise under this subsection (4), Rollover Contributions will be included in determining whether a Participant's vested Account Balance exceeds the Involuntary Cash-Out Distribution threshold. To exclude Rollover Contributions for purposes of determining

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whether a Participant's vested Account Balance exceeds the Involuntary Cash-Out Distribution threshold, check below.

☐ In determining whether a Participant's vested Account Balance exceeds the Involuntary Cash-Out threshold, Rollover Contributions will be excluded.

(b) **Application of Automatic Rollover rules.** The Automatic Rollover rules described in Section 8.05 of the BPD do not apply to any Involuntary Cash-Out Distribution equal to or less than $1,000 (to the extent available under the Plan) and do not apply to Participants who have attained the later of age 62 or Normal Retirement Age under the Plan.

To override this default provision, check this subsection (1) or (2). The Employer may also elect (3), if applicable.

☐ (1) The Automatic Rollover provisions under Section 8.05 of the BPD apply to all Involuntary Cash-Out Distributions (including those equal to or less than $1,000).

☐ (2) The Automatic Rollover provisions under Section 8.05 of the BPD do not apply to Involuntary Cash-Out Distributions equal to or less than $_____ (must be between $0 and $1,000).

☐ (3) The Automatic Rollover provisions under Section 8.05 of the BPD apply to Participants who have attained the later of age 62 or Normal Retirement Age under the Plan.

[***Note:*** *Rollover Contributions may not be disregarded for purposes of Automatic Rollover rules. For purposes of applying the Automatic Rollover provisions, including the $1,000 threshold, a Participant's Roth Deferral Account and the Participant's other Accounts are treated as held under separate plans.*]

(c) **Distribution upon attainment of stated age.** The Participant consent requirements under Section 8.03 of the BPD apply for distributions occurring prior to attainment of the Participant's required beginning date as defined in Code §401(a)(9).

To allow for involuntary distribution upon attainment of Normal Retirement Age (or age 62, if later), check below.

☐ Subject to the spousal consent requirements under Section 9.02 of the BPD, a distribution from the Plan may be made to a Participant *who has a Severance from Employment* without the Participant's consent, regardless of the value of such Participant's vested Account Balance, upon attainment of Normal Retirement Age (or age 62, if later).

(d) **In-kind distributions.** Section 8.09(c) of the BPD allows the Plan Administrator to authorize an in-kind distribution of property to the extent the Plan holds such property.

To modify this default rule, check below.

☐ A Participant may not receive an in-kind distribution in the form of property, even if the Plan holds such property on behalf of any Participant.

(e) **Modification of Severance from Employment definition.** The Employer modifies the definition of Severance from Employment, as defined in Section 1.92 of the BPD, as follows:

☐ (1) Severance from Employment does not occur if an Employee continues to be employed by any Related Employer, regardless of whether the Related Employer is an Eligible Employer or the Employee is employed in a capacity that is not employment with an Eligible Employer.

☐ (2) Describe modification of the definition of Severance from Employment: ____

[***Note****: Any modification of the definition of Severance from Employment may be no more expansive than allowed under Treas. Reg. §1.403(b)-2(b)(19).*]

SECTION 10
IN-SERVICE DISTRIBUTIONS

10-1 **AVAILABILITY OF IN-SERVICE DISTRIBUTIONS.** A Participant may withdraw all or any portion of such Participant's vested Account Balance, to the extent designated, upon the occurrence of any of the event(s) selected under this AA §10-1. If more than one option is selected for a particular contribution type under this AA §10-1, a Participant may take an in-service distribution upon the occurrence of any of the selected events, unless designated otherwise under this AA §10-1.

Deferral	Match	ER	
☐	☐	☐	(a) No in-service distributions are permitted.
☑	☐	☐	(b) Attainment of age 59½.
☐	☐	☐	(c) Attainment of age ____. [*If age is earlier than 59½, such age is deemed to be age 59½ for Salary Deferrals and for amounts held in a Custodial Account.*]

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Deferral	Match	ER	
☑	☐	☐	(d) A Hardship (that satisfies the safe harbor rules under Section 8.08(e)(1) of the BPD). [***Note:*** *Not applicable to amounts attributable to Matching Contributions and Employer Contributions held in a Custodial Account.*] Unless elected otherwise below, a Participant is not required to first obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer as a condition for receiving a Hardship distribution. ☐ Participants are required to first obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer.
☐	☐	☐	(e) A non-safe harbor Hardship described in Section 8.08(e)(2) of the BPD. [*Not applicable to amounts attributable to Matching Contributions and Employer Contributions held in a Custodial Account.*] (1) Unless elected otherwise below, a Participant is not required to obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer as a condition for receiving a Hardship distribution. ☐ Participants are required to obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer. ☐ (2) In determining whether a Participant has an immediate and heavy financial need for purposes of applying the non-safe harbor Hardship provisions under Section 8.08(e)(2) of the BPD, the following modifications are made to the permissible events listed under Section 8.08(e)(1) of the BPD: _____
☐	☐	☐	(f) Attainment of Normal Retirement Age. [*If Normal Retirement Age is earlier than age 59½, such age is deemed to be age 59½ for Salary Deferrals and for amounts held in a Custodial Account.*]
☐	☐	☐	(g) Attainment of Early Retirement Age. [*If Early Retirement Age is earlier than age 59½, such age is deemed to be age 59½ for Salary Deferrals and for amounts held in a Custodial Account.*]
☑	☐	☐	(h) Upon a Participant becoming Disabled. [*The definition of disability may be different depending on the contribution type, as elected in AA§2-8.*]
☑	**N/A**	**N/A**	(i) As a Qualified Reservist Distribution as defined under Section 8.08(d) of the BPD.
N/A	☐	☐	(j) Completion of ___ Years of Service or ___months of service. [*Not applicable with respect to amounts held in a Custodial Account.*]
☑	☐	☐	(k) A Qualified Birth or Adoption Distribution (QBAD). (See AA §10-3 for detailed elections relating to QBADs.)
☑	☐	☐	(l) Upon a deemed Severance from Employment as described in Section 8.02(b)(4) of the BPD when an individual is on active duty for a period of at least 30 days while performing service in the Uniformed Services, as described under Section 15.06 of the BPD.
☐	☐	☐	(m) Upon attainment of age ___ and ___ years of participation. [*If age is earlier than 59½, such age is deemed to be age 59½ for Salary Deferrals and for all amounts held in a Custodial Account.*]

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Deferral	Match	ER	
N/A	☐	☐	(n) The amounts being withdrawn have been held in the Plan for at least two years. [*Not applicable to amounts attributable to Matching Contributions and Employer Contributions held in a Custodial Account*.]
☐	☐	☑	(o) Describe: All in service distributions for employer contributions follow the same rules as salary deferrals.

[***Note:*** *Unless designated otherwise under subsection (o), any selection(s) in the Deferral column also apply to Roth Contributions. Distributions from a Participant's Salary Deferral Account may not be made before the earliest of the time a Participant has a Severance from Employment, dies, has a Hardship, becomes Disabled or attains age 59½. Distributions from a Participant's Custodial Account may not be made before the earliest of the time a Participant has a Severance from Employment, dies, becomes Disabled or attains age 59½. Elections under the ER column also apply to Mandatory Contributions, unless otherwise provided in subsection (o). Any event described in subsection (o) may not violate the permissible distribution events under the Plan.*]

10-2 **APPLICATION TO OTHER CONTRIBUTION TYPES.** If the Plan allows for Rollover Contributions under AA §C-2 or After-Tax Employee Contributions under AA §6C, unless elected otherwise under this AA §10-2, a Participant may take an in-service distribution from such Participant's Rollover Account and After-Tax Employee Contribution Account at any time.

Alternatively, if this AA §10-2 is completed, the following in-service distribution provisions apply for Rollover Contributions and/or After-Tax Employee Contributions:

Rollover	After-Tax	
☐	☐	(a) No in-service distributions are permitted.
☐	☐	(b) Attainment of age 59½.
☐	☐	(c) Attainment of age ____.
☐	☐	(d) A Hardship (that satisfies the safe harbor rules under Section 8.08(e)(1) of the BPD). Unless elected otherwise below, a Participant is not required to first obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer as a condition for receiving a Hardship distribution. ☐ Participants are required to first obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer.
☐	☐	(e) A non-safe harbor Hardship described in Section 8.08(e)(2) of the BPD. (1) Unless elected otherwise below, a Participant is not required to obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer as a condition for receiving a Hardship distribution. ☐ Participants are required to obtain all nontaxable loans available under the Plan and all other plans maintained by the Employer. ☐ (2) In determining whether a Participant has an immediate and heavy financial need for purposes of applying the non-safe harbor Hardship provisions under Section 8.08(e)(2) of the BPD, the following modifications are made to the permissible events listed under Section 8.08(e)(1) of the BPD: _____
☐	☐	(f) Attainment of Normal Retirement Age.
☐	☐	(g) Attainment of Early Retirement Age.
☐	☐	(h) Upon a Participant becoming Disabled.
☐	☐	(i) As a Qualified Reservist Distribution as defined under Section 8.08(d) of the BPD.
☐	☐	(j) Completion of ____ Years of Service or ____ months of service.
☐	☐	(k) A Qualified Birth or Adoption Distribution (QBAD). (See AA §10-3 for detailed elections relating to QBADs.)

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Rollover	After-Tax		
☐	☐	(l)	Upon a deemed Severance from Employment when an individual is on active duty for a period of at least 30 days while performing service in the Uniformed Services, as described under Section 15.06 of the BPD.
☐	☐	(m)	Upon attainment of age ____ and ____ years of participation. [*If age is earlier than 59½, such age is deemed to be age 59½ for Salary Deferrals and for all amounts held in a Custodial Account.*]
N/A	☐	(n)	The amounts being withdrawn have been held in the Plan for at least two years. [*Not applicable to amounts attributable to Matching Contributions and Employer Contributions held in a Custodial Account*.]
☐	☐	(o)	Describe: _____ [***Note**: Any event described in subsection (o) may not violate the permissible distribution events under the Plan.*]

10-3 **SPECIAL DISTRIBUTION RULES.** No special distribution rules apply, unless specifically provided under this AA §10-3.

☐ (a) In-service distributions will only be permitted if the Participant is 100% vested in the source from which the withdrawal is taken. [*Select (1) or (2) below, if applicable. If (1) or (2) is not elected, the 100% vested requirement applies to all in-service distributions.*]

☐ (1) The 100% vested requirement only applies to Hardship distributions. [*If not elected, the 100% vested requirement applies to all in-service distributions.*]

☐ (2) The 100% vested requirement applies to all in-service distributions other than Hardship distributions.

☐ (b) A Participant may take no more than ____ in-service distribution(s) in a Plan Year.

☐ (c) A Participant may not take an in-service distribution of less than $____.

☐ (d) A Participant may not take an in-service distribution of more than $____.

☐ (e) Unless elected otherwise under this subsection (e), the Hardship distribution provisions of the Plan are not expanded to cover primary beneficiaries as set forth in Section 8.08(e)(6) of the BPD. If this subsection (e) is checked, the Hardship provisions of the Plan will apply with respect to individuals named as primary beneficiaries under the Plan.

☐ (f) A Participant may not take an in-service distribution from a Roth Deferral Account.

☐ (g) The following are not available to Participants who have had a Severance from Employment:

☐ (1) Qualified Birth or Adoption Distributions (QBADs).

☐ (2) Hardship distributions.

☐ (h) Other distribution rules: _____

[***Note:** This subsection (h) may be used to apply the limitations under this AA §10-3 only to specific in-service distribution options (e.g., hardship distributions).*]

SECTION 11
MISCELLANEOUS PROVISIONS

11-1 **PLAN VALUATION.** The Plan is valued **annually**, as of the last day of the Plan Year.

☐ (a) **Additional valuation dates (optional).** In addition, for each contribution type selected below the Account will be valued on the following dates:

Deferral	Match	ER		
☐	☐	☐	(1)	**Daily.** (i.e., the end of each business day during which the New York Stock Exchange is open.)
☐	☐	☐	(2)	**Monthly.** (i.e., the end of each month of the Plan Year.)
☐	☐	☐	(3)	**Quarterly.** (i.e., the end of each Plan Year quarter.)
☐	☐	☐	(4)	**Describe:** _____

[***Note:** The Employer may elect operationally to perform interim valuations*.]

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☐ (b) **Special rules.** The following special rules apply in determining the amount of income or loss allocated to Participants' Accounts, including describing rules for different investment options: _____

11-2 **SPECIAL RULES FOR APPLYING THE CODE §415 LIMITATION.** The provisions under Section 5.03 of the BPD apply for purposes of determining the Code §415 Limitation.

Complete this AA §11-2 to override the default provisions that apply in determining the Code §415 Limitation under Section 5.03 of the BPD.

☐ (a) **Limitation Year.** Instead of the Plan Year, the Limitation Year is the 12-month period ending _____.

[***Note:*** *If the Plan has a short Plan Year for the first year of establishment, the Limitation Year is deemed to be the 12-month period ending on the last day of the short Plan Year.*]

☐ (b) **Special rules:** _____

[***Note:*** *Any special rules under this subsection (b) must be consistent with the requirements of Code §415.*]

11-3 **SPECIAL RULES FOR MORE THAN ONE PLAN.** If the Employer maintains another plan in which any Participant is a participant, the rules set forth under Section 5.03(e) of the BPD apply.

To modify the default provisions under Section 5.03(e) of the BPD, designate how such rules will apply.

☐ Instead of applying the default rules under Section 5.03(e) of the BPD, the Employer will limit Annual Additions in the following manner: _____

11-4 **DELEGATION OF ADMINISTRATIVE FUNCTIONS.** Generally, the Employer, as Plan Administrator, has responsibility to administer the Plan. These responsibilities include compliance with Code §403(b) and other tax requirements. However, under AA Addendum A, the Employer may delegate such responsibilities to a third party, including a provider of an Annuity Contract or Custodial Account, provided such third party agrees to such delegation of responsibilities. An Employer may not allocate administrative responsibilities to Plan Participants.

11-5 **ELECTION NOT TO PARTICIPATE** (See Section 2.08 of the BPD)**.** Unless otherwise elected below, all Participants share in any allocation under this Plan and no Employee may waive out of Plan participation.

To allow Employees to waive participation under the Plan, check below.

☐ An Employee may make a one-time irrevocable election not to participate under the Plan at any time prior to the time the Employee first becomes eligible to participate under the Plan.

11-6 **SPECIAL RULES FOR MULTIPLE EMPLOYER PLANS.** If the Plan is a Multiple Employer Plan (as designated under AA §2-6), the rules applicable to Multiple Employer Plans under Section 16.07 of the BPD apply.

☐ The following special rules apply with respect to Multiple Employer Plans: _____

[***Note:*** *Any special rules must satisfy the rules applicable to Multiple Employer Plans under Code §413(c).*]

11-7 **CLAIMS PROCEDURES.** The Plan Administrator shall establish and maintain reasonable claims procedures as described in Section 11.08 of the BPD. Special rules may be described below.

☐ The following special rules apply with respect to claims procedures under Section 11.08 of the BPD: _____

11-8 **SPECIAL RULES APPLICABLE TO PLAN MERGERS AND SPINOFFS.**

☐ **Describe:** _____

11-9 **CONTRACT EXCHANGES AND PLAN-TO-PLAN TRANSFERS.** Unless otherwise indicated below and subject to the approval of the Plan Administrator and the terms of any governing Investment Arrangement, the Plan authorizes the Participant and Beneficiaries to make contract exchanges and plan-to-plan transfers both into and out of the Plan. Contract exchanges and plan-to-plan transfers may only be made to those Investment Arrangements currently accepting contributions under the Plan.

☐ (a) **Contract exchanges.** The Plan does not authorize contract exchanges as described in Section 14.04 of the BPD:

☐ (1) into the Plan.

☐ (2) out of the Plan.

☐ (b) **Plan-to-plan transfers.** The Plan does not authorize plan-to-plan transfers as described in Section 14.05 of the BPD:

☐ (1) into the Plan.

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☐ (2) out of the Plan.

☐ (c) **Describe special rules applicable to contract exchanges and plan-to-plan transfers:** _____

11-10 **SPECIAL MILITARY SERVICE PROVISIONS -- BENEFIT ACCRUALS.** Unless otherwise indicated below, an individual who dies or becomes disabled in qualified military service will NOT be treated as reemployed for purposes of determining entitlement to benefits under the Plan. (See Section 15.06 of the BPD.)

☑ **Eligibility for Plan benefits.** Check this box if the Plan will treat an individual who dies or becomes disabled in qualified military service as reemployed for purposes of determining entitlement to benefits under the Plan.

11-11 **PROTECTED BENEFITS.** There are no protected benefits (as defined in Code §411(d)(6)) other than those described in the Plan.

To designate protected benefits other than those described in the Plan, complete this AA §11-11.

☐ (a) **Additional protected benefits.** In addition to the protected benefits described in this Plan, certain other protected benefits are protected from a prior plan document, as described below: _____

☐ (b) **Elimination of distribution options.** Effective ____, the distribution options described in subsection (1) below are eliminated.

☐ (1) **Describe eliminated distribution options:** _____

☐ (2) **Application to existing Account Balances.** The elimination of the distribution options described in subsection (1) applies to:

☐ (i) All benefits under the Plan, including existing Account Balances.

☐ (ii) Only benefits accrued after the effective date of the elimination (as described above).

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APPENDIX A
SPECIAL EFFECTIVE DATES

[***Note:*** *This Appendix A may be used to memorialize prior Plan provisions that pertain to sources that no longer accept new contributions under the Plan.*]

☐ A-1 **Eligible Employees.** The definition of Eligible Employee under AA §3 is effective as follows:

_____

☐ A-2 **Minimum age and service conditions.** The minimum age and service conditions and Entry Date provisions specified in AA §4 are effective as follows:

_____

☐ A-3 **Compensation definitions.** The compensation definitions under AA §5 are effective as follows:

_____

☐ A-4 **Employer Contributions.** The Employer Contribution provisions under AA §6 are effective as follows:

_____

☐ A-5 **Salary Deferrals.** The provisions regarding Salary Deferrals under AA §6A are effective as follows:

_____

☐ A-6 **Matching Contributions.** The Matching Contribution provisions under AA §6B are effective as follows:

_____

☐ A-7 **Special Contributions.** The Special Contribution provisions under AA §6C are effective as follows:

_____

☐ A-8 **Retirement ages.** The retirement age provisions under AA §7 are effective as follows:

_____

☐ A-9 **Vesting and forfeiture rules.** The rules regarding vesting and forfeitures under AA §8 are effective as follows:

_____

☐ A-10 **Distribution provisions.** The distribution provisions under AA §9 are effective as follows:

_____

☐ A-11 **In-service distributions.** The provisions regarding in-service distributions under AA §10 are effective as follows:

_____

☐ A-12 **Miscellaneous provisions.** The provisions under AA §11 are effective as follows:

_____

☐ A-13 **Special effective date provisions for merged plans.** If any 403(b) or other plans have been merged into this Plan, the provisions of Section 14.03 of the BPD apply as follows:

_____

☐ A-14 **Other special effective dates:**

_____

☐ A-15 **Special effective dates for restated pre-approved plans:** The IRS allows the use of separate effective dates to memorialize plan operational changes that have occurred after the general effective date of the Plan and the actual Plan restatement adoption date. Adopting employers may use the above Special Effective Date options (A-1 through A-14) to memorialize these changes or they may use this A-15. If the adopting employer uses A-15, the changes will be part of the Plan, but will not be reflected in the SPD or plan summary:

_____

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APPENDIX B
LOAN POLICY

Use this Appendix B to identify elections dealing with the administration of Participant loans. These elections may be changed without amending this Adoption Agreement by substituting an updated Appendix B with new elections. Any modifications to this Appendix B or any modifications to a separate loan policy describing the loan provisions selected under the Plan will not affect an Employer's reliance on the Favorable IRS Letter. Irrespective of the elections made under this Appendix B, the Employer may permit under separate administrative procedures Participant loans consistent with any federally-declared disaster relief legislation or guidance.

B-1 Are **PARTICIPANT LOANS** permitted? (See Section 13 of the BPD.)

☑ (a) Yes

☐ (b) No

B-2 **LOAN PROCEDURES.** [***Note:*** *Loan procedures and requirements are subject to the terms of any governing Investment Arrangement.*]

☑ (a) Loans will be provided under the default loan procedures set forth in Section 13 of the BPD, unless modified under this Appendix B and subject to the terms of any governing Investment Arrangement.

☐ (b) Loans will be provided under a separate written loan policy. [*If this subsection (b) is checked, do not complete the rest of this Appendix B.*]

B-3 **AVAILABILITY OF LOANS.** Under Section 13.02 of the BPD's default loan policy, subject to the terms of any Investment Arrangement, loans are available to all Participants on a reasonable equivalent basis as determined by the Plan Administrator. To override this default provision, complete this AA §B-3.

☐ (a) A former Employee or Beneficiary (including an Alternate Payee) who has a vested Account Balance may request a loan from the Plan.

☐ (b) A "limited participant", as described under Section 4.01 of the BPD, may not request a loan from the Plan.

☐ (c) An officer or director of the Employer may **not** request a loan from the Plan.

☐ (d) Describe limitations on receiving loans under the Plan: _____

B-4 **LOAN LIMITS.** Subject to the terms of any Investment Arrangement, the default loan policy under Section 13.03 of the BPD allows Participants to take a loan provided all outstanding loans do not exceed 50% of the Participant's vested Account Balance. To override the default loan policy and allow loans on the Participant's total vested Account Balance up to $10,000, even if greater than 50% of the Participant's vested Account Balance, check this AA §B-4.

☑ A Participant may take a loan of the Participant's total vested Account Balance up to $10,000, even if greater than 50% of the Participant's vested Account Balance.

[***Note:*** *If this AA §B-4 is checked, the Participant may be required to provide adequate security as required under Section 13.06 of the BPD.***]**

B-5 **NUMBER OF LOANS.** Subject to the terms of any Investment Arrangement, the default loan policy under Section 13.04 of the BPD restricts Participants to one loan outstanding at any time. To override the default loan policy and permit Participants to have more than one loan outstanding at any time, complete (a) or (b) below.

☐ (a) A Participant may have ___ loans outstanding at any time, subject to any internal administrative limitations imposed by the Investment Arrangement, the service provider or platform.

☑ (b) There are no restrictions on the number of loans a Participant may have outstanding at any time.

B-6 **LOAN AMOUNT.** The default loan policy under Section 13.04 of the BPD provides that a Participant may not receive a loan of less than $1,000. To modify the minimum loan amount or to add a maximum loan amount, complete this AA §B-6.

☑ (a) There is no minimum loan amount.

☐ (b) The minimum loan amount is $____.

☑ (c) The maximum loan amount is $50,000 (no greater than $50,000).

☐ (d) The maximum loan amount is ____% (no greater than 50%) of the Participant's vested Account Balance, except as permitted under B-4 of this Appendix B.

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B-7 **INTEREST RATE.** The default loan policy under Section 13.05 of the BPD provides for an interest rate commensurate with the interest rates charged by local commercial banks for similar loans. To override the default loan policy and provide a specific interest rate to be charged on Participant loans, complete this AA §B-7.

☑ (a) The prime interest rate plus 2 percentage point(s).

☐ (b) The interest rate is determined in accordance with the terms of the Investment Arrangement, service provider procedures, or other loan policy document adopted by the Plan Administrator.

☐ (c) Describe: _____

[***Note:*** *Any interest rate described in this AA §B-7 must be reasonable and must apply uniformly to all Participants.***]**

B-8 **PURPOSE OF LOAN.** The default loan policy under Section 13.02 of the BPD provides that a Participant may receive a Participant loan for any purpose. To modify the default loan policy to restrict the availability of Participant loans to hardship events, check this AA §B-8.

☐ (a) A Participant may only receive a Participant loan upon the demonstration of a hardship event, as described in Section 8.08(e)(1) of the BPD.

☐ (b) A Participant may only receive a Participant loan under the following circumstances: _____

B-9 **APPLICATION OF LOAN LIMITS.** The default loan policy under Sections 13.03 and 13.06 of the BPD provides that a participant's entire Account will be taken into account in applying the loan limitation and adequate security requirement. To override this provision if Participant loans are not available from all contribution types, complete this AA §B-9.

☐ The loan limits and adequate security requirements will be applied by taking into account only those contribution Accounts which are available for Participant loans.

B-10 **CURE PERIOD.** The default loan policy under Section 13.10 of the BPD provides that a Participant incurs a loan default if a Participant does not repay a missed payment by the end of the calendar quarter following the calendar quarter in which the missed payment was due. To override this default provision to apply a shorter cure period, complete this AA §B-10.

☐ (a) The cure period for determining when a Participant loan is treated as in default will be ____ days (cannot exceed 90) following the end of the month in which the loan payment is missed.

☐ (b) The cure period for determining when a loan is treated as in default will be _____ days (cannot exceed 90) following the first missed loan payment.

B-11 **PERIODIC REPAYMENT – PRINCIPAL RESIDENCE.** The default loan policy under Section 13.07 of the BPD provides that if a Participant loan is for the purchase of a Participant's principal residence, the 5-year repayment period can be extended for a reasonable period commensurate with the repayment period permitted by commercial lenders for similar loans. To override this provision, complete this AA §B-11.

☐ (a) The Plan does not permit loan payments to exceed five (5) years, even for the purchase of a principal residence.

☐ (b) The loan repayment period for the purchase of a principal residence may not exceed ____ years (may not exceed 30), subject to any internal limitations imposed by the Investment Arrangement(s) or the service provider or platform.

☐ (c) Loans for the purchase of a Participant's principal residence may be payable over any reasonable period commensurate with the repayment period permitted by commercial lenders for similar loans, subject to any internal limitations imposed by the Investment Arrangement(s) or the service provider or platform.

B-12 **SEVERANCE FROM EMPLOYMENT.** The default loan policy under Section 13.11 of the BPD provides that a Participant loan becomes due and payable in full upon the Participant's Severance from Employment. To override this default provision, complete this AA §B-12.

☑ A Participant loan will not become due and payable in full upon the Participant's Severance from Employment.

B-13 **DIRECT ROLLOVER OF A LOAN NOTE.** The default loan policy under Section 13.11(b) of the BPD provides that upon Severance from Employment a Participant may request the Direct Rollover of a loan note provided the Participant has not already had a deemed distribution with respect to the note. To override this default provision, complete this AA §B-13.

☐ A Participant may **not** request the Direct Rollover of the loan note upon Severance from Employment.

B-14 **LOAN RENEGOTIATION.** The default loan policy under Section 13.11(c) of the BPD provides that a Participant may renegotiate a loan, provided the renegotiated loan separately satisfies the reasonable interest rate requirement, the adequate security requirement, the periodic repayment requirement, and the loan limitations under the Plan. The Employer may restrict the availability of renegotiations to prescribed purposes provided the ability to renegotiate a Participant loan is available on a non-

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discriminatory basis. To override the default loan policy and restrict the ability of a Participant to renegotiate a loan, complete this AA §B-14.

☐ (a) A Participant may **not** renegotiate the terms of a loan.

☐ (b) The following special provisions apply with respect to renegotiated loans: _____

B-15 **SOURCE OF LOAN.** The default loan policy under Section 13.09 of the BPD provides that Participant loans may be made from all available contribution types, to the extent vested. To override this provision, complete one of the sections below.

☐ (a) Participant loans will not be available from the following contribution types: _____

☐ (b) Participant loans will only be available from the following contribution types: _____

B-16 **MODIFICATIONS TO DEFAULT LOAN PROVISIONS.**

☐ The following special rules will apply with respect to Participant loans under the Plan: _____

[***Note:*** *Any provision under this AA §B-16 must satisfy the requirements under Code §72(p) and the regulations thereunder and will control over any inconsistent provisions of the Plan dealing with the administration of Participant loans.***]**

B-17 **SPOUSAL CONSENT.** The default loan policy under the Plan does not require spousal consent but allows the Employer to elect a provision that requires spousal consent to participant loans. To override this provision as permitted by Section 13.08 of the BPD, complete the applicable election in AA §9-2.

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APPENDIX C
ADMINISTRATIVE ELECTIONS

Use this Appendix C to identify certain elections dealing with the administration of the Plan. These elections may be changed without amending this Adoption Agreement by substituting an updated Appendix C with new elections. The provisions selected under this Appendix C do not create qualification issues and any changes to the provisions under this Appendix C will not affect the Employer's reliance on the Favorable IRS Letter. Instead of completing this Appendix C, the Employer may develop separate administrative procedures to address directions of investment, Rollover Contributions and/or QDRO procedures.

C-1 **DIRECTION OF INVESTMENTS.** Under Section 10.10 of the BPD, each Participant, Beneficiary or Alternate Payee (under a QDRO) shall have the exclusive right to direct the investment of all of their entire account. To override this provision, complete this AA § C-1.

☐ (a) Participants, Beneficiaries and Alternate Payees may not direct investments.

☐ (b) Participants, Beneficiaries and Alternate Payees may direct investments subject to the following restrictions:

☐ (1) Only for Accounts that are 100% vested.

☐ (2) Specify Accounts: _____

☐ (3) Describe any special rules that apply for purposes of direction of investments: _____

[***Note:*** *This subsection (3) may be used to describe special investment provisions for specific types of investments or for specific Accounts, such as the Rollover Contribution Account.*]

C-2 **ROLLOVER CONTRIBUTIONS.** Does the Plan accept Rollover Contributions? (See Section 4 of the BPD.)

☐ (a) No

☑ (b) Yes

☑ (1) If this subsection (1) is checked, an Eligible Employee may make a Rollover Contribution to the Plan prior to becoming a Participant in the Plan. (See Section 4 of the BPD.)

☑ (2) Check this subsection (2) if the Plan will accept Rollover Contributions from former Eligible Employees with an Account Balance under the Plan.

☐ (3) Describe any special rules for accepting Rollover Contributions: _____

[***Note:*** *The Employer may designate in subsection (3) or in separate written procedures the extent to which it will accept rollovers from designated plan types. For example, the Employer may decide not to accept rollovers from certain designated plans (e.g., 403(b) plans, §457 plans or IRAs). Any special rollover procedures will apply uniformly to all Participants under the Plan.*]

C-3 **QDRO PROCEDURES.** Although the requirements of Code §414(p) do not apply to the Plan, the Employer may elect to apply the procedures set forth under Section 11.07 of the BPD (which are patterned after the rules under Code §414(p)) by electing subsection (a) below or may elect not to apply the procedures set forth under Section 11.07 of the BPD and instead, describe the Plan's procedures for addressing domestic relations orders below or in separate administrative procedures.

☐ (a) The Employer elects to have the requirements of Section 11.07 of the BPD apply to its Plan.

☑ (b) The requirements of Section 11.07 of the BPD do not apply to the Plan. The procedures for addressing the receipt of domestic relations orders are either set forth below or in separate administrative procedures.

Describe domestic relations procedures: _____

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EMPLOYER SIGNATURE PAGE

PURPOSE OF EXECUTION. This Signature Page is being executed to effect:

☐ (a) The adoption of a **new plan**, effective _____

[***Note:*** *Date can be no earlier than the first day of the Plan Year in which the Plan is adopted.*]

☑ (b) The **restatement** of an existing plan in order to comply with the requirements for Cycle 2 Pre-Approved 403(b) Plans, pursuant to Rev. Proc. 2021-37.

(1) Effective date of restatement: January 1, 2026

[***Note:*** *Date can be no earlier than the first day of the Plan Year in which the restatement is adopted.*]

(2) Name of plan(s) being restated: Wallenpaupack Area School District 403(b) Plan

(3) The original effective date of the plan(s) being restated: January 1, 2009

☐ (c) An **amendment or restatement** of the Plan (other than to comply with the requirements for Cycle 2 Pre-Approved 403(b) Plans under Rev. Proc. 2021-37). If this Plan is being amended, a snap-on amendment may be used to designate the modifications to the Plan or the updated pages of the Adoption Agreement may be substituted for the original pages in the Adoption Agreement. All prior Employer Signature Pages should be retained as part of this Adoption Agreement.

(1) Effective Date(s) of amendment/restatement: _____

[***Note****: Date can be no earlier than the first day of the Plan Year in which the Plan is adopted.*]

(2) Name of plan being amended/restated: _____

(3) The original effective date of the plan being amended/restated: _____

(4) If Plan is being amended, identify the Adoption Agreement section(s) being amended: _____

PRE-APPROVED PLAN PROVIDER INFORMATION. The Pre-Approved Plan Provider (or authorized representative) will inform the Employer of any amendments made to the Plan and will notify the Employer if it discontinues or abandons the Plan. To be eligible to receive such notification, the Employer agrees to notify the Pre-Approved Plan Provider (or authorized representative) of any change in address. The Employer may direct inquiries regarding the Plan or the effect of the Favorable IRS Letter to the Pre-Approved Plan Provider (or authorized representative) at the following location:

Name of Pre-Approved Plan Provider (or authorized representative): U.S. Omni & TSACG Compliance Services, Inc.

Address: 220 Alexander Street, Suite 400, Rochester, New York 14607

Telephone number: 850-244-7306

IMPORTANT INFORMATION ABOUT THIS PRE-APPROVED PLAN. A failure to properly complete the elections in this Adoption Agreement or to operate the Plan in accordance with applicable law may result in disqualification of the Plan. Except to the extent provided in Rev. Proc. 2021-37, an Adopting Employer may rely on a currently valid Favorable IRS Letter as evidence that the plan satisfies the Code § 403(b) Requirements if: (1) the Adopting Employer's Plan is identical to this Nonstandardized Code §403(b) Pre-Approved Plan and (2) the adopting Employer has not amended this Nonstandardized Code §403(b) Pre-Approved Plan other than by choosing options provided in the Adoption Agreement or making amendments that are described in §9.03 of Rev. Proc. 2021-37 (relating to Employer amendments that will not affect reliance). The adopting Employer may not rely on the Favorable IRS Letter in certain other circumstances, which are specified in the Favorable IRS Letter issued with respect to the Plan, or in Rev. Proc. 2021-37. In order to obtain reliance in such circumstances or with respect to certain other Code §403(b) requirements, the Employer may need to apply to the Internal Revenue Service for a determination letter.

By executing this Adoption Agreement, the Employer intends to adopt the provisions as set forth in this Adoption Agreement and the related Plan document. By signing this Adoption Agreement, the individual below represents that such individual has the authority to execute this Plan document on behalf of the Employer. This Adoption Agreement may only be used in conjunction with Basic Plan Document #12. The Employer understands that the Pre-Approved Plan Provider has no responsibility or liability regarding the suitability of the Plan for the Employer's needs or the options elected under this Adoption Agreement. It is recommended that the Employer consult with legal counsel before executing this Adoption Agreement.

Wallenpaupack Area School District
(Name of Employer)

(Name of authorized representative) *(Title)*

Signed by:
Jillian Klocko
67006EA218E4435...

8/3/2026

(Signature – Electronically signed) *(Date)*

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ADDENDUM A
ALLOCATION OF ADMINISTRATIVE FUNCTIONS

This Addendum A identifies any party to whom administrative functions have been allocated and the specific functions allocated to such persons, effective December 15, 2025.

Service agreements and other records or information pertaining to the administration of the Plan may be included or incorporated by reference in the Addendum. The Addendum may be modified from time to time. A modification of the Addendum is not an amendment of the Plan.

☑ Administrative functions are specified in a separate service agreement.

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ADDENDUM B
VENDORS OF INVESTMENT ARRANGEMENTS

This Addendum B lists the Vendors of Investment Arrangements approved for use under the Plan, effective January 1, 2026.

The Addendum must include sufficient information to identify the approved Investment Arrangements. The terms governing each Investment Arrangement under the Plan, excluding those terms that are inconsistent with the Plan or Code §403(b), are hereby incorporated by reference in the Plan. The Addendum may be modified from time to time. A modification of the Addendum is not an amendment of the Plan.

Name of Vendor	**Type of Investment Arrangement (e.g., annuity contract, custodial account, etc.)**	**Active/Inactive**
Ameriprise Financial	annuity contract and/or custodial account	Active
Aspire Financial Services	annuity contract and/or custodial account	Active
Corebridge Financial (formerly AIG Retirement Services-VALIC)	annuity contract and/or custodial account	Active
Equitable	annuity contract and/or custodial account	Active
Invesco OppenheimerFunds	annuity contract and/or custodial account	Active
Kades-Margolis Corp.	annuity contract and/or custodial account	Active
Lincoln Investment Planning, LLC (Pershing custodian)	annuity contract and/or custodial account	Active
Metropolitan Life Insurance Company	annuity contract and/or custodial account	Active
MidAmerica - AUL	annuity contract and/or custodial account	Active
Rydex SGI	annuity contract and/or custodial account	Active
Security Benefit Group	annuity contract and/or custodial account	Active
The Legend Group (Pershing custodian)	annuity contract and/or custodial account	Active

SECURE 2.0 ACT INTERIM AMENDMENT
ELECTIVE PROVISIONS

These Elective Provisions provide for elections related to the SECURE 2.0 Act Interim Amendment. **All provisions and elections made below are your document Provider's defaults.** Application of the SECURE 2.0 Act Interim Amendment and the Elective Provisions may depend on the Investment Arrangement(s) associated with the Plan.

ELECTIVE PROVISIONS RELATING TO EMPLOYER CONTRIBUTIONS

S2-1. OPTIONAL TREATMENT OF EMPLOYER CONTRIBUTIONS AS DESIGNATED ROTH NONELECTIVE CONTRIBUTIONS. (S2IA §3.01)

☐ (a) A Participant may not elect to treat a nonforfeitable Employer Contribution made on behalf of such Participant as a Designated Roth Nonelective Contribution.

☐ (b) Effective __ (insert date on or after December 30, 2022), a Participant MAY elect to treat a nonforfeitable Employer Contribution made on behalf of such Participant as a Designated Roth Nonelective Contribution.

☑ (c) Describe special any special rules relating to the optional treatment of nonforfeitable Employer Contributions as a Designated Roth Nonelective Contribution: Special rules relating to the optional treatment of nonforfeitable Employer Contributions as a Designated Roth Nonelective Contribution are set forth in the applicable agreement between the employer and the employee and/or in an employer administrative/board policy.

ELECTIVE PROVISIONS RELATING TO SALARY DEFERRALS

S2-2. MANDATORY AUTOMATIC ENROLLMENT. (S2IA §4.01)

[***Note:*** *The mandatory automatic enrollment requirements do not apply to the Pre-Approved Retirement Income Account (RIA) 403(b) Plan (#09-001), the Church 403(b) Plan (#11-001) or the Public School/Dual Status 403(b) Plan (#12-001). The mandatory automatic enrollment requirements also do not apply to the Pre-Approved 403(b) Plan for 501(c)(3) Organizations and Electing Churches (#08-001) or the Salary Reduction Only 403(b) Plan (#10-001), if such Plan is exempted from the requirements under Code §414A, including a Plan maintained by an Employer that normally employs 10 or fewer Employees, a*

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Plan maintained by an Employer that has been in existence for less than 3 years, or a Plan established before December 29, 2022. (See S2IA §4.01(e).)]

☐ (a) **The Plan is exempt from the mandatory automatic enrollment requirements. [Note:** Designation under this S2-2(a) as to whether and why the Plan is exempt from the automatic enrollment requirements is optional. The exemption may be determined administratively.]

The Plan is exempt from the mandatory automatic enrollment requirements because:

☐ (1) The Plan was established before December 29, 2022.

☐ (2) The Plan is maintained by an Employer that normally employs 10 or fewer Employees.

☐ (3) The Plan is maintained by an Employer that has been in existence for less than 3 years.

☐ (4) The Plan is a governmental plan (within the meaning of Code §414(d).

☐ (5) The Plan is a church plan (within the meaning of Code §414(e).

[***Note****: If the Plan is exempt from the mandatory automatic enrollment requirements, do not complete the elective provisions under (b) – (f) below. Additionally, an Employer is not required to complete the following elective provisions if the elections in the Adoption Agreement already satisfy the mandatory automatic enrollment requirements.*]

The following elections apply for the first Plan Year beginning after December 31, 2024 or, if later, the date the Plan is initially effective, unless the Employer designates a special effective date under subsection (f) below.

☐ (b) **Eligible Automatic Contribution Arrangement deferral percentage and automatic increase.**

☐ (1) **Initial automatic (default) Salary Deferral percentage.** ____% of Plan Compensation (percentage must be between 3% and 10%)

☐ (2) **Automatic (default) Salary Deferral percentage increase.** For each Plan Year beginning after an Employee's initial period under the arrangement, the percentage of the default Salary Deferral is increased by 1 percentage point until the percentage is ____% of Plan Compensation (must be at least 10%, but may not exceed 15%)

☐ (3) **Special application of automatic increase provisions.** The Employer may describe under this subsection (3) special rules applicable to automatic increase provisions: _____

[***Note:*** *Special rules must satisfy all applicable statutory and regulatory requirements.*]

☐ (c) **Application of automatic (default) Salary Deferral provisions.** The automatic (default) Salary Deferral election under subsection (b) will apply to Participants who enter the Plan after the automatic (default) Salary Deferral provisions are effective and to current Participants eligible to participate in the Plan at the time the automatic (default) Salary Deferral provisions are effective as set forth below.

☐ (1) **Current Participants.** The automatic (default) Salary Deferral provisions apply to all other eligible Participants as follows:

☐ (i) Automatic (default) Salary Deferral provisions apply to current Participants who have not entered into an affirmative Salary Deferral election. ***(Under this election, the automatic (default) Salary Deferral provisions do not apply to current Participants who have made an affirmative Salary Deferral election to not defer into the Plan).***

☐ (ii) Automatic (default) Salary Deferral provisions apply to current Participants who have not entered into a Salary Deferral election and to current Participants who have made an affirmative Salary Deferral election not to defer under the Plan.

☐ (iii) Automatic (default) Salary Deferral provisions apply to all current Participants who have not entered into a Salary Deferral election that is at least equal to the automatic (default) Salary Deferral amount under subsection (b)(1). Current Participants who have made a Salary Deferral election that is less than the automatic (default) Salary Deferral amount, or who have not made a Salary Deferral election, will automatically be increased to the automatic (default) Salary Deferral amount unless the Participant enters into a new Salary Deferral election on or before the effective date of the automatic (default) Salary Deferral provisions.

☐ (iv) Describe: _____

☐ (2) **Expiration of affirmative deferral elections.** Unless this subsection (2) is elected, for purposes of the automatic (default) Salary Deferral provisions of the Plan, a Participant's affirmative Salary Deferral election will not expire. If this subsection (2) is elected, a Participant's affirmative Salary Deferral election will expire:

☐ (i) At the end of each Plan Year.

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☐ (ii) Describe date that the affirmative Salary Deferral election will expire: _____

Expiration applies to the following:

☐ (iii) All affirmative Salary Deferral elections.

☐ (iv) Only to affirmative Salary Deferral elections that are less than the current automatic (default) Salary Deferral rate.

If a Participant fails to complete a new affirmative Salary Deferral election subsequent to the prior election expiring, the Participant becomes subject to the automatic (default) Salary Deferral percentage as specified in the Plan pursuant to the automatic (default) Salary Deferral provisions. Each year, the Participant may always complete a new affirmative Salary Deferral election and designate a new Salary Deferral percentage.

(3) **Treatment of automatic (default) Salary Deferral.** Any Salary Deferrals made pursuant to an automatic (default) Salary Deferral election will be treated as Pre-Tax Deferrals, unless designated otherwise under this subsection (3).

☐ Any Salary Deferrals made pursuant to an automatic (default) Salary Deferral election will be treated as Roth Deferrals.

[***Note:*** *This subsection (3) may only be checked if Roth Deferrals are permitted under the Plan.*]

(d) **Permissive redetermination of periods without automatic (default) Salary Deferrals.** The uniform automatic (default) Salary Deferral percentages under (b) above are based on the date the Employee's initial period begins. However, if, after the Employee's initial period began, the Employee did not have automatic (default) Salary Deferral made for an entire Plan Year, then an Employee's initial period is redetermined as follows or under separate administrative procedures: (If no elections are made below or under separate administrative procedures, the initial period is not redetermined.)

☐ (1) **Redetermination for Employee who became ineligible.** If, for an entire Plan Year, no automatic (default) Salary Deferral were made solely because the Employee was not eligible to make Salary Deferrals under the Plan for that Plan Year, then the Employee's initial period is redetermined so that it begins on the date the Employee is again eligible to make Salary Deferrals under the Plan.

☐ (2) **Redetermination for Employee who remained eligible and made an affirmative Salary Deferral election.** If, for an entire Plan Year, no automatic (default) Salary Deferral were made to the Plan solely because the Employee made an affirmative Salary Deferral election in a different amount (including an election not to make Salary Deferrals), then the Employee's initial period is redetermined so that it begins:

☐ (i) On the first day of the Plan Year that begins after the first full Plan Year in which the affirmative election was in effect.

☐ (ii) Describe date for which an Employee's initial period is redetermined (may not be earlier than the first day of the Plan Year beginning after the last day of the Plan Year that follows the Plan Year that includes the date the initial period began): _____

(e) **Permissible withdrawals.**

(1) **Time period for electing a permissible withdrawal.** A Participant who had an automatic (default) Salary Deferral made under the Plan must be allowed to withdraw such contributions (and earnings attributable thereto). Unless otherwise elected below, a Participant must request a permissible withdrawal no later than 90 days after the date of the Participant's first automatic (default) Salary Deferral under the EACA.

☐ Instead of a 90-day election period, a Participant must request a permissible withdrawal no later than ____ [may not be less than 30 nor more than 90] days after the date the Plan Compensation from which automatic (default) Salary Deferral are withheld would otherwise have been included in gross income.

(2) **Employee with no automatic (default) Salary Deferral for a full Plan Year.** Unless elected otherwise below, an Employee who would otherwise be subject to the automatic (default) Salary Deferral requirements but who for an entire Plan Year did not have automatic (default) Salary Deferral made under the Plan (e.g., a Participant who terminated employment) may elect a permissible withdrawal within the applicable time period if automatic (default) Salary Deferral begin at a later time (e.g., the Employee is rehired).

☐ The ability to take permissible withdrawals does not apply to an Employee who would otherwise be subject to the automatic (default) Salary Deferral requirements but who for an entire Plan Year did not have automatic (default) Salary Deferral made under the Plan.

☐ (f) Describe special rules, including effective date rules, applicable to the mandatory automatic enrollment under the Plan: _____

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S2-3. AGE 50 CATCH-UP CONTRIBUTIONS. (S2IA §4.02) [If the Employer has elected to not permit Age 50 Catch-Up Contributions under the Adoption Agreement, no elections are necessary under this §S2-3. Note that the Plan default is that the Plan permits Age 50 Catch-Up Contributions.]

(a) **Age 50 Catch-Up Contribution elections.** Unless otherwise elected under this §S2-3(a), a Plan that permits Age 50 Catch-Up Contributions added the higher Age 50 Catch-Up Contribution Limit for Participants who have attained ages 60 - 63, effective for taxable years beginning on January 1, 2025.

☐ (1) The higher Age 50 Catch-Up Contribution Limit for Participants who have attained ages 60 - 63 is not permitted under the Plan.

☐ (2) The higher Age 50 Catch-Up Contribution Limit for Participants who have attained ages 60 – 63 was added to the Plan effective ____ [insert date after January 1, 2025].

☐ (3) The higher Age 50 Catch-Up Contributions for Participants who have attained ages 60 - 63 were permitted for taxable years beginning on or after January 1, 2025, but are no longer permitted under the Plan, effective ____ [insert date].

☐ (4) Collectively Bargained Employees who are eligible to make Salary Deferrals under the Plan are not eligible for the higher Age 50 Catch-Up Contribution Limit for Participants who have attained ages 60 - 63.

(b) **Age 50 Catch-Up Contributions that are eligible for Matching Contributions.** Unless elected otherwise under this §S2-3(b), a Plan that includes an election to make Age 50 Catch-Up Contributions that are eligible for Matching Contributions (see AA §6B-3) will provide such Matching Contributions on all Age 50 Catch-Up Contributions (including higher Age 50 Catch-Up Contributions) that are permitted under the Plan.

☐ (1) Only regular Age 50 Catch-Up Contributions are eligible for Matching Contributions. Higher Age 50 Catch-Up Contributions for Participants who have attained ages 60 - 63 are not eligible for Matching Contributions.

☐ (2) Only regular Age 50 Catch-Up Contributions are eligible for Matching Contributions. Matching Contributions on higher Age 50 Catch-Up Contributions for Participants who have attained ages 60 - 63 are no longer made to the Plan, effective ____ [insert date after January 1, 2025].

☐ (3) Describe any special rules or provisions, including effective dates, relating to Age 50 Catch-Up Contributions and their eligibility for Matching Contributions: _____

[***Note:*** *If no elections are made above, the Plan will treat higher Age 50 Catch-Up Contributions in the same manner as Age 50 Catch-Up Contributions as designated under AA §6B-3.*]

(c) **Elections relating to Roth Deferrals and Age 50 Catch-Up Contributions.**

☐ (1) Age 50 Catch-Up Contributions are removed from the Plan effective ____ [insert date on or after January 1, 2024].

☐ (2) Roth Deferrals are added to the Plan effective ____ [enter a date on or after January 1, 2024].

[***Note:*** *In lieu of making elections under this subsection (c), the Employer may make appropriate elections (i.e., to remove Age 50 Catch-Up Contributions or to add Roth Deferrals) under the Adoption Agreement. If Roth Deferrals are added under (2) above, the Plan defaults for Roth Deferrals will apply unless otherwise described under subsection (f) below.*]

☐ (3) Highly Paid Individuals (i.e., any eligible Participant whose wages (as defined in Code §3121(a)) for the preceding calendar year from the employer sponsoring the Plan exceeded $150,000 (as adjusted) are not eligible to make Age 50 Catch-Up Contributions under the Plan.

☐ (4) Highly Compensated Employees and Highly Paid Individuals (i.e., any eligible Participant whose wages (as defined in Code §3121(a)) for the preceding calendar year from the employer sponsoring the Plan exceeded $150,000 (as adjusted) are not eligible to make Age 50 Catch-Up Contributions under the Plan.

☐ (5) Highly Compensated Employees with net earnings from self-employment for the preceding calendar year that exceeded $150,000 (as adjusted) and Highly Paid Individuals (i.e., any eligible Participant whose wages (as defined in Code §3121(a)) for the preceding calendar year from the employer sponsoring the Plan exceeded $150,000 (as adjusted) are not eligible to make Age 50 Catch-Up Contributions under the Plan.

(d) **Deemed Roth Age 50 Catch-Up Contribution election.** Unless elected otherwise below, the Plan deems a Participant who is subject to the Roth Age 50 Catch-Up Contribution requirement to have irrevocably designated any Age 50 Catch-Up Contributions as a Roth Deferral.

☐ (1) The Plan does not provide for a deemed Roth Catch-Up Contribution election, unless the Plan Administrator notifies the Participant of such a deemed Roth Catch-Up Contribution election before the Participant makes a Salary Deferral election. (See SECURE 2.0 Act IA §4.02(d).)

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☐ (2) The Plan does not provide for a deemed Roth Catch-Up Contribution election. The Participant must make an election to treat Catch-Up Contributions as Roth Catch-Up Contributions. (See SECURE 2.0 Act IA §4.02(d).)

☐ (e) **Aggregation of employers for determining the "employer sponsoring the Plan" for purposes of Code §414(v)(7).** For purposes of Code §414(v)(7) and determining wages from the "employer sponsoring the Plan," the following employers are aggregated, as allowed under Treas. Reg. §1.414(v)-2(b)(4) (e.g., employers using a common paymaster or part of a Related Employer group): _____

[***Note:*** *In lieu of listing aggregated employers above, the Employer may describe such aggregated employers in a separate written administrative procedure*.]

☐ (f) Describe other special rules or provisions, including effective date rules, relating to Age 50 Catch-Up Contributions: __

S2-4. LTPT EMPLOYEES. (S2IA §4.03) Effective for Plan Years beginning on or after January 1, 2025, the Plan must permit LTPT Employees to make Salary Deferrals into the Plan, as required under Code §§403(b)(12). The Employer may make elections under this Elective Provisions §S2-4 consistent with the requirements of Code §§403(b)(12) and S2IA §4.03. Elections under this Elective Provisions §S2-4 are not necessary if no Employees will ever be eligible to make Salary Deferrals solely because of the LTPT Employee requirements or if the Plan is not subject to Title I of ERISA.

[***Note:*** *Because the LTPT Employee requirements do not apply to plans not subject to Title I of ERISA, these requirements do not apply to the Pre-Approved Retirement Income Account (RIA) 403(b) Plan (#09-001), the Salary Reduction Only Plan (#10-001), the Church 403(b) Plan (#11-001) or the Public School/Dual Status 403(b) Plan (#12-001).*]

☐ (a) **Eligibility for Employer Contributions and Matching Contributions.** Unless elected otherwise below, LTPT Employees are not eligible for Employer Contributions or Matching Contributions under the Plan.

In addition to the ability to make Salary Deferrals, LTPT Employee may receive the following in the same manner and under the same conditions as other Eligible Employees under the Plan: [Note: The elections below are effective for Plan Years beginning on or after January 1, 2025 or such later date as designated.]

☐ (1) All available Employer Contributions and Matching Contributions, effective ____.

☐ (2) Employer Contributions (including Qualified Nonelective Employer Contributions), effective ____.

☐ (3) Matching Contributions (including Qualified Matching Contributions), effective ____.

☐ (4) Safe Harbor 403(b) Plan Contributions, effective ____.

☐ (5) Describe: _____

☐ (b) **Eligibility Computation Period (ECP).** Unless elected otherwise below, the ECP rules under the Plan apply to LTPT Employees.

☐ (1) The ECP for an LTPT Employee is based on Anniversary Years and will not switch to the Plan Year.

☐ (2) Describe ECP rules applicable to LTPT Employees: _____

[***Note:*** *Any description under this (2) must be consistent with requirements for ECPs under the Plan*.]

☐ (c) **Entry Date.** Unless elected otherwise below, the Entry Date rules under the Plan apply to LTPT Employees.

☐ (1) The Entry Date for LTPT Employees will be the first day of the 1st and 7th month of the Plan Year.

☐ (2) Describe the Entry Date rules applicable to LTPT Employees: _____

[***Note****: Any description under this (2) must be consistent with requirements for Entry Dates under the Plan.*]

(d) **Collectively Bargained Employees and non-resident aliens.** If Collectively Bargained Employees and/or non-resident aliens who receive no compensation from the Employer that constitutes U.S. source income are otherwise eligible for the Plan, the Employer may elect to exclude such Employees from the LTPT Employee rules below:

☐ (1) Collectively Bargained Employees are excluded from eligibility as LTPT Employees.

☐ (2) Non-resident aliens who receive no compensation from the Employer that constitutes U.S. source income are excluded from eligibility as LTPT Employees.

(e) **Roth Deferrals.** LTPT Employees may make Roth Deferrals if Roth Deferrals are permitted under the Plan, unless the Employer elects otherwise below:

☐ LTPT Employees are not permitted to make Roth Deferrals under the Plan.

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(f) **After-Tax Employee Contributions.** LTPT Employees may make After-Tax Employee Contributions if After-Tax Employee Contributions are permitted under the Plan, unless the Employer elects otherwise below:

☐ LTPT Employees are not permitted to make After-Tax Employee Contributions under the Plan.

(g) **Rollover Contributions.** LTPT Employees may make Rollover Contributions if Rollover Contributions are permitted under the Plan, unless the Employer elects otherwise below:

☐ LTPT Employees are not permitted to make Rollover Contributions under the Plan.

(h) **Automatic Contribution Arrangements.** LTPT Employees are subject to the Plan's Automatic Contribution Arrangement provisions (including automatic escalation), unless the Employer elects otherwise below:

☐ (1) LTPT Employees are not subject to the Automatic Contribution Arrangement provisions of the Plan.

☐ (2) LTPT Employees are subject to the Plan's Automatic Contribution Arrangement provisions (**excluding automatic escalation**).

[***Note:*** *If the Plan is subject to the mandatory automatic enrollment rules under S2IA §4.01, LTPT Employees must be automatically enrolled in the Plan and the above elections do not apply.*]

(i) **Vesting Computation Periods (VCPs).** LTPT Employee will not receive vesting credit for VCPs beginning before January 1, 2023, unless the Employer elects otherwise below:

☐ (1) All VCPs beginning before January 1, 2023 will be taken into account for determining vesting credit for LTPT Employees.

☐ (2) Describe the VCPs beginning before January 1, 2023 that will be taken into account for determining vesting credit for LTPT Employees: _____

(j) **Nondiscrimination and coverage election.** If the Plan is not a Safe Harbor 403(b) Plan, the Employer may administratively elect on an annual basis to exclude LTPT Employee from all nondiscrimination and coverage tests.

If the Plan is a Safe Harbor 403(b) Plan, the Employer excludes LTPT Employees from all nondiscrimination and coverage tests, unless elected otherwise below:

☐ The Plan is a Safe Harbor 403(b) Plan and the Employer elects to INCLUDE LTPT Employees in all nondiscrimination and coverage tests. (The Employer must make this nondiscrimination and coverage election before the Plan Year for which the election applies.)

(k) **Automatic Increase for Participants with Affirmative Salary Deferral election.** LTPT Employees are subject to the Plan's provisions relating to automatic increase for Participants with affirmative Salary Deferral Election under AA §6A-6.

☐ LTPT Employees are not subject to the Plan's provisions relating to automatic increase for Participants with affirmative Salary Deferral Election under AA §6A-6.

☐ (l) **Describe other rules applicable to LTPT Employees.** _____

[***Note****: Any rules under this (l) must be consistent with requirements for the participation of LTPT Employees as set forth under S2IA §4.03.*]

S2-5. STARTER 403(b) PLANS FOR EMPLOYERS WITH NO RETIREMENT PLAN. (S2IA §4.05)

[*Note: The Starter 403(b) Plan provisions do not apply to Pre-Approved Public School/Dual Purpose 403(b) Plan (#12-001).]*

☐ **Establishment of Starter 403(b) Plan.** The Employer establishes a Starter 403(b) Plan, as of the effective date indicated on the Employer Signature Page of the Adoption Agreement. The effective date may be no earlier than December 31, 2023.

An Employer adopting a Starter 403(b) Plan should complete the Adoption Agreement consistent with the requirements applicable to a Starter 403(b) Plan, as described under S2IA §4.05. The Employer must designate an automatic (default) deferral percentage of at least 3% and not more than 15%, a minimum service requirement of not more than one Year of Service, a minimum age requirement of not more than age 21, and an Entry Date.

S2-6. PENSION-LINKED EMERGENCY SAVINGS ACCOUNT (PLESA). (S2IA §4.06)

(a) **Establishment of a PLESA.** Unless otherwise elected below, the Plan does not include PLESAs.

☐ Effective for Plan Years beginning on or after ____ [enter a date no earlier than January 1, 2024], the Employer establishes, as part of the Plan, a PLESA for the benefit of eligible Participants, as provided under Code §402A(e) and ERISA §§801 – 804.

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(b) **Elections relating to PLESAs.** If PLESAs are established under the Plan, the Employer may make the following elections:

☐ (1) Instead of $2,500 the Plan limits the portion of a Participant's Account attributable to PLESA contributions to $____ [insert amount less than $2,500]

☐ (2) Instead of requiring an affirmative election by a Participant to contribute to the PLESA, the Plan will automatically enroll eligible Participants at a rate of ____% [must be 3% or less]

ELECTIVE PROVISIONS RELATING TO MATCHING CONTRIBUTIONS

S2-7. OPTIONAL TREATMENT OF MATCHING CONTRIBUTIONS AS DESIGNATED ROTH MATCHING CONTRIBUTIONS. (S2IA §5.01)

☐ (a) A Participant may not elect to treat a nonforfeitable Matching Contribution made on behalf of such Participant as a Designated Roth Matching Contribution.

☐ (b) Effective ____ [*insert date on or after December 30, 2022*], a Participant MAY elect to treat a nonforfeitable Matching Contribution made on behalf of such Participant as a Designated Roth Matching Contribution.

☑ (c) Describe any special rules relating to the optional treatment of nonforfeitable Matching Contributions as a Designated Roth Matching Contribution: Special rules relating to the optional treatment of nonforfeitable Matching Contributions as a Designated Roth Matching Contribution are set forth in the applicable agreement between the employer and the employee and/or in an employer administrative/board policy.

S2-8. TREATMENT OF QUALIFIED STUDENT LOAN PAYMENTS (QSLPs) AS SALARY DEFERRALS FOR PURPOSES OF MATCHING CONTRIBUTIONS. (S2IA §5.02)

☐ (a) The Plan does not treat QSLPs as Salary Deferrals (or After-Tax Employee Contributions, if applicable) for purposes of Matching Contributions.

☐ (b) Effective for Plan Years beginning on or after ____ [*enter a date no earlier than January 1, 2024*], the Plan will treat QSLPs as Salary Deferrals (or After-Tax Employee Contributions, if applicable) for purposes of Matching Contributions, as provided for under §110 of the SECURE 2.0 Act.

☑ (c) Describe any special rules relating to the treatment of QSLPs as Salary Deferrals (or After-Tax Employee Contributions, if applicable) for purposes of Matching Contributions: Special rules relating to the treatment of QSLPs as Salary Deferrals (or After-Tax Employee Contributions, if applicable) are set forth in the applicable agreement between the employer and the employee and/or in an employer administrative/board policy.

S2-9. FEDERAL SAVER'S MATCHING CONTRIBUTION. (S2IA §5.03)

☑ (a) Employer will not accept receipt of the federal saver's matching contribution.

☐ (b) The Employer elects to accept the receipt of the federal saver's matching contribution, effective ____ [*insert date on or after January 1, 2027*].

☐ (c) Describe special rules applicable to the federal saver's matching contribution: _____

ELECTIVE PROVISIONS RELATING TO DISTRIBUTIONS

S2-10. AVAILABILITY OF INVOLUNTARY CASH-OUT DISTRIBUTIONS. (S2IA §6.01)

☑ (a) **No change to Involuntary Cash-Out Distribution related-provisions as elected under the Adoption Agreement and as applicable before January 1, 2024 (i.e., prior to the effective date of §304 of the SECURE 2.0 Act).**

☐ (b) **Involuntary Cash-Out Distributions.** Beginning January 1, 2024, or, if later, ____ [insert date after January 1, 2024], a Participant who has a Severance from Employment with a vested Account Balance of $7,000 or less will receive an Involuntary Cash-Out Distribution, subject to the Automatic Rollover provisions under the Plan.

☐ (c) **No Involuntary Cash-Out Distributions.** Beginning January 1, 2024, or, if later, ____ [insert date after January 1, 2024], the Plan does not provide for Involuntary Cash-Out Distributions. A Participant who has a Severance from Employment must consent to any distribution from the Plan.

☐ (d) **Lower Involuntary Cash-Out Distribution threshold.** Beginning January 1, 2024, or, if later, ____ [insert date after January 1, 2024], a Participant who has a Severance from Employment will receive an Involuntary Cash-Out Distribution only if the Participant's vested Account Balance is less than or equal to:

☐ (1) $1,000

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☐ (2) $5,000

☐ (3) $____ (*must be less than $7,000*)

☐ (e) **Application to spousal consent requirements.** Beginning January 1, 2024, or, if later, ____ [insert date after January 1, 2024], if the Plan is subject to the Qualified Joint and Survivor Annuity rules and this subsection (e) is elected, the elections in subsections (a) - (d) do not apply in determining the dollar threshold for spousal consent under the Plan and instead the spousal consent threshold is $7,000 or such lower amount as selected below:

☐ (1) $1,000

☐ (2) $5,000

☐ (3) $____ (*must be less than $7,000*)

☐ (f) Describe any special rules relating to Involuntary Cash Out Distributions and/or spousal consent requirements: _____

S2-11. AVAILABILITY OF IN-SERVICE DISTRIBUTIONS. (S2IA §§6.02, 6.03, 6.04, 6.05, 6.07) A Participant may withdraw all or any portion of such Participant's vested Account Balance, to the extent designated, upon the occurrence of any of the event(s) selected under this S2-11. If more than one option is selected for a particular contribution type under this S2-11, a Participant may take an in-service distribution upon the occurrence of any of the selected events, unless designated otherwise under this S2-11.

If the Plan allows for Rollover Contributions under AA §C-2 or After-Tax Employee Contributions under AA §6D, unless elected otherwise under this S2-11, a Participant may take an in-service distribution from such Participant's Rollover Account and After-Tax Employee Contribution Account at any time. If the Plan provides for Safe Harbor Contributions (SH) under AA §6C, unless elected otherwise under this S2-11, a Participant may take an in-service distribution from such Participant's Safe Harbor Contribution Account at the same time as elected for Salary Deferrals under S2-11. Unless otherwise described under S2-11(e), a Participant may take an in-service distribution from a Transfer Account as allowed for the underlying contribution source.

[***Note:*** *In-service distributions must satisfy the distribution restrictions applicable to Custodial Accounts and Salary Deferral Accounts.*]

All Available Sources	Deferral	Match	ER	R/O	AT	SH	
☐	☐	☐	☐	☐	☐	☐	(a) As an Emergency Personal Expense Distribution beginning January 1, 2024, or, if later, ____ [insert date after January 1, 2024].
☑	☐	☐	☐	☐	☐	☐	(b) As a Domestic Abuse Distribution beginning January 1, 2024, or, if later, ____ [insert date after January 1, 2024].
☑	☐	☐	☐	☐	☐	☐	(c) As a Qualified Long-Term Care Distribution beginning December 30, 2025, or, if later, ____ [insert date after December 30, 2025].
☑	☐	☐	☐	☐	☐	☐	(d) As a Terminally Ill Individual Distribution beginning December 30, 2022, or, if later, ____ [insert date after December 30, 2022]. [***Note:*** *Not available with respect to Salary Deferrals or amounts held under a Custodial Account unless legislation amends Code §72(t)(2)(L) to allow a Terminally Ill Individual Distribution as a permissible distribution event under Code §403(b).*]
☐	☐	☐	☐	☐	☐	☐	(e) Describe: _____

[***Note:*** *Unless designated otherwise under subsection (e), any selection(s) in the Deferral column also apply to Roth Contributions, QMACs and QNECs. Elections under the ER column also apply to Mandatory Contributions, unless otherwise provided in subsection (e). Any event described in subsection (e) may not violate the permissible distribution events under the Plan.]*

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☐ (f) **Special distribution rules for in-service distributions.**

☐ (1) The following are not available to Participants who have had a Severance from Employment:

☐ (i) Emergency Personal Expense Distributions

☐ (ii) Domestic Abuse Distributions

☐ (iii) Qualified Long-Term Care Distributions

☐ (iv) Terminally Ill Individual Distributions

☐ (2) The following are not available unless the Participant is 100% vested in the source from which the distribution is taken:

☐ (i) Emergency Personal Expense Distributions

☐ (ii) Domestic Abuse Distributions

☐ (iii) Qualified Long-Term Care Distributions

☐ (iv) Terminally Ill Individual Distributions

☐ (3) Unless otherwise elected below, Hardship distributions may include earnings on Pre-Tax Deferral Accounts and Roth Deferral Accounts, effective for Plan Years beginning on or after January 1, 2024.

☐ (i) Hardship distributions may NOT include earnings on Pre-Tax Deferral Accounts and Roth Deferral Accounts.

☐ (ii) Hardship distributions may include earnings on Pre-Tax Deferral Accounts and Roth Deferral, effective ____ [insert date after January 1, 2024].

☐ (4) Unless otherwise elected below, Hardship distributions may include QNEC, QMAC, Traditional Safe Harbor Contribution and QACA Safe Harbor Contribution Accounts (including earnings), effective for Plan Years beginning January 1, 2024.

☐ (i) Hardship distributions may NOT include the following Accounts (including earnings):

☐ (A) QNEC Account

☐ (B) QMAC Account

☐ (C) Traditional Safe Harbor Contribution Accounts

☐ (D) QACA Safe Harbor Contribution Accounts.

☐ (ii) Hardship distributions may include QNEC, QMAC, Traditional Safe Harbor and QACA Safe Harbor Accounts (including earnings), effective ____ [insert date after January 1, 2024].

☐ (5) Describe any special rules relating to Hardship distributions: _____

☐ (6) Other distribution rules: _____

S2-12. PEP FIDUCIARY FOR COLLECTING CONTRIBUTIONS TO THE PEP. (S2IA §8.01)

☐ Instead of the PPP, the fiduciary for collecting contributions to the PEP is: _____

S2-13. SPECIAL PROVISIONS.

If the Employer wishes to provide additional or clarifying provisions to this SECURE 2.0 Act Interim Amendment, the Employer may include such provisions below.

☐ Describe any special rules related to this SECURE 2.0 Act Interim Amendment: _____

APPLICATION OF SECURE 2.0 ACT INTERIM AMENDMENT

Pursuant to Revenue Procedure 2023-37 and Section 14.01(a) of the Plan, this SECURE 2.0 Act Interim Amendment has been adopted by the Pre-Approved Plan Provider on behalf of all adopting Employers. This amendment applies to the signatory Employer and all Participating Employers under the Plan.

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ACTION BY THE GOVERNING BOARD
RESTATEMENT OF 403(b) RETIREMENT PLAN

The undersigned, on behalf of the Governing Board, hereby certifies that at a meeting of the Governing Board of Wallenpaupack Area School District ("Employer"), the following resolutions were approved:

WHEREAS, the Employer has maintained the Wallenpaupack Area School District 403(b) Plan ("Plan") since January 1, 2009 for the benefit of eligible employees; and

WHEREAS, the Employer is restating the above-referenced Plan to comply with 2022 Cumulative List of Changes in Section 403(b) Requirements for 403(b) Pre-approved Plans and to continue to receive the tax benefits of an IRS pre-approved plan.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby adopts the Wallenpaupack Area School District 403(b) Plan as a complete restatement of the prior Plan, to be effective on January 1, 2026;

RESOLVED FURTHER that the undersigned representative of the Employer is authorized to execute the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Plan restatement. The Employer may designate any other authorized person to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the Governing Board, along with a copy of the prior plan, in its files;

The undersigned hereby certifies that he/she is an Authorized Representative of the Employer and that the foregoing is a true record of a resolution duly adopted at a meeting of the Governing Board and that said meeting was held in accordance with state law and the Bylaws of the above-named Employer.

IN WITNESS WHEREOF, I have executed my name below as an Authorized Representative of the Employer.

_____

Authorized Representative / Date

WALLENPAUPACK AREA SCHOOL DISTRICT
PIKE AND WAYNE COUNTIES, PENNSYLVANIA

RESOLUTION

WHEREAS, the Wallenpaupack Area School District (the "School District") is a school district created and existing under the laws of the Commonwealth of Pennsylvania; and

WHEREAS, the Board of School Directors of the School District has determined that additional and improved school facilities are required for use of pupils of this School District and has authorized certain preliminary steps to be taken to construct the Wayne/Pike Career and Technical Center, Atlantic Ave, Hawley, Pennsylvania 18428 in the School District (the "Project"); and

WHEREAS, the Pennsylvania Public School Code of 1949, as amended and supplemented, including amendments made pursuant to Act 34 of the Session of 1973 of the General Assembly (the "School Code") requires, inter alia, that a public hearing be held prior to the construction, or the entering into a contract to construct a substantial addition to an existing school building; and

WHEREAS, the School Code requires that a notice of such hearing be advertised twenty (20) days prior to such hearing in a newspaper of general circulation in the School District, and that certain information be made available to persons in attendance at such hearing, and that certain financial information be available for inspection by interested citizens during the period of such advertisement;

WHEREAS, the Board of School Directors desires to authorize the Architect, Solicitor, Bond Counsel and Financial Advisor to take certain action with respect to the Project; and

WHEREAS, the School District wishes to take certain action with respect to the Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of School Directors of the Wallenpaupack Area School District, Pike and Wayne Counties, Pennsylvania:

Section 1. The School District hereby authorizes a public hearing to be held in accordance with and in compliance with the requirements of the School Code, in the Library of the Wallenpaupack Area High School, 2552 Route 6, Hawley, PA 18428, on September 14th at 4:00 P.M., prevailing time.

Section 2. The Secretary of the Board of School Directors is hereby authorized and directed to advertise the Notice of Public Hearing set forth in Exhibit A which is attached hereto and made a part hereof in accordance with requirements therefore and of the School Code.

Section 3. This School District authorizes a maximum project cost of $50,998,618.00 and a maximum building construction cost of $31,726,040.00 in connection with the Project.

Section 4. The Board of School Directors of this School District hereby approves the description of the Project as presented at this meeting, subject to such modification or additions as may be required to conform to law and Department of Education guidelines and regulations, and hereby directs the Secretary of this School District to make copies of such description of the Project available to interested citizens requesting the same at the place and ruing the reasonable hours stated in the Notice of Public Hearing, from the date of advertisement of the Notice of Public Hearing.

Section 5. This School District hereby authorizes R. Anthony Waldron, Esquire, of Hawley, Pennsylvania, Solicitor of this School District, to perform such acts on behalf of this School District as may be necessary in connection with the Project.

Section 6. This School District hereby authorizes the firm of Godshall Kane O'Rourke Architects, LLC, of Ambler, Pennsylvania, Architects for this Project, to perform such acts, on behalf of this School District, as may be necessary in connection with the Project.

Section 7. This School District hereby authorizes the firm of Piper Sandler, Camp Hill, Pennsylvania, Financial Advisor of this School District, to perform such acts, on behalf of this School District, as may be necessary in connection with the Project.

Section 8. The Secretary is directed to make the financial information with respect to the Project available for inspection by interested citizens requesting such inspection at the School District Administrative Office located at 2552 Route 6, Hawley, Pennsylvania during normal business hours.

Section 9. This School District approves, ratifies and confirms all action heretofore taken in connection with the Project.

DULY ADOPTED, by the Board of School Directors this 10th day of August, 2026.

ATTEST:

_____ By: _____

Ms. Jillian Klocko, Secretary Mr. John F. Spall, President

Resolution to Approve WAVE Fund to accept charitable donations

August _____, 2026

WHEREAS, the Wallenpaupack Area School District wishes to promote the donation of funds for the purpose of benefitting the School District's educational and extracurricular programs by providing donors with a means by which tax-deductible charitable contributions can be made; and

WHEREAS, the Wayne County Community Foundation is a charitable organization that was established in 1991 and it has maintained continuous existence throughout the thirty five years that have elapsed since that time; and

WHEREAS. the Wayne County Community Foundation is organized as a 501(c)(3) charitable organization pursuant to the Internal Revenue Code with the goal of creating a pool of assets to benefit the interests of the Wayne County community for many years into the future; and

WHEREAS, the Wayne County Community Foundation reinvests the assets of the funds pursuant to its governing instruments and investment policies, practices and procedures. The funds will be invested in portfolios maintained by the Foundation and designed to produce a total return intended to maintain the real value of the fund against the Consumer Price Index, which permitting reasonable annual distributions to the charitable beneficiary(ies) net of fees, which include the Foundation's 1% annual management fee and fees charged by the investment partners on a basis that is prorated according to the amount in each fund just as the investment gains and interest are prorated among the funds; and

WHEREAS, the Wayne County Community Foundation includes a wide variety of permanent and temporary funds established at the request of individuals, families and organizations to benefit the local community county-wide. These funds are members of the Wayne County Community Foundation; and

WHEREAS, the School District wishes to petition the Wayne County Community Foundation to establish and maintain a donor-advised fund that will be known as the Wallenpaupack Area Vision for Education ("WAVE") Fund, which will be a member fund of the Wayne County Community Foundation; and

WHEREAS, the WAVE Fund will have as its purpose to support educational excellence, student development, family engagement and community development within the School District's geographic area; and

WHEREAS, funds shall be distributed from the WAVE Fund in the form of grants or financial support on an as-needed basis from the Fund's balance to support activities that promote the purposes of educational excellence, student enrichment, family engagement and community development within the School District's geographic area. Use of funds for classroom innovation, extracurricular programs, student scholarships, family outreach initiatives, and career-focused

educational opportunities that benefit students, teachers, schools and the broader community are among the appropriate charitable uses of funds donated to the WAVE Fund; and

WHEREAS, the Board wishes to authorize the WAVE Fund to accept funds donated by individuals, families and organizations to benefit the educational and extracurricular programs of the School District; and

THEREFORE, BE IT RESOLVED on this _____ day of _____, 2026, that the Wayne County Community Foundation and the petitioned for WAVE Fund, are hereby authorized to accept charitable contributions for the benefit of the educational and extracurricular programs of the School District.

BE IF FURTHER RESOLVED that the Board directs the Superintendent and employees of the School District to take all necessary steps to effectuate this Resolution and its stated objectives, including, but not limited to, designating an employee of the School District to serve as representative of the School District to the Wayne County Community Foundation WAVE Fund.

FOR THE BOARD OF DIRECTORS OF THE WALLENPAUPACK AREA SCHOOL DISTRICT

By: _____
, Board President

ATTEST: _____
, Board Secretary

DATE: _____

Hello,

We're reaching out to inform your organization of our updated Service Terms which will go into effect on July 1, 2026. Please see the attached Service Terms for details.

While we continue to uphold and offer the highest standard in-person and secure pre-scheduled video services to our customers, we also offer:

- Video on-demand ASL Interpreting
- ASL Classes
- Post-production video interpretation
- Post-production captioning
- On-demand over the phone spoken language interpreting

Please reach out to us for more information on any of these services!

We look forward to continuing to serve your needs!

All the Best,

The Interpretek Team

INTERPRETEK SERVICE TERMS

NORTHEASTERN PA AREA

Thank you for your interest in Interpretek and our nationwide American Sign Language (ASL) interpreting services. Our strong commitment to quality, professionalism, and detail has distinguished Interpretek as a leader in the field of interpretation services. Our interpreters uphold the highest professional standards and have demonstrated the skills necessary to facilitate effective communication in a variety of settings. Interpretek 100% guarantees the quality of the interpreting services we provide across the nation.

INTERPRETEK SERVICE TERM RATES

Onsite and Video Remote Interpreting pre-scheduled requests (2 hours or less): $154.00

- Requests over 2 hours are charged in 30-minute increments at $38.50

All rates are per interpreter (see *Multiple Interpreters* below)

Differentials: (more than one differential may apply, per interpreter):

- Nights/Weekends Rate: +$10.00/hr (Monday – Friday between 5:00 pm and 8:00 am; all day Saturday and Sunday)
- Highly Specialized Rate: +$20.00/hr (i.e. Legal, Law Enforcement, Trilingual, Conference, Mental Health, Deafblind, Medical, Livestreaming, Deaf Interpreting, Recording, Emergency Management, etc.)
- Federal Holidays Rate: +50% (all day on federally recognized holidays)
- Rush Fee* Rate: +25% (requests submitted less than 48 business hours in advance of the assignment)

High Volume Requests: Long-term staffing services and rates (daily interpretation for a minimum of three months) may be available upon request.

On-Demand Remote Interpreting Services: Our on-demand interpreting services provide quick access to nationally certified ASL interpreters and more than 300 spoken language interpreters via video and audio 24/7. Per minute pricing is available.

Post-Production: To make content more accessible, we offer video recorded ASL interpretations/translations, English subtitles, voiceover services and minimal video design for documents, scripts or pre-recorded videos. These services and rates are available upon request.

INTERPRETEK POLICIES

Incidental Expenses: The following charges may apply, dependent upon service location and industry standards. *Any additional expenses will be communicated prior to the event.*

Travel Charges: Interpretek will always strive to minimize costs, however, travel charges may be required. Travel charges may include paid travel time and/or paid mileage. Travel time is calculated in addition to the scheduled time, at the service term rate, and may be subject to our 48-hour cancellation policy.

- Travel Time: Billed portal-to-portal at the assignment rate.
- Mileage: Billed roundtrip at the current IRS standard mileage rate.

Preparation Charges: Based on the event type, the interpreter(s) may need to spend time preparing to produce an equivalent experience for all participants. Preparation charges are calculated in addition to the scheduled time, at the service term rate, and may be subject to an extended cancellation policy (up to 7 days).

Miscellaneous Fees: Other assignment-related expenses (e.g. parking fees, transit, hotel, airfare, per-diem meals, etc.) may be billed.

Cancellation*: Assignments cancelled more than 2 business days (48 hours) prior to the start time will not be charged. If cancellation is received less than 2 business days (48 hours) prior to the start time, the assignment is billed in full and may include reserved travel time. For example, a Monday assignment at 10am must be canceled by 10am the previous Thursday morning. Interpretek will continue to work on requests until we receive cancellation notification from the requesting entity.

*Interpretek's Business Hours and Observed Holidays: Our operating business hours and non-operational observed company holidays are outlined below. They will be considered when applying cancellation and rush policies which require 2 (operational) business days/48 (operational) hours' notice. Please note, we provide services 24/7 and in many time zones and can always be reached via text/phone.

- Interpretek's operating business hours are Monday-Friday 8am-5pm in their respective time zones.
- Interpretek is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.
  - If a holiday falls on a Saturday, it will be observed on the Friday before. If a holiday falls on a Sunday, it will be observed on the following Monday.

No-shows: If one or both participants fail to attend the scheduled event, it is considered a cancellation under 48 hours and is therefore billed in full.

Rescheduling: Changes, such as date and time, made by the requester to an already confirmed booking are subject to the cancellation policy and will need to be booked again.

Force Majeure: Under the terms of this agreement, weather-related events such as snowstorms, windstorms or hurricanes (as examples though not an all-inclusive list) are not considered force majeure as these types of weather-related events can, to a reasonable extent, be forecasted in advance. Cancellation policies will apply. Force Majeure is only applicable in the event of unforeseeable and unavoidable events, like Acts of God (landslides, floods, earthquakes and catastrophic storms); wars and acts of terrorism: and pandemics.

Multiple Interpreters: In accordance with professional interpreting standards, certain situations will require the use of multiple interpreters working as a team. There are many factors that warrant this, including the length of time, the content, highly specialized assignments, the needs of the consumers, etc. These professional industry standards are established to ensure both the health of interpreters and quality services for Deaf and hearing consumers alike. The decision to schedule multiple interpreters shall be at Interpretek's discretion. It will be communicated with the requester prior to the assignment. Rates above are per interpreter.

In the unlikely event an assignment is deemed to require multiple interpreters, but only one interpreter performs the service, we will bill at 1.5 times the corresponding rate for the one interpreter.

Additional Time: Charges are based on interpreter(s) scheduled time, unless the reservation goes beyond that. The

interpreter(s) shall not be required to stay should the assignment exceed the scheduled end time; however, the interpreter(s) may accommodate dependent upon availability. This additional time will be charged in 30-minute increments.

INTERPRETEK TERMS AND CONDITIONS

Fulfillment of Agreement: Our ability to fulfill requests is dependent upon the availability of interpreter(s), and we cannot guarantee that we will be able to fill all requests. Confirmation of the assigned interpreter(s) constitutes fulfillment of this agreement.

Non-Solicitation: The organization agrees that while requesting services and for a period of one year after last assignment, it shall not directly or indirectly, through the use of Interpretek's Confidential Information obtained in connection with the providing of Services, solicit, divert, or attempt to divert any Interpretek customer, interpreter(s), business or account. For purposes of this section, all Interpretek customer names and contact information and interpreter(s) names and interpreter(s) contact information are deemed "Confidential Information" under these terms of service.

Reservation of Rights: Interpretek reserves the right to change the terms of service with 30 days' written notice to the organization.

Billing Policy: Invoices will be generated weekly and sent electronically to the authorized designee, unless otherwise negotiated. The organization's credit card will be charged if the invoice is not paid within 30 days of receipt Payment will be due Net 15 of the invoice date, unless otherwise negotiated. Remittance may be made by ACH, check, or credit card.

A credit card may be required to guarantee an assignment time, and a credit card authorization form must be completed prior to assignment confirmation. The organization's credit card will be charged if the invoice is not paid within 30 days of receipt.

Developing Professionals: Interpretek promotes the guidance of developing professionals. A student interpreter may observe and/or work with a professional interpreter, with advanced notice. Student interpreters are always accompanied and supervised by a qualified interpreter.

INTERPRETEK PROVIDES INTERPRETATION SERVICES NATIONWIDE

With a significant presence in the following markets:

Orlando, FL
P: 407-339-4835
Orl.office@interpretek.com

Jacksonville, FL
P: 904-615-1807
Jax.office@interpretek.com

Atlanta, GA
P: 770-531-0700
Atl.office@interpretek.com

Proudly Headquartered in:

Rochester, NY
P: 585-235-7500
Roc.office@interpretek.com

Mailing Address:
75 Highpower Rd
Rochester, NY 14623

Bloomsburg, PA
P: 570-389-9999
Nepa.office@interpretek.com

Rome, NY
P: 315-356-1600
Rome.office@interpretek.com

Kansas City, MO
P: 816-246-8770
Kc.office@interpretek.com

ORGANIZATION INFORMATION

Please note: Should any of this information change in the future, you are responsible for reaching out to Interpretek with the updated information.

Company Name:

Street Address:

City:

State:

Zip code:

Phone Number:

Billing Approval Name:

Billing Email:

Billing Phone Number:

Is a Purchase Order Number Required for invoice payment?

Billing Approval Signature:

1200 Line Street
Archbald PA 18403-1918
(570) 876-9200
Fax: (570) 876-8660
Dr. Kathleen Sottile
Executive Director

This Lease is made this _____ day of _____ 2026, by and between Wallenpaupack Area School District (hereinafter "Landlord") and Northeastern Educational Intermediate Unit (hereinafter "Tenant"). In consideration for the mutual promises and covenants contained herein, and for other good and valuable considerations, the parties hereby agree as follows:

1. The Landlord leases to the Tenant, and the Tenant rents from the Landlord the following described premises: Two (2) Classrooms for School-Aged Autistic Support Classroom and Sensory Room
2. The term of the Lease shall be for one (1) year commencing August 15, 2026, and ending August 15, 2027.
3. The Tenant shall pay to Landlord as rent $7,500.00 per year in two equal installments of $3,750, payable in advance of occupancy and balance within 6 months. Included in this amount are all utilities, including phone and internet and janitorial/custodial services.
4. This Lease is subject to the reasonable operational needs of the Landlord. In the event the Landlord requires the premises for District purposes, the Landlord shall provide the Tenant with not less than 90 days written notice and shall work collaboratively with the Tenant to identify suitable alternative space.
5. Tenant shall use and occupy the premises only for a school-aged autistic support classroom and sensory room. Such us is hereby approved by the Landlord for the term of this Lease.
6. The parties acknowledge that the program is being housed within the Wallenpaupack Area School District for the benefit of participating students and school districts. To the extent program capacity permits, eligible Wallenpaupack Area School District students shall receive first consideration for enrollment in available classroom placements prior to the acceptance of students from other districts. Nothing herein shall require enrollment of any student when such enrollment would exceed program capacity, conflict with staffing ratios, or otherwise be inconsistent with applicable laws, regulations, or the student's Individualized Education Program (IEP).
7. Tenant staff and students shall have reasonable access to building entrances, parking areas, common areas, restrooms, cafeteria facilities, playgrounds, and other mutually agreed-upon facilities necessary for operation of the educational program.
8. The Landlord shall be responsible for routine maintenance and repair of the premises, including HVAC, electrical, plumbing, and structural components of the building.
9. The Tenant shall not make any alterations, additions, or improvements to the premises without the prior written consent of the Landlord.
10. The Tenant, at his own expense, shall furnish all supplies necessary for the operation of the classroom for the benefit of the Tenant.
11. The Tenant, at his own expense, shall furnish the following:
    - All Classroom and support Staff required to fulfill the service requirements of this program;
    - Substitute coverage expense including daily rates and mileage reimbursement (if applicable);

- Maintain sufficient insurance coverage for its employees and liability insurance holding the school district harmless of claim.

12. The Tenant shall purchase, at his own expense, public liability insurance in the amount of $1,000,000.00, as well as, fire and hazard insurance in the amount of $50,000 for the premises and shall provide satisfactory evidence thereof to the Landlord name the Wallenpaupack Area School District as an additional insured and shall continue same in force and effect throughout the Lease term hereof.
13. The Tenant shall not permit or commit waste to the premises.
14. The Tenant shall comply with all rules, regulations, ordinances, codes, and laws of all governmental authorities having jurisdiction over the premises.
15. The Tenant shall not permit or engage in any activity that will affect an increase in the rate of insurance for the Building in which the premises is contained nor shall the Tenant permit or commit any nuisance thereon.
16. The Tenant shall not sublet or assign the premises nor allow any other person or business to occupy the premises without the prior written consent of the Landlord, which consent may not be unreasonably withheld.
17. At the end of the term of this Lease, the Tenant shall surrender and deliver up the premises in the same condition (subject to any additions, alterations, or improvements, if any) as presently exists, reasonable wear and tear included.
18. Upon default in any term or condition of this Lease, the Landlord shall have the right to undertake any or all other remedies permitted by Law.
19. This Lease shall be binding upon, and inure to the benefit of, the parties, their heirs, successors, and assigns.
20. A separate Agreement will be executed to address related services and administrative duties between Tenant and Landlord.

Signed this _____ day of _____ 2026

_____ _____

NEIU Executive Director Wallenpaupack Area School Superintendent

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New Story Schools

EDUCATIONAL SERVICES AGREEMENT

This Educational Services Agreement ("Agreement") dated this 1st day of June 2026, between Wallenpaupack School District (hereinafter referred to as the "District")and New Story Schools, located at 751 Keystone Industrial Park Rd, Throop, PA 18512, (hereinafter referred to "Provider"). District and Provider may be individually referred to as "Party" or collectively referred to as the "Parties."

WHEREAS, it is the desire and intent of the District to contract with Provider to receive certain educational and related services for certain identified students of the District; and

WHEREAS, it is the desire and intent of Provider to render and perform certain educational and related services for the aforementioned students under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the consideration set forth in the attached Addendum "A," attached hereto, and the mutual promises contained herein, and intending to be legally bound, the District and Provider hereby agree as follows:

1. **Term.** This Agreement shall be in effect from August 1, 2026 through July 31, 2027, unless terminated earlier pursuant to the terms of this Agreement.

2. **Services.** The District agrees to purchase from Provider educational and related service as described in the individualized educational plan ("IEP"), and any revisions thereto of certain identified resident student(s) of the District. Provider shall provide the educational and related services described in the IEP of the student(s), and any revisions thereto, in accordance with all applicable federal and state laws, including, but not limited to, the Individuals with Disabilities Education Act ("IDEA") and Section 504 of the Rehabilitation Act of 1973. Provider agrees to participate in IEP and multi-disciplinary team ("MDT") meetings and to cooperate in the development of evaluations. The District will translate the IEP in the Parent's native language, as required by law. Additionally, all services provided pursuant to this Agreement shall include research-based methodologies. The parties agree that Provider has made no representations or other commitments regarding Student achieving any specific goals specified within the IEP.

3. **Transportation.** The District will be solely responsible for the transportation of students to Provider under this Agreement in accordance with applicable law, including, but not limited to, 24 P.S. 13-1361 and 67 Pa. Code Chapter 171. Once District transportation vehicles have departed from Provider property, they are not permitted to return with students. In the event of an off-site safety concern, District transportation personnel are expected to follow the District, or the District contractor's, established emergency procedures. These procedures should not include returning to Provider's location. Provider is unable to provide transportation support after school hours or off-site once students have been released to the care of the District and the District's transportation contractor. To maintain clear and consistent communication, Provider does not directly coordinate with transportation contractors. All communication should be routed through the appropriate District or designated transportation contractor. While Provider does not have a direct contractual relationship with

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transportation contractors, we remain committed to working closely with our District partners to support student needs within the scope of our agreements.

4. **Payment.** Payment for tuition shall, as part of this Agreement, be made in accordance with the attached "Schedule A." If this Agreement includes Extended School Year ("ESY") services, those tuition charges are included on Schedule A. Provider shall invoice the District on a monthly basis within ten (10) days of the beginning of the month for which services are scheduled to be provided. Payment shall be remitted within 30 days' receipt of such invoices. Payments not paid within thirty (30) days of invoice date shall bear interest at the rate of 1.5% per month. If payments are not made within forty- five (45) days of the invoice date, any discounts identified in Schedule A shall not apply until the District's account is current. If Provider pursues collection of any unpaid amounts, the District will be responsible for any costs of collection, including attorney's fees.

5. **Attendance.** Provider agrees to record the student's attendance and to notify the District in writing if the student is truant as defined by the compulsory attendance law so that the District may investigate the enrollment status of the student. Provider agrees to attend, if asked by the District, a school attendance improvement conference, and to assist the District in preparing, subsequently, a written school attendance improvement plan, to the extent required under Pennsylvania's truancy law. Provider operates on a school year schedule in accordance with the Provider's calendar. The parties agree that the Provider may be closed by Provider due to inclement weather or for other safety reasons without prior notice to the District. In the event of an extended closure, Provider agrees to make a good faith effort to provide continuity of education for the student using alternative means during the period of closure, including provision of services virtually. Provider's plan to reopen after an extended closure will comply with State and Federal Law, and with Pennsylvania Department of Education guidelines and any other applicable law, regulation or governmental agency recommendations.

6. **Progress Reports.** Provider agrees to send progress monitoring reports to the District within fourteen (14) days after the end of each quarter as outlined by the school calendar, or more often if so required by the student's IEP.

7. **Termination.**
    a. This Agreement may be terminated by either Party upon twenty-one (21) calendar days written notification to the other Party.
    b. District shall remain obligated to pay all amounts due to Provider through the enrollment termination and such obligation shall survive any termination of this Agreement.
    c. If a student becomes hospitalized, after ten (10) consecutive days, District can dis-enroll or choose to pay the low daily rate to maintain enrollment.
    d. Provider reserves the right to terminate a Student's enrollment at the Provider whenever Provider determines, in its sole discretion, that Student is not benefiting from the program being offered, Provider is unable to effectively deliver services to Student, Student presents a serious risk to the safety of others, and/or Student is in need of services which Provider is

unable to provide. Serious disciplinary infractions shall be defined at the sole discretion of Provider. However, the parties acknowledge that the Provider is designed and intended to educate students with behavioral challenges and that serious disciplinary infractions as defined by Provider must present exceptional challenges to be so defined.

e. If enrollment continues beyond either party's twenty-one (21) calendar day notice for any reason, then Provider shall continue providing services until the District is able to find a new placement for a student for a total period up to sixty (60) days, provided the District is making a good faith effort to find a new placement. If the student's continued placement beyond the twenty-one (21) day notice would create a risk to the health, safety, or welfare of the student, other students, or Provider's staff, Provider reserves the right to provide virtual instruction to the student in its sole discretion. The rate for enrollment for any day following the twenty-one (21) calendar days' notice may be twice the rate of otherwise applicable under this Agreement.

f. If Provider gives twenty-one (21) calendar days' notice of termination due to the District's failure to pay amounts due and owing, Provider shall have the right to disenroll the student on the twenty-second (22nd) day following such notice.

g. If the student is no longer a resident of the District, this Agreement shall terminate upon the District's **written** notification to Provider. District shall be responsible for payment through the date of notification to Provider. To the extent the student's school district of residence may change during the term of this Agreement, it is the District's responsibility to immediately notify Provider in writing and take affirmative action to terminate this Agreement. To the extent the student's residency status is uncertain, and/or the District is disputing residency with other districts or parties, the District remains responsible for payment through the date it notifies the Provider in writing to terminate this Agreement.

8. **Dispute Resolution.** In the event that any disputes arise out of this Agreement, the parties shall seek to resolve the dispute as expeditiously as possible. The interests of the students shall be the foremost concern in resolving such disputes. Nothing in this section shall be construed, by either party, as a waiver of any right to legal or equitable relief consistent with section 21 of this Agreement.

9. **Discontinuance of Approval Status.** In the event that the approval status of Provider is discontinued by the Pennsylvania Department of Education, Provider must immediately provide written notice to the District and this Agreement shall be terminated. The District shall be responsible for tuition for the days the students are enrolled prior to the Department of Education's discontinuance notice. The Provider assures that it is not under suspension or debarment by the Commonwealth, any other state, or the federal government.

10. **Assignment.** Provider shall not assign this Agreement or any portion thereof to any other entity; however, Provider, may use employees and/or independent contractors to perform services under this Agreement.

11. **Licenses and Certifications.** Provider shall maintain, at its own expense, any required licenses and certifications to provide the aforementioned services. Provider employs

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certified personnel as defined by the Pennsylvania Department of Education, including Private School certification, and otherwise meets regulatory requirements for a private licensed school. Provider shall be responsible for obtaining any and all necessary permits and licenses and for ensuring that each of its employees and/or independent contractors comply with all applicable laws, rules and regulations, whether federal, state or local, and the policies of Provider.

12. **Clearances.** Provider agrees that any individual who will be in direct contact with the District's students shall possess the following valid clearances and certifications as required by Section 1-111 of the Public School Code (24 P.S. § 1-111):

    a) PA Child Abuse History Clearance (Act 151);
    b) Federal Criminal History Records (Act 114);
    c) Pennsylvania Background Checks (Act 34);
    d) Employment History Review (Act 168);
    e) Mandated reporter training and all other training required by law;
    f) Tuberculin testing (28 Pa Code 23.44).

    Provider agrees to bear any costs or fees associated with obtaining these clearances, training and certifications. Provider agrees to provide proof of the aforementioned clearances upon request by the District. Provider will notify the District in writing within seventy-two (72) hours if it learns that a Provider Employee is arrested for or convicted of any crime. Provider will also notify the District in writing within seventy-two (72) hours of notification that a Provider employee has been named a perpetrator in an indicated or founded report pursuant to the Child Protective Services Law. Notwithstanding any other provision for termination in this Agreement, Provider's failure to comply with the requirements of this section shall be grounds for the District to immediately terminate this Agreement.

13. **Non-Solicitation**. The District shall not, directly or indirectly: (i) recruit, solicit or otherwise induce or attempt to induce any employee or independent contractor of Provider or any subsidiary or affiliate of Provider including, but not limited to, the Provider Representatives, to leave the employ or service of Provider or such subsidiary or affiliate, or in any way interfere with the relationship between Provider, its subsidiaries or its affiliates and their respective employees or independent contractors; or (ii) employ, hire or otherwise retain any person listed above while such person has such employment or contractual relationship with Provider, it subsidiaries or its affiliates including the Provider Representatives and for one year thereafter.

14. **Insurance.** Provider shall maintain the following insurance coverages in the following limits for the term of this Agreement:

Commercial General Liability	$1,000,000 per occurrence/$2,000,000 aggregate
Automobile Liability	$1,000,000 each accident
Umbrella Liability	$3,000,000 per occurrence/$3,000,000 aggregate
Workers Compensation	$1,000,000 per occurrence
Professional Liability	$6,000,000 per claim/$8,000,000 aggregate
Sexual Abuse and Molestation	$5,000,000 limit

The insurance company(ies) issuing the policies for such insurance coverage must have

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at least an A- rating from AM Best. The Provider agrees to provide the District with certificates of insurance, naming the District as additional insured. Such certificates should indicate any deductible and/or self-insured retention and stipulate that the insurance will not be cancelled while this Agreement is in effect without 30 days' prior written notice to the District. The Provider further agrees to ensure that all subcontractors it retains in connection with the services provided maintain adequate insurance coverage with respect to the services performed under this Agreement.

15. **Privacy and Confidentiality.** All information of any kind regarding the students, including (without limitation) confidential Student data, shall be kept strictly confidential by District and Provider, and shall not be used or disclosed for any purpose except as provided in this Agreement, or as otherwise required by law. This obligation of confidentiality shall survive the expiration or termination of this Agreement. As used herein, the term "confidential student data" shall include, without limitation, any personal or identifying student information, names, addresses, date of birth, social security or other identification numbers, attendance records, grades, test results, assessments, work product, disciplinary records, and any information deemed to be a "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

Provider further acknowledges and agrees that through its performance under this Agreement it may possess, maintain, store or manage Personal Information, as that term is defined by the Pennsylvania Breach of Personal Information Notification Act, 73 P.S. § 2301 et seq., and that the unauthorized access or acquisition of such information may expose the District to loss or injury. Provider shall maintain a policy to govern the proper data storage of Personal Information. Such policy shall require current, commercially reasonable best practices for data storage and shall be reviewed at least annually and updated as necessary. Provider shall utilize encryption and other commercially reasonable security measures to protect the transmission of Personal Information over the internet from being viewed or modified by any unauthorized third party. Provider shall maintain a policy to govern the proper encryption and other security measures it utilizes to protect the transmission of Personal Information. Provider must provide immediate notification to the District of any suspected Discovery, as defined by the Breach of Personal Information Notification Act, of an unauthorized access or acquisition of Personal Information. Provider specially acknowledges and understands that time is of the essence in providing such notification to the District, and that any failure to immediately notify the District constitutes a material breach of this Agreement. Upon any suspected unauthorized access or acquisition of Personal Information, Provider will provide District access to all data or information requested by District as necessary to comply with any requirements to notify impacted individuals. Notwithstanding any other provision of this Agreement, Provider agrees to indemnify, defend, and hold harmless the District, it's directors, officers, employees, agents and representatives, from and against any and all claims, demands, liabilities, suits, actions, damages, losses and any amounts payable whatsoever including, without limitation, court costs, investigative fees and expenses, and reasonable attorney's fees, arising out of or caused by the gross negligence, malfeasance or intentional recklessness of Provider and/or its partners, principals, agents, employees, subcontractors, and representatives or by their failure to perform pursuant to this Section 15 of this Agreement.

16. **Indemnification.** District agrees to indemnify, defend, and hold Provider harmless from any claims, losses, suits or damages caused by or arising from the negligence or willful misconduct of District, its agents and its employees, District's obligation to indemnify shall survive the termination of this Agreement.

    Provider agrees to indemnify, defend, and hold District harmless from any claims, losses, suits or damages caused by or arising from the negligence, or willful misconduct of Provider, its agents, and its employees. Provider's obligation to indemnify shall survive the termination of this Agreement.

17. **Independent Contractor.** It is hereby understood and agreed that Provider, in performing this Agreement, is acting in the capacity of an independent contractor, and that Provider, in such capacity, is not an agent, servant, partner, or employee of the District. None of the benefits provided by the District to its employees, including but not limited to workers' compensation insurance, disability insurance, medical insurance, and unemployment insurance are available from the District to Provider for the services provided to this Agreement. Provider has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in name of the District or to bind the District in any way whatsoever.

18. **Non-Discrimination.** Provider and District shall assure that the Services provided pursuant to this Agreement are rendered without regard to race, sex, national origin, age, disability, or any other protected category under federal, state or local law.

19. **Waiver of Certain Damages.** Provider waives claims against the District for lost profits, lost expected profits, consequential damages and/or incidental damages arising out of or relating to this Agreement or termination thereof.

20. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without giving effect to any laws or principles of conflicts of laws that would cause the laws of any other jurisdiction to apply.

21. **Venue.** Sole and exclusive jurisdiction for claim or suit arising from or under this Agreement shall be in the Court of Common Pleas for Lackawanna County, Pennsylvania, in a non-jury format, and in no other forum.

22. **Sovereign Immunity.** As it pertains to third parties, nothing contained herein shall be construed as or imply that the District is waiving its sovereign immunity. Notwithstanding anything contained in this Agreement, nothing in this Agreement shall be deemed to be a direct or indirect waiver of or limitation to any sovereign or governmental immunity in any respect applicable to the District, its directors, officers, employees and agents, including without limitation under the Pennsylvania Political Subdivision Tort Claims Act.

23. **Modification.** This Agreement may not be modified, altered, or changed except upon express, written consent of both parties wherein specific reference is made to this Agreement.

24. **Execution** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same Agreement. Electronic signatures are acceptable. A signed copy of this Agreement

delivered by facsimile, e-mail, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

25. **Notice**. All official notices and other communications required or permitted under this Agreement must be in writing and delivered to the recipient as provided below:

New Story Schools
Attn: Vice President of Operations
3710 Hempland Road
Mountville, PA 17554

26. **Authority.** District represents and warrants that the individual executing this Agreement is duly authorized to execute and deliver this Agreement on its behalf and this Agreement is a valid and binding obligation of District.

27. **Entire Agreement; Headings**. This Agreement contains the entire understanding between the Parties with respect to their subject matter and superseded all prior or contemporaneous agreements or understandings between the Parties with respect to subject matter contained herein. The headings in this Agreement are solely for convenience of reference and are not to be given any effect in the construction or interpretation of this Agreement.

Wallenpaupack School District:

By:_____
Name:_____
Title:_____

Date:_____

Provider: New Story Schools

Signed by:
By: Nichole Arnold
EB23804C1A0C4D3...
Name: Nichole Arnold
Title: Vice President of Operations

Date: 5/13/2026

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SCHEDULE "A"

The rates set forth in this Schedule "A" shall apply to Students enrolled at Provider during the term of the Agreement unless agreed to in writing by the Parties set forth in the Agreement.

1) **Description of related services to be provided by Provider:**

The following are the Related Services that New Story provides:

Occupational Therapy
Speech Therapy

2) **Per Diem Tuition Rate for Such Services per student:**

Rates vary by students based on the following pay structure:

Tier 1 Rate	$ 340/day
Tier 2 Rate	$ 385/day
Tier 3 Rate	$ 440/day
1:1 Staffing	$ Tier Rate + 150/day

The fee shall be discounted by $10/day for each additional student that the District enrolls in Provider beyond the initial five (5) students and $20/day for each additional student that the district enrolls beyond the initial fifteen (15) students.

WAYNE MEMORIAL
HOSPITAL

July 2026

Mr. Keith Gunuskey, Superintendent
Wallenpaupack Area School District
2552 Route 6
Hawley PA 18428

Dear Mr. Gunuskey,

Wayne Memorial Hospital (WMH) values the partnership it has had for over twenty-five years with Wallenpaupack Area School District. The Community has especially benefited from the "In School Walking Program". During the 2025/26 School Year a total of 342 participants registered to use the "In School Walking Program", 164 of these were registered to walk in Wallenpaupack Area Schools.

Wayne Memorial would like to continue to partner with Wallenpaupack Area School Districts' High School and South Elementary to provide the 'In School Walking Program'. The program runs Monday thru Thursday from 6 pm to 8 pm and **this year** we would like to **begin October 12, 2026 and end April 22, 2027**. Participants are notified that there will be NO walking if the school has early dismissal due to weather or is closed for a holiday. As we have done previously, registration will be required and WMH will issue badges to registered walkers. Those previously registered will need to re-register to up-date our records but will not have to pay the $5 if they have their badge from previous years, but they must place the '2027' sticker we send them on their badge. The walkers would be required to wear badges when walking and to log in and out in a notebook provided by Wayne Memorial Hospital.

Wayne Memorial asks permission to provide educational programs during the year. Individual school principals would be contacted for permission to present programs in their schools with specific dates and times.

If you agree to the partnership with WMH to utilize your facilities please sign on the bottom of this form **and fax it to 253-8993.** Thank you for being a partner in supporting community health and wellness. Please contact me with your concerns at kneier@wmh.org or 570-253-8422.

Sincerely,

Carol Kneier

Carol Kneier, MS, RDN, LDN, CDCES
Community Health

Wayne Memorial Hospital may continue to utilize Wallenpaupack Area High School and South Elementary School for the "In School Walking Program" from October 12, 2026 – April 22, 2027.

Signature Date

WAYNE MEMORIAL
HOSPITAL
An Affiliate of Wayne Memorial Health System, Inc.

In-School Walking Program 2026/2027

Dear Walkers:

If this is your first time registering for this program, **welcome**! If you are an experienced walker with the program, **we are glad you are back**! The In-School Walking Program is a partnership between Wayne Memorial Hospital, Forest City Regional, Wallenpaupack Area, Wayne Highlands and Western Wayne School Districts.

This year the program begins October 12, 2026 and ends April 22, 2027. The school hallways are open for walkers **Monday through Thursday, from 6:00p.m. – 8:00p.m.** Because the In-School Walking Program follows the school calendar, if school is not in session for any reason, including cancelling of after school activities, the hallways will not be open for walking. **Some schools require walkers to arrive by a specific time to gain admission. after this time the doors will be locked. this information will be on the Badge/Sticker letter.**

Please complete the enclosed questionnaire and sign the Waiver of Liability (even if you have completed them in the past) and return them to us. **If you do not have a badge, enclose a $5.00 check or money order** payable to Wayne Memorial Hospital. Return the forms to **Wayne Memorial Hospital, Community Health Department, 601 Park Street, Honesdale, PA 18431**. A "2027" sticker ***or*** new badge with a "2027" sticker will be mailed to you.

For school security purposes, you must log **in**, log **out** and wear your identification badge with a "2027" sticker while walking at the school. The badge entitles you to walk in any participating school. The badge may be reused for as long as you are in the In-School Walking Program. If your badge needs to be replaced, please send $5.00 to cover that cost.

Each school site will have a "2026/27" Wayne Memorial In-School Walking Program Logbook. Again, it **is very important that you log in and out each time you visit the school.** We do keep track of participants/minutes and miles walked.

We hope you enjoy the time you spend walking the halls of the local schools. If you have any questions, comments or suggestions on how the Wayne Memorial In-School Walking Program can better serve you and the community, please contact Carol or Jean at the Wayne Memorial Hospital's Community Health Department @ (570) 253-8990.

Sincerely,

Carol Kneier

Carol Kneier, MS, RDN, LDN, CDCES
Community Health Manager
Enclosed: In-School Walking Program Data Questionnaire
Waiver of Liability

2026-2027 Wayne Memorial
In-School Walking Program

Dear Walker,

WELCOME to the In-School Walking Program. A Partnership of Wayne Memorial Hospital and Forest City Regional, Wallenpaupack Area, Wayne Highlands and Western Wayne School Districts occurring October 12, 2026 through April 22, 2027. Walking is permitted **Monday through Thursday, from 6:00 pm – 8:00 pm (see descriptions for schools for admittance times) unless the school is not in session, including cancellation of after school activities.** The individual school calendars will be followed.

For school security purposes, at each visit you must **LOG IN *AND* LOG OUT** and you are required to wear your identification badge with a **"2027"** sticker.

Participating Schools and Log Book Locations:

Forest City Regional School District – 570-785-2408 ***Entrance to building only permitted between 6:00 and 6:15***
Please use the back parking lot and enter thru the District Auditorium behind the High School, the log book is located on the shelf when you enter.

Wayne Highlands School District***
Entrance to buildings only permitted between 6:00 and 6:15 at these schools

- Damascus Elementary – 570-224-4114
  The log book is on the counter to the right of the entrance.
- Lakeside Elementary – 570-253-6820
  Please use the rear entrance near the gym and the log book will be just inside the door.
- Preston Elementary – 570-798-2516
  The log book is on the counter in the library. Enter thru the center front entrance.

Wallenpaupack Area School District

- Wallenpaupack High School – 570-226-4557
  The log book is on the counter in the lobby. Enter center front entrance. (Door 4)
- Newfoundland Elementary – 570-676-3335

Western Wayne School District

- ***Entrance to buildings only permitted between 6:00 and 6:15 at these schools **HS construction project!***
- R.D. Wilson Elementary School – 1-800-321-9973
  Ring the call outside the building for admittance. The log book is in a brochure rack outside the main office
- Western Wayne Middle/High School – 1-800-321-9973
  Enter the Building using the high school gym entrance door #12. The log book is on the ledge outside of the middle school office. Gates may be locked if either school is hosting an event.
- EverGreen Elementary School – 1-800-321-9973
  Enter through door #11. The log book is by the back door.

Attach the enclosed "2027" sticker to the lower left corner of your badge. And lastly, we hope you enjoy the time you spend walking the halls of the schools. If you have any questions, comments or suggestions on how the Wayne Memorial In-School walking program can better serve you and the community, please contact Carol or Jean at the Wayne Memorial Hospital Community Relations Department @ 570-253-8990.

Sincerely,

Carol Kneier

Carol Kneier, MS, RDN, LDN, CDE
Community Health Manager
Enclosed: sticker

2026-2027 Wayne Memorial
In-School Walking Program

Dear Walker,

WELCOME to the In-School Walking Program. A Partnership of Wayne Memorial Hospital and Forest City Regional, Wallenpaupack Area, Wayne Highlands and Western Wayne School Districts occurring October 12, 2026 through April 22, 2027. Walking is permitted Monday through Thursday, from 6:00 pm - 8:00 pm (see descriptions for schools for admittance times) unless the school is not in session, including cancellation of after school activities. The individual school calendars will be followed.

For school security purposes, at each visit you must **LOG IN *AND* LOG OUT** and you are required to wear your identification badge with a "**2027**" sticker.

Participating Schools and Log Book Locations:

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  Please use the rear entrance near the gym and the log book will be just inside the door.
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  The log book is on the counter in the library. Enter thru the center front entrance.

Wallenpaupack Area School District

- Wallenpaupack High School – 570-226-4557
  The log book is on the counter in the lobby. Enter center front entrance. (Door 4)
- Newfoundland Elementary – 570-676-3335

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- R.D. Wilson Elementary School – 1-800-321-9973
  Ring the call outside the building for admittance. The log book is in a brochure rack outside the main office
- Western Wayne Middle/High School – 1-800-321-9973
  Enter the Building using the high school gym entrance door #12. The log book is on the ledge outside of the middle school office. High School construction project walking patterns may vary.
- EverGreen Elementary School – 1-800-321-9973
  Enter through door #6. The log book is by the back door.

And lastly, we hope you enjoy the time you spend walking the halls of the schools. If you have any questions, comments or suggestions on how the Wayne Memorial In-School walking program can better serve you and the community, please contact Carol or Jean at the Wayne Memorial Hospital Community Relations Department @ 570-253-8990.

Sincerely,

Carol Kneier

Carol Kneier, MS, RDN, LDN, CDE
Community Health Manager
Enclosed: Badge

PATH
PA Treatment & Healing

June 23, 2026

Wallenpaupack Area School District
2552 Route 6
Hawley, PA 18428

Dear Mr. Kieth Gunuskey,

We hope this finds you well as we all begin to navigate the upcoming school year. As in previous years we are here to serve your district and provide alternative education services to the students who are typically causing the most disruption in the classroom. Our mission continues to be to help each student make positive changes and become productive citizens.

Enclosed please find two executed 2026-2027 agreement for services between PA Treatment & Healing (PATH) East Stroudsburg , and your school district. The agreement contains the assurances as outlined by the Pennsylvania Department of Education Alternative Education for Disruptive Youth Guidelines.

Please have the appropriate parties execute the agreements and return one fully executed agreement to my attention at your earliest convenience.

IMPORTANT REMINDER:
It is extremely critical that you include the PATH Alternative Education program as one of your private alternative education programs with your application information to PDE by the required deadline. All districts are required to complete and submit this information if they plan to use us at any time in the next year to provide AEDY Services. The AEDY Coordinator has informed us that LEA's must provide the required information regarding all AEDY providers in advance, or they will not be approved to utilize our services.

Signing this agreement does not obligate your district to send referrals, however, if your district would like to reserve a guaranteed number of placements for the 2026-2027 academic year the rates to do so will be offered at a lower rate. Please contact me at 570-517-7153 to discuss this option.

Should you require additional information or have any questions or concerns, please feel free to contact me at your convenience. PA Treatment & Healing values your continued support.

Sincerely,

Alyssa Thompson

Alyssa Thompson
Director of Educational Programs
alyssat@pathtochange.org

CC: Kristi Harris, President

ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH
AGREEMENT FOR SERVICES

Approved Private Provider: **PA Treatment & Healing – East Stroudsburg**
Public School District: **Wallenpaupack Area School District**

AND NOW, this _28th_day of _June__, 2026, **PA Treatment & Healing**, with a principal place of operations located at, 149 Saw Mill Court, East Stroudsburg, PA 18301, hereafter referred to as "PROVIDER", and the **Wallenpaupack Area School District**, with a principal place of operations located at 2552 Route 6, Hawley, PA 18428 hereafter referred to as "SCHOOL DISTRICT" enter into this Act 48 Program Agreement for Services ("Agreement"), as follows:

WHEREAS PROVIDER is providing Act 48 Alternative Education for Disruptive Youth Services; and

WHEREAS PROVIDER is an approved private provider of educational services for disruptive youth under Act 48 and Act 30 (collectively the "Act"), whereby PROVIDER is authorized to enter into contractual arrangements with local School Districts to provide educational services to "disruptive youth" as that term is defined in the aforesaid Act; and

WHEREAS, PROVIDER has developed a specific educational program (the "Program").

NOW THEREFORE, in accordance with the aforesaid recitals, PROVIDER and the SCHOOL DISTRICT, intending to be legally bound, agree as follows:

I. DEFINITIONS

The following definitions apply regarding the text of this Agreement:

A. "TERM" For purposes of this Agreement, "Term" shall be defined as the 2026-2027 School Year;

B. "PROGRAM" For purposes of this Agreement, "Program" shall be defined as the PROVIDER Alternative Education for Disruptive Youth Program;

C. "SCHOOL DISTRICT" For purposes of this Agreement, "SCHOOL DISTRICT" shall collectively be defined as all schools of the above referenced School District, acting by and through their authorized employees, agents and representatives; and

D. "STUDENT" For purposes of this Agreement, "Student" shall be defined as an individual, enrolled in either middle school or high school, at SCHOOL DISTRICT who has been designated by the SCHOOL DISTRICT as a "disruptive youth" in accordance with the Act.

II. MATRICULATION RIGHTS

SCHOOL DISTRICT shall have the right to matriculate students into the PROVIDER Program, under the following terms and conditions:

A. SCHOOL DISTRICT shall certify to PROVIDER that the student is "disruptive" as defined in the Act and provide all pertinent information to PROVIDER regarding said Student;

B. SCHOOL DISTRICT shall provide PROVIDER with the opportunity to conduct a pre-intake conference to include the parent or guardian and the student in an effort to determine appropriateness of this placement.

C. SCHOOL DISTRICT shall provide the courses of study to be used by the student as part of his/her curriculum, as well as a selected teaching staff representative to interact with the PROVIDER representative.

D. SCHOOL DISTRICT shall provide the curriculum, including appropriate textbooks, assignments and examinations for students matriculated if for a predetermined period of 30 school days or less, when applicable.

III. COMPLIANCE WITH DEPARTMENT OF EDUCATION GUIDELINES

A. During the entire term of this Agreement, PROVIDER and SCHOOL DISTRICT warrant to each other that they shall both be and remain in compliance with all applicable guidelines, requirements and mandates issued by the Commonwealth of Pennsylvania, Department of Education, or any other applicable statute or ordinance regarding all aspects of the Act 48 Program referenced herein.

B. PROVIDER warrants that it shall be and remain an approved private provider of alternative educational services for disruptive youth, as defined in the Act, during the entire term of this Agreement. PROVIDER shall provide to SCHOOL DISTRICT, upon receipt of written request, a true and correct copy of the original Pennsylvania Department of Education approvals.

IV. FACILITIES

A. PROVIDER warrants that its facilities conform to all applicable State and local statutes, regulations and building and safety code requirements, in addition to fire and panic requirements of the Commonwealth of Pennsylvania and/or the Department of Community Development of Smithfield Township where applicable, and that said facilities have been approved and a current Certificate of Occupancy is on display at each facility.

B. PROVIDER shall provide to SCHOOL DISTRICT, upon receipt of written request, true and correct copies of the original permits, licenses and/or approvals.

V. ENVIRONMENTAL HEALTH AND SAFETY

A. PROVIDER warrants that the necessary precautions are taken to protect the health, physical welfare and safety of students. PROVIDER shall comply with 24 P.S. § 7-736, 7-737, 7-738, 7-739 and 7-740.

B. PROVIDER warrants that facilities shall be and remain in compliance with all such physical welfare and safety statutes, regulations, ordinances or mandates during the entire term of this Agreement.

C. PROVIDER warrants that all students and parents are informed of the PROVIDER Grievance Procedure, which is outlined in the PROVIDER Student Handbook. Student and Parental concerns are addressed in accordance with the PROVIDER Grievance Procedure.

VI. SCHOOL FOOD SERVICE

PROVIDER shall not operate any food service program, and the requirements set forth in the Guidelines for Private Alternative Educational Institutions do not apply. However, SCHOOL DISTRICT shall make arrangements for students who are determined to be eligible for the free/reduce lunch program.

VII. STAFFING

A. PROVIDER warrants that all members of its staff, in accordance with company policy, are 21 years of age or older.

B. In accordance with state regulations, PROVIDER requires all employees to provide proof of an examination by a licensed physician including verification that the employee has no communicable diseases and has been tested for tuberculosis. Verification of this examination shall be recorded in personnel files.

C. In accordance with company policy, all staff members are required to provide proof that they are citizens of the United States or hold a United States Immigration Services visa. This information is verified before an individual is hired and is on record in their personnel file

D. PROVIDER warrants that all members of its staff are required to have child abuse, criminal history clearances as a condition of employment in accordance with 23 Pa. C.S. §§ 6301-6385 (relating to the Child Protective Services Law), and 24 P.S. §§ 1-111 (relating to Background checks of prospective employees). These clearances must be renewed upon hire and then every 3 years thereafter.

E. It shall be the responsibility of PROVIDER to assure that employees have background clearances, including an FBI clearance, as required by 24 P.S. § 1-111 and 23 P.S. § 6354. PROVIDER understands that the failure to maintain appropriate background clearances of employees shall be grounds for termination of the Department of Education approval as an alternative education provider.

F. Staff hiring retention and utilization shall be in accordance with 23 Pa. C.S. §§ 6301-6385 (relating to Child Protective Services Law).

VIII. STUDENT ATTENDANCE

A. PROVIDER warrants that it shall maintain records of students' attendance in accordance with Chapter 11 of the State Board of Educational Regulations.

B. Methodology for assuring appropriate attendance records is maintained:

1. The Alternative Education Program calendar will be operated in accordance with a public school calendar within which the PROVIDER site is located. A copy of the calendar is attached.

2. The specific method for maintaining attendance records shall be a daily physical check of each student, documentation of said daily physical check in a written Attendance Log, kept on file at PROVIDER, with attempted daily contact to each parent or guardian of said student if said student is not present when school is in session.

3. PROVIDER shall forward monthly attendance records to the SCHOOL DISTRICT. Attendance records may be forwarded by PROVIDER on a more frequent basis if requested by the SCHOOL DISTRICT.

C. Students with serious mental health issues may be determined to be inappropriate for continuation of services by PROVIDER. In those situations, PROVIDER will work with the SCHOOL DISTRICT to arrange a more appropriate setting.

D. Because many of the students come to the program with a high rate of absenteeism, PROVIDER has the policy that no illegal (unexcused) days are granted.

E. Authorized absences, truancies and unexcused absences lasting five (5) days or less will be billed in accordance with the standard charge. This permits the PROVIDER staff the opportunity to locate missing students, contact families and authorities. It also assures the placement of the student upon return.

F. Absences lasting beyond the five (5) day limit will be billed in accordance with the request of the SCHOOL DISTRICT. PROVIDER staff will contact the appropriate SCHOOL DISTRICT representative before the end of the five (5) days to determine the course of action. Return placement for absentee students and all subsequent PROVIDER staff services beyond five days WILL NOT continue unless the SCHOOL DISTRICT is willing to guarantee payment for all days missed by the student up to the time of the student's return or appropriate withdrawal from the PROGRAM.

IX. STUDENT RECORDS AND REPORTS

A. PROVIDER warrants that during the entire term of this Agreement, the SCHOOL DISTRICT shall receive a written progress report for each SCHOOL DISTRICT student matriculated into the PROGRAM. The written progress reports shall include subject and credit information, progress grade information, attendance information, discipline records, teacher and staff comments regarding said student's educational progress, and any applicable staff comments regarding the student's behavior, conduct or other pertinent issue regarding or related, in any way, with the education of said student.

B. PROVIDER shall maintain students' records as follows:

1. Academics and Permanent Records

   a. All test results;

   b. PROVIDER quarterly progress report for each marking period and monthly reports. Copies are sent to parents, the SCHOOL DISTRICT, and the referring agency, when applicable.

   c. Student Progress Report;

   d. Previous school records; and

   e. Other pertinent documentation as required by the Pennsylvania Department of Education.

2. Testing and Results

3. Health Records, which shall be forwarded to PROVIDER by the SCHOOL DISTRICT.

4. Miscellaneous
   Includes monthly behavioral assessments, incident reports, etc.

C. Review of students' records will be provided as follows:

1. PROVIDER will forward progress reports to the SCHOOL DISTRICT monthly and quarterly. Such reports shall contain any and all information requested and shall be submitted within two weeks of the due date.

2. A quarterly review of the student's progress shall be provided to the parent or guardian, and school district representative.

3. This review shall occur more frequently at the discretion of the SCHOOL DISTRICT.

4. SCHOOL DISTRICT representatives are encouraged to visit students during program hours.

5. SCHOOL DISTRICT and PROVIDER ensure a periodic review, at a minimum at the end of every semester, for reviewing progress and or returning students to the regular classroom setting. This review shall be conducted during conferences, at a mutually convenient location, with PROVIDER, SCHOOL DISTRICT staff and parents/guardians of the student.

X. TRANSPORTATION

SCHOOL DISTRICT shall be responsible for transportation of said students to and from PROVIDER in accordance with 24 P.S. 13-1361 and 67 Pa. Code Chapter 171.

XI. REQUIREMENTS UNDER SAFE SCHOOLS

A. PROVIDER warrants that its PROGRAM complies with all provisions of Article XIII-A of the School Code.

B. PROVIDER shall comply with Article XIII-A as follows:

1. All new incidents involving acts of violence, possession of a weapon or possession, use or sale of controlled substances, or possession, use or sale of alcohol or tobacco by any person on school property shall be addressed by PROVIDER Staff immediately, the student's parents and/or guardians shall be immediately notified and consulted, appropriate disciplinary action shall be taken by PROVIDER Staff.

2. PROVIDER staff shall complete a written Incident Report. This report shall set forth the name of the student and all pertinent information regarding all new incidents by any student from the SCHOOL DISTRICT on PROVIDER property.

3. The Incident Report shall be submitted to the SCHOOL DISTRICT. The SCHOOL DISTRICT shall in turn report these incidents to the Department of Education pursuant to 24 P.S. § 13-1303-A.

4. PROVIDER shall retain a copy of the Incident Report in the student's file.

5. PROVIDER maintains working relationships with local law enforcement, as well as the county juvenile probation departments.

XII. SCHOOL HEALTH SERVICES

A. The SCHOOL DISTRICT shall assure that appropriate school health services, under Article XIV of the Public School Code, are provided to all students matriculated at PROVIDER. Each student's participation in school health services shall be monitored and administered by the SCHOOL DISTRICT. When a student's participation is required in mandated health examinations, the SCHOOL DISTRICT shall notify PROVIDER and the student's parent/guardian, obtain any applicable parental consent, and/or obtain records if parents choose to have private exams by family physician or dentist.

Coordination of these services shall be the joint responsibility of PROVIDER and the SCHOOL DISTRICT. PROVIDER shall make arrangements with the SCHOOL DISTRICT to provide students an opportunity to receive health screenings as required under Article XIV of the Public School Code.

Records shall be forwarded to PROVIDER by the SCHOOL DISTRICT within two weeks of the student's health examinations for inclusion in the student's records.

B. All PROVIDER employees shall be trained to provide first aid services. Training shall include First Aid, cardiopulmonary resuscitation and universal precautions. Training shall include crisis intervention, behavior management, suicide prevention, and health and other special issues affecting the student population. Examples of health and other special issues include sexually transmitted diseases, seizure disorders, asthma, mental illness, substance abuse, developmental disabilities, etc.

XIII. ACADEMIC STANDARDS AND ASSESSMENTS

A. The SCHOOL DISTRICT shall assure that PROVIDER complies with academic standards and assessments under Chapter 4 of the State Board of Education Regulations in full unless specific waivers are requested by the SCHOOL DISTRICT under 24 P.S. 19-1902C and/or 22 Pa. Code 4.82 and approved by the Department of Education.

B. PROVIDER shall provide basic education, which includes a core curriculum of math, social studies, English, science, and literature. Physical education /health and life skills instruction are also components of the program.

C. PROVIDER shall comply with 24 P.S. §15-1547 (relating to instruction in alcohol, chemical and tobacco abuse).

XIV. SPECIAL EDUCATION SERVICES AND PROGRAMS

A. SCHOOL DISTRICT warrants that special education services and provisions required under Chapter 14 of the State Board of Education regulations and 34 CFR Part 300 (relating to Assistance to States for the Education of Children with Disabilities) of the Department of Education Standards are strictly followed.

B. SCHOOL DISTRICT warrants that no student who is eligible for special education services pursuant to the Individuals with Disabilities Act (Public Law 91-230, 20 U.S.C. Section 1400 et seq.) shall be deemed a disruptive student, except as provided for in 22 Pa. Code Section 14.143(relating to Disciplinary placements).

C. SCHOOL DISTRICT shall establish and implement procedures to appoint an IEP team as defined in 22 Pa. Code Section 14.154 (relating to IEP) and 34 CFR 300.344 (relating to IEP team). The IEP team established by the SCHOOL DISTRICT shall, in accordance with 34 CFR 300.346 (relating to Development, review, and revision of IEP) and 34 CFR 300.347 (relating to Content of IEP), determine the appropriate placement for the student. In accordance with 34 CFR 300.345(c), the SCHOOL DISTRICT warrants that a consultation with the student, parent/guardian will occur securing the student, parents/guardians written approval to enroll the student in the PROVIDER program. SCHOOL DISTRICT warrants that it complies with requirements identified in 34 CFR Part 300, Subpart E, Procedural Safeguards, Due Process Procedures for Parents and Children.

D. PROVIDER does not warrant a Certified Special Education Teacher will be employed at each facility and/or for the term of this Agreement. Any services that are not provided by PROVIDER or cannot be provided by PROVIDER during the period of enrollment shall be the responsibility of the SCHOOL DISTRICT and the student shall be considered as a "dual enrollment" under applicable law.

E. Prior to the matriculation of a student who is eligible for special education services into PROGRAM, SCHOOL DISTRICT shall determine the appropriateness of the student's placement in an alternative education setting. SCHOOL DISTRICT is responsible for determining, on a case-by-case basis, if the requirements of a student's IEP can be met in the PROGRAM. The SCHOOL DISTRICT shall update the student's IEP to reflect the decision to enroll the student in the PROGRAM.

F. Provided that the SCHOOL DISTRICT deems the alternative education placement appropriate for a student who is eligible for special education services, PROVIDER, as an independent contractor of the SCHOOL DISTRICT, shall implement the IEP of designated students under the supervision of the SCHOOL DISTRICT personnel, as defined in 34 CFR 300.23 (relating to Qualified Personnel), who have participated in the development of the student(s) IEP.

G. If a student is enrolled and it is later determined that the student should be evaluated under applicable Special Education provisions, including the I.D.E.A. "Child Find" provisions and related reporting (34 CFR 300.125), PROVIDER will notify the SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to fully comply with the applicable law regarding the identification and evaluation of said student for Special Education Services.

XV. IDENTIFICATION OF ELIGIBLE STUDENTS

A. In accordance with the provisions set forth in 24 P.S. Section 1901-C(5), the SCHOOL DISTRICT shall set forth its internal policies to identify those SCHOOL DISTRICT students who are eligible for the PROGRAM and said internal policies shall comply with the informal hearing procedures set forth in 22 Pa. Code 12.8(c).

B. Assurances that notice of the hearing shall precede placement in the PROGRAM. Where the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately removed from the regular educational curriculum with notice and a hearing to follow as soon as practicable.

XVI. EXEMPTION FROM STATUTORY REQUIREMENTS

A. PROVIDER, as an Act 48 Alternative Educational Services Provider, shall be exempt from all statutory requirements established in the School Code and from regulations of the School Board of Education, with the exception of those statutory requirements identified in 24 P.S. 1902-E(3).

B. PROVIDER warrants that it complies with those statutory requirements identified in 24 P.S. 1902-E(3) and all additional statutory provisions, regulations, ordinances or legal mandates regarding PROVIDER'S operations as a private Act 48 Alternative Educational Services Provider.

XVII. HOLD HARMLESS PROVISION - INDEMNIFICATION

A. PROVIDER, as an independent contractor in respect to its performance under this Agreement, confirms and agrees that it shall be fully liable for any and all damages and costs of any kind resulting from any legal challenge(s) regarding the PROGRAM, and/or the actions of PROVIDER as the Private Alternative Education Provider. The SCHOOL DISTRICT and the Board of School Directors shall not be liable for any activity or operation related to PROVIDER.

B. PROVIDER hereto shall not be held responsible for delay or failure to perform hereunder when such delay or failure is due to fire, flood, epidemic, strike, acts of God or the public enemy, unusually severe weather, legal acts of the public authorities, or delay or default which cannot reasonably be foreseen or provided against.

C. PROVIDER and SCHOOL DISTRICT agree to hold each other harmless and indemnify each other from all claims, causes of actions, or litigation, including expenses, costs and attorney's fees, said indemnification including without limitation the PROVIDER Board of Directors, Officers, and SCHOOL DISTRICT Administrators, Board Members as follows:

1. To the extent that any claim is asserted regarding the compliance or failure to comply with the I.D.E.A. or other applicable Special Education requirement, or to the extent that the SCHOOL DISTRICT fails to fulfill any terms, covenant or condition of this Agreement, the SCHOOL DISTRICT agrees to hold PROVIDER harmless and indemnify said approved private provider regarding any claims related to the same, including all costs and attorney fees;

2. To the extent that any claim of negligence is asserted by a third party regarding PROVIDER failure to comply with applicable State statutes or regulations and fails to fulfill any term, covenant or condition of this Agreement, causing the SCHOOL DISTRICT to be a Defendant in litigation by a third party, PROVIDER agrees to hold the SCHOOL DISTRICT harmless and indemnify the SCHOOL DISTRICT including costs and attorney's fees.

XVIII. INSURANCE

A. PROVIDER shall, at its sole cost and expense, procure and maintain in full force and effect, liability insurance for its employees and the PROGRAM. Liability insurance shall carry an Aggregate Limit in an amount equal to or greater than $1,000,000 and $1,000,000 per occurrence.

B. All insurance provided for in this section shall be obtained under valid and enforceable policies issued by insurers of recognized responsibility that are licensed to do business in the Commonwealth of Pennsylvania.

C. In addition to the liability insurance coverage, PROVIDER agrees to provide, and maintain at all times during the term of this Agreement, worker's compensation insurance.

D. In addition to the insurance coverage specified above, PROVIDER shall obtain any other insurance coverage as may be required by law.

E. PROVIDER shall provide to SCHOOL DISTRICT, upon receipt of written request, a true and correct copy of liability coverage.

XIX. INSOLVENCY OF SCHOOL DISTRICT

If SCHOOL DISTRICT is or becomes insolvent, is declared a Distressed District under applicable Pennsylvania law, or is unable to pay any amounts due hereunder as said payments become due, then this contract shall automatically terminate upon the election of PROVIDER and all payments required hereunder for the remaining Term shall be accelerated and become automatically due and payable to PROVIDER within ten (10) calendar days. If said payment is not received, all SCHOOL DISTRICT students and related records shall not be entitled to continue to be matriculated at PROVIDER and said records shall be forwarded by PROVIDER to the SCHOOL DISTRICT. If said payment is received, the matriculated SCHOOL DISTRICT students shall be entitled to remain for the remainder of the applicable Term.

XX. CONFIDENTIALITY

PROVIDER and the SCHOOL DISTRICT, their agents and employees shall perform their respective obligations under this agreement in such a manner as to ensure HIPAA compliance with respect to records, names, and identities of persons referred to the PROGRAM, shall remain confidential, except as disclosure is permitted by law or as required for fulfillment of the terms of this Agreement.

XXI. TERMINATION

A. If either party fails to fulfill in a timely or proper manner its obligations under this Agreement, or if either party violates any of the covenants or stipulations of this Agreement, the party injured thereby shall thereupon have the right to terminate this Agreement by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

B. PROVIDER agrees that the SCHOOL DISTRICT retains the right to terminate or not to renew this Agreement, after written notice of default and a thirty (30) day opportunity to cure said default by PROVIDER.

C. SCHOOL DISTRICT agrees that PROVIDER retains the right to terminate or not to renew this Agreement, after written notice of default and a thirty (30) day opportunity to cure said default by SCHOOL DISTRICT for any of the following reasons:

1. One or more material violations of this Agreement;

2. Failure to timely comply with PROVIDER'S requests for information regarding any matriculated students, or failure to comply with PROVIDER staff regarding matriculation procedures set forth herein;

3. Failure to make any payment required hereunder or pay any PROVIDER invoice when due;

4. Violations of any provisions in Act 48 of the Pennsylvania School Code;

5. Violations of any provisions of state or federal law from which the SCHOOL DISTRICT has been exempted; the SCHOOL DISTRICT or their Board of School Directors has been indicted for and convicted of fraud.

D. All contractual matters relating to the provision of the service by PROVIDER shall, upon termination by either party, be settled within thirty (30) days of the date of termination by the rendering of a bill marked "final bill" by PROVIDER to the SCHOOL DISTRICT.

XXII. ASSIGNMENT

PROVIDER agrees that this Agreement may not be assigned or transferred by PROVIDER or SCHOOL DISTRICT and that this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the SCHOOL DISTRICT.

XXIII. COMPLIANCE

PROVIDER agrees that this Agreement is subject to all applicable Federal, State and local laws and regulations, policies and procedures of the Commonwealth of Pennsylvania, Department of Public Education and the Federal Government.

XXIV. SEPARABILITY

PROVIDER agrees that in the event that any provision of this Agreement shall or become invalid or unenforceable in whole or in part for any reason whatsoever, the remaining provisions shall, nevertheless, be valid and binding as if such invalid or unenforceable provision had not been contained in this Agreement.

XXV. NON-DISCRIMINATION CLAUSE

Both parties agree to abide by all federal and state laws prohibiting discrimination in admissions, employment and operation on the basis of disability, race, creed, gender, national origin, religion, ancestry, need for special education services, subject to PROVIDER'S right to receive waivers from the same or PROVIDER'S rights of noncompliance as set forth in Act 48 or other legal standard.

XXVI. ANNUAL REPORT

The SCHOOL DISTRICT must submit to the Pennsylvania Department of Education (PDE), by the PDE requested due date, an alternative education end-of-year report that is required by PDE to comply with Section 1903-C.

The SCHOOL DISTRICT shall notify PROVIDER at the beginning of the Agreement Term if PROVIDER will be needed to assist the SCHOOL DISTRICT with part of the Pennsylvania Department of Education on-line end-of-year report. PROVIDER shall comply with the SCHOOL DISTRICT request and comply with the PDE required due date.

XXVII. JURISDICTION AND VENUE

PROVIDER and SCHOOL DISTRICT agree that any lawsuit, action, claim, or legal proceeding involving, directly or indirectly, any matter arising out of or related to this Agreement, or the relationship created or evidenced thereby, shall be brought exclusively in the United States District Court for the Middle District of Pennsylvania or the Court of Common Pleas of Monroe County. It is the express intent of the Parties that jurisdiction over any lawsuit, action, claim, or legal proceeding shall lie exclusively in either of these two forums.

XXVIII. MISCELLANEOUS

A. This Agreement may be executed in counterpart. Scanned and emailed copies of signatures shall serve as acceptable substitutes for original signatures and shall be legally binding. By executing this Agreement, each party hereto ratifies that all necessary Board action has been approved and obtained prior to the execution hereof and each party shall be entitled to rely upon the compliance with said rules, regulations and statutes.

B. All notices or requests, as outlined in this Agreement, shall be delivered via certified mail, return receipt requested or Federal Express delivery service to the addresses set forth in the Agreement.

XXIX. MODIFICATION

Any alteration, variation, modification or waiver of a provision of this Agreement shall be valid only when reduced to writing, duly signed by the parties of this Agreement, and attached to the original of the Agreement.

XXX. ENTIRE AGREEMENT

This Agreement contains the entire understanding among the parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written, except as herein contained. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof.

XXXI. PAYMENT POLICY

SCHOOL DISTRICT shall compensate PROVIDER for the Program services rendered to Students, as follows:

A. The SCHOOL DISTRICT shall provide PROVIDER with all required documentation by the Pennsylvania Department of Education.

B. All invoices will be mailed by PROVIDER before the 10th calendar day of each month for services rendered in the preceding month.

C. Payment is preferred within 30 days of date of invoice; however, 60 days is allotted for payment receipt with a 1% late charge assessed.

D. The Alternative Education Program calendar will be operated in accordance with a public school calendar within which the PROVIDER site is located.

E. Closure and delay in the event of snow emergencies will be determined in accordance with the public school district within which the center is located. Closure of the student's home school district does not affect the operation of the PROGRAM. If a student cannot attend PROVIDER as a result of a snow emergency for a day during which PROVIDER continues to conduct classes, payment for that day will be expected, and a "make up" day will not be scheduled. The day(s) missed by the student for this type of absence will be considered an excused absence.

IN WITNESS WHEREOF, the duly authorized officers of the parties hereby set their hands and seals, causing this Agreement to be executed and legally binding.

ATTEST: **Wallenpaupack Area School District**

_____ _____

Secretary Authorized Signature / Title

ATTEST: **PA Treatment & Healing – East Stroudsburg**

Kristi Harris
Kristi Harris
President

Arbor Vitae Behavioral Health
A place that inspires both healing and growth

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SCHOOL-BASED PSYCHIATRIC MEDICATION MANAGEMENT PARTNERSHIP AGREEMENT

Between

Arbor Vitae Behavioral Health, LLC

and

Wallenpaupack Area School District

2026–2027 School Year

RECITALS

This School-Based Psychiatric Medication Management Partnership Agreement ("Agreement") is entered into by and between **Arbor Vitae Behavioral Health, LLC**, a Pennsylvania limited liability company ("Provider"), and **Wallenpaupack Area School District** ("District"), collectively referred to herein as the "Parties."

WHEREAS,

The District recognizes that timely access to psychiatric evaluation and medication management services can significantly improve student emotional well-being, educational engagement, academic achievement, and overall school success by reducing barriers to behavioral healthcare and facilitating early intervention;

WHEREAS,

Arbor Vitae Behavioral Health is a licensed outpatient behavioral health practice providing comprehensive psychiatric medication management services to children, adolescents, and adults throughout the Commonwealth of Pennsylvania through a patient-centered, evidence-based model of care;

WHEREAS,

The Parties recognize that delivering psychiatric services within the school environment promotes continuity of care, reduces transportation and scheduling barriers for families, minimizes disruption to the student's educational experience, and strengthens communication among healthcare providers, families, and school personnel;

WHEREAS,

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The Parties acknowledge that successful school-based psychiatric services require collaboration while maintaining clear professional boundaries, preserving the Provider's independent medical judgment, respecting the District's responsibility for educational programming and student supervision, and protecting the confidentiality of both medical and educational records;

WHEREAS,

The Parties desire to establish a collaborative partnership that expands access to outpatient psychiatric medication management services while promoting the emotional wellness, resilience, and academic success of students served by the District;

NOW, THEREFORE,

In consideration of the mutual promises, covenants, and agreements contained herein, and intending to be legally bound, the Parties agree as follows:

INTRODUCTION

This Agreement establishes the terms, responsibilities, and expectations governing the provision of school-based outpatient psychiatric medication management services for eligible students during the 2026–2027 school year.

The parties recognize that improving access to psychiatric care within the educational setting reduces barriers to treatment, promotes continuity of care, minimizes disruption to the student's academic day, and strengthens collaboration among healthcare providers, families, and school personnel. Through this Agreement, the parties seek to provide high-quality, evidence-based psychiatric services while maintaining clear professional boundaries, respecting the independent responsibilities of each organization, and complying with all applicable federal and state laws.

SHARED COMMITMENT

Arbor Vitae Behavioral Health and the District recognize that emotional wellness is foundational to academic achievement, healthy relationships, and lifelong success. Together, we share a commitment to improving access to timely, evidence-based psychiatric care by bringing high-quality outpatient medication management services directly into the school setting.

By reducing barriers such as transportation challenges, scheduling conflicts, and missed instructional time, this partnership seeks to increase access to psychiatric care while supporting each student's emotional well-being, resilience, and academic success.

The Provider and the District acknowledge that meaningful outcomes are achieved through collaboration among healthcare professionals, educators, students, and families. While each organization maintains distinct professional responsibilities, both are committed to fostering a relationship characterized by mutual respect, transparent communication, clinical excellence, and a shared dedication to serving students.

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Consistent with Arbor Vitae Behavioral Health's mission of being **"A place that inspires both healing and growth,"** this Agreement reflects a shared vision of creating an environment in which students receive compassionate, coordinated, and evidence-based psychiatric care that supports both their mental health and educational achievement.

PURPOSE

The purpose of this Agreement is to establish a collaborative partnership between Arbor Vitae Behavioral Health and the District for the delivery of outpatient psychiatric medication management services within the school setting.

Specifically, this partnership is intended to:

- Increase access to timely psychiatric evaluation and medication management services for students.
- Reduce barriers to treatment, including transportation limitations, missed instructional time, scheduling conflicts, and limited community access to psychiatric providers.
- Improve continuity of psychiatric care through appropriate collaboration among parents or legal guardians, healthcare providers, and school personnel.
- Support student emotional wellness while recognizing the District's educational mission and Arbor Vitae Behavioral Health's responsibility for medical decision-making.
- Promote coordinated, student-centered care while respecting the independent professional responsibilities of healthcare providers, educators, parents, and administrators.

Nothing contained within this Agreement shall be construed to create an employment relationship, agency relationship, or joint venture between the parties. Each party shall remain independently responsible for fulfilling its respective legal, professional, and organizational obligations.

BEHAVIORAL HEALTH

DEFINITIONS

For purposes of this Agreement, the following terms shall have the meanings set forth below:

"Provider"

Arbor Vitae Behavioral Health, LLC, including its licensed psychiatric providers, employees, contractors, and authorized representatives providing services under this Agreement.

"District"

The participating public school district entering into this Agreement.

"Psychiatric Provider"

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A Pennsylvania-licensed Psychiatric Mental Health Nurse Practitioner (PMHNP), physician, or other appropriately licensed medical professional employed by or contracted with Arbor Vitae Behavioral Health and authorized to provide psychiatric evaluation, diagnosis, medication management, and related medical services.

"Student"

A child or adolescent enrolled within the District who has been referred for psychiatric services, whose parent or legal guardian has consented to treatment, and who has been accepted for services by the Provider.

"Parent or Legal Guardian"

The individual(s) legally authorized to consent to medical treatment on behalf of the student.

"School Personnel"

District employees or authorized representatives, including but not limited to teachers, administrators, school counselors, school psychologists, school social workers, nurses, behavioral specialists, and other employees involved in supporting student services.

"Protected Health Information (PHI)"

Information protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended, and applicable Pennsylvania law.

"Educational Records"

Student records maintained by the District and protected under the Family Educational Rights and Privacy Act (FERPA).

"School-Based Psychiatric Services"

Outpatient psychiatric evaluations, medication management, follow-up appointments, parent consultations, care coordination, and other medically necessary psychiatric services delivered within the school setting or through approved telehealth technology as described in this Agreement.

Section A: Responsibilities of Arbor Vitae Behavioral Health

Arbor Vitae Behavioral Health ("Provider") shall provide school-based outpatient psychiatric medication management services in accordance with all applicable federal and state laws, regulations, licensing requirements, and accepted standards of medical practice. The Provider shall maintain responsibility for the

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delivery of all clinical services rendered under this Agreement and shall exercise independent professional judgment in all medical decision-making.

In fulfillment of this Agreement, Arbor Vitae Behavioral Health agrees to:

A.1 Clinical Services

Provide comprehensive outpatient psychiatric services to eligible students, including, as clinically appropriate:

- Comprehensive psychiatric evaluations;
- Diagnostic assessments;
- Medication initiation, adjustment, and ongoing medication management;
- Follow-up psychiatric evaluations;
- Assessment of medication effectiveness, side effects, and treatment response;
- Medication education for students and parents or legal guardians;
- Coordination of care with primary care providers, therapists, specialists, and other treating healthcare professionals when authorized; and
- Referral to additional medical, behavioral health, or community resources when clinically indicated.

The Provider reserves the sole authority to determine whether services are clinically appropriate, the frequency of appointments, treatment recommendations, medication decisions, laboratory monitoring, referrals, and discharge from psychiatric care.

A.2 Standards of Care

All psychiatric services shall be provided in accordance with:

- Accepted standards of psychiatric and medical practice;
- Pennsylvania licensing laws and regulations;
- Federal and state prescribing requirements;
- HIPAA and other applicable privacy laws;
- Professional ethical standards; and
- Policies and procedures established by Arbor Vitae Behavioral Health.

A.3 Qualified Personnel

The Provider shall ensure that all psychiatric services are delivered by appropriately licensed Psychiatric Mental Health Nurse Practitioners, physicians, or other qualified medical professionals acting within the scope of their respective licenses.

The Provider shall maintain all required:

- Professional licenses;
- DEA registrations, when applicable;
- National certifications;
- Professional liability insurance; and

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- Continuing education requirements necessary to maintain licensure and competency.

A.4 Documentation

The Provider shall maintain complete and accurate medical records for each student receiving services in accordance with applicable federal and state law, payer requirements, and accepted medical record documentation standards.

Medical records shall remain the property of Arbor Vitae Behavioral Health and shall be maintained within the Provider's electronic health record system.

A.5 Confidentiality

Arbor Vitae Behavioral Health shall maintain the confidentiality of all Protected Health Information in accordance with HIPAA, applicable Pennsylvania law, and other governing privacy regulations.

Information shall be disclosed to the District only when authorized by the parent or legal guardian or otherwise permitted or required by law.

A.6 Billing and Insurance

The Provider shall bill all insurance-reimbursable psychiatric services directly to the student's insurance carrier.

Except where otherwise agreed in writing under this Agreement, the Provider shall not bill the District for insurance-covered psychiatric services.

Parents or legal guardians remain responsible for deductibles, copayments, coinsurance, and other patient financial responsibilities associated with covered services.

A.7 Coordination of Care

When clinically appropriate and with proper authorization, Arbor Vitae Behavioral Health shall make reasonable efforts to collaborate with:

- Parents or legal guardians;
- School personnel;
- Primary care providers;
- Therapists;
- Behavioral health providers;
- Specialists; and
- Other healthcare professionals involved in the student's care.

Such collaboration shall be intended to promote continuity of care while respecting applicable confidentiality laws and each party's independent professional responsibilities.

A.8 School Policies

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While providing services within District facilities, Arbor Vitae Behavioral Health agrees to comply with reasonable District policies related to:

- Visitor registration;
- Building security;
- Emergency procedures;
- Student safety;
- Infection prevention;
- Use of designated clinical space; and
- Other operational procedures applicable to visitors and contracted healthcare providers.

Nothing contained within this subsection shall require the Provider to act in a manner inconsistent with applicable law, professional ethics, medical standards of care, or licensing requirements.

A.9 Professional Independence

Nothing contained within this Agreement shall be interpreted as limiting or directing the independent clinical judgment of the Provider.

All psychiatric evaluations, diagnoses, prescribing decisions, medication adjustments, referrals, laboratory monitoring, treatment recommendations, and other medical decisions shall remain solely within the professional judgment and responsibility of Arbor Vitae Behavioral Health and its licensed psychiatric providers.

Section B: Responsibilities of the District

The District agrees to collaborate with Arbor Vitae Behavioral Health in facilitating the delivery of school-based psychiatric medication management services while recognizing that all medical care provided under this Agreement remains under the independent clinical authority of the Provider.

To support the successful implementation of this partnership, the District agrees to fulfill the following responsibilities:

B.1 Clinical Space

The District shall provide a private, confidential, and appropriate location within the school building for psychiatric appointments. The designated space shall be conducive to confidential medical discussions and reasonably free from unnecessary interruptions or distractions.

When telehealth participation by a parent or legal guardian is clinically appropriate, the District shall make reasonable efforts to provide reliable internet access and any available technology necessary to facilitate the appointment.

B.2 Student Access

The District agrees to make reasonable efforts to ensure that students are available for scheduled psychiatric appointments by:

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- Excusing students from class when appropriate;
- Coordinating appointment times with school personnel;
- Assisting students in arriving at and returning from scheduled appointments;
- Minimizing unnecessary disruptions to the student's educational schedule whenever feasible.

Nothing in this Agreement shall require the District to excuse a student from mandatory state testing, emergency situations, or other circumstances in which attendance cannot reasonably be accommodated.

B.3 Referrals

The District may identify students who may benefit from psychiatric evaluation or medication management and may provide information regarding the availability of Provider services to parents or legal guardians.

The District acknowledges that referral to Arbor Vitae Behavioral Health does not guarantee acceptance for services. All referrals remain subject to:

- Parent or legal guardian consent;
- Insurance eligibility;
- Clinical appropriateness;
- Provider availability; and
- Completion of required intake documentation.

B.4 Communication and Coordination

When authorized by the parent or legal guardian through an executed Release of Information, the District agrees to collaborate with the Provider by communicating information that may reasonably assist in evaluating, treating, or monitoring the student's psychiatric care.

Such information may include, when appropriate:

- Behavioral observations;
- Academic performance;
- Attendance patterns;
- Nursing or health office visits;
- Safety concerns;
- Medication observations;
- Functional performance within the educational setting; and
- Other relevant educational or behavioral information.

The District shall designate appropriate personnel for communication with the Provider regarding scheduling, care coordination, and other administrative matters.

B.5 Student Supervision

The District shall remain responsible for student supervision at all times during the regular school day, including immediately before and immediately after psychiatric appointments.

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Nothing contained within this Agreement shall be interpreted as transferring responsibility for student supervision, custody, transportation, discipline, or school safety from the District to Arbor Vitae Behavioral Health.

B.6 Educational Authority

The District retains sole authority and responsibility for:

- Educational programming;
- Classroom instruction;
- Student supervision;
- Behavioral interventions;
- School discipline;
- Attendance decisions;
- Individualized Education Programs (IEPs);
- Section 504 Plans;
- Educational accommodations;
- Crisis response within the educational setting; and
- All other educational and administrative decisions.

Nothing contained within this Agreement shall require the District to implement a specific educational recommendation or accommodation unless otherwise required by applicable federal or state law.

B.7 School Policies and Access

The District shall provide Arbor Vitae Behavioral Health with reasonable access to District facilities necessary to perform services under this Agreement and shall communicate applicable building procedures relating to:

- Visitor access;
- Security procedures;
- Emergency protocols;
- Infection prevention practices;
- School calendars;
- Building schedules; and
- Other operational procedures reasonably necessary for the delivery of services.

B.8 Mutual Respect and Collaboration

The District and Arbor Vitae Behavioral Health acknowledge that successful school-based psychiatric services depend upon a collaborative relationship built on professionalism, mutual respect, timely communication, and shared commitment to student well-being.

Both parties agree to make reasonable efforts to resolve operational concerns collaboratively while maintaining their respective independent legal, educational, and clinical responsibilities.

Section C: Psychiatric Service Delivery

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The parties acknowledge that the primary purpose of this Agreement is to provide accessible, high-quality outpatient psychiatric medication management services within the school setting while minimizing disruption to the student's educational program and promoting continuity of care among families, school personnel, and healthcare providers.

Services provided under this Agreement shall be delivered in accordance with accepted medical standards, applicable federal and state laws, and the independent clinical judgment of the Provider.

C.1 Scope of Services

Arbor Vitae Behavioral Health may provide the following outpatient psychiatric services, as clinically appropriate:

- Comprehensive psychiatric evaluations;
- Diagnostic assessments;
- Psychiatric medication management;
- Medication initiation, adjustment, and discontinuation;
- Ongoing monitoring of medication effectiveness and adverse effects;
- Medication education and counseling;
- Assessment of treatment response and functional progress;
- Coordination of care with other healthcare providers;
- Parent or guardian consultation related to psychiatric treatment;
- Referral for additional medical, behavioral health, educational, or community services when clinically indicated.

Nothing contained within this Agreement guarantees that every student will require or receive each of the above services. Services shall be determined solely according to the individual clinical needs of each student.

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C.2 Appointment Format

Psychiatric medication management appointments shall generally be conducted **in person with the student** within a designated confidential space provided by the District.

The Provider recognizes the importance of family participation in psychiatric treatment. Accordingly, when clinically appropriate:

- Parents or legal guardians may attend appointments in person;
- Parents or legal guardians may participate remotely through a HIPAA-compliant telehealth platform;
- Parents or legal guardians may participate by telephone when clinically appropriate and consistent with applicable laws and payer requirements.

The method of parent participation shall be determined collaboratively by the Provider and the family while considering clinical appropriateness, scheduling, and available technology.

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C.3 Appointment Frequency

The frequency and duration of psychiatric appointments shall be determined solely by the Provider based upon:

- Clinical presentation;
- Diagnostic complexity;
- Medication regimen;
- Stability of symptoms;
- Safety considerations;
- Accepted standards of psychiatric care; and
- Individual treatment needs.

Nothing within this Agreement shall require the Provider to maintain a predetermined appointment schedule for any student.

C.4 Parent Participation

Because psychiatric treatment is most effective when families are actively involved, the Provider may request parent or legal guardian participation during any appointment when clinically appropriate.

Examples may include:

- Initial psychiatric evaluations;
- Medication initiation;
- Significant medication adjustments;
- Review of treatment recommendations;
- Discussion of medication risks, benefits, or informed consent;
- Safety planning; and
- Review of progress or ongoing concerns.

The Provider reserves the right to postpone non-emergent treatment decisions when clinically necessary information cannot reasonably be obtained without parent or legal guardian participation.

C.5 Care Coordination

With appropriate written authorization, Arbor Vitae Behavioral Health shall make reasonable efforts to coordinate care with professionals involved in the student's treatment, including but not limited to:

- Primary care providers;
- Therapists;
- Behavioral health providers;
- Medical specialists;
- School nurses;

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- School counselors;
- School psychologists; and
- Other authorized healthcare professionals.

Care coordination shall be intended to improve continuity of care while respecting all applicable confidentiality requirements.

C.6 Laboratory Monitoring and Medical Evaluation

When clinically indicated, the Provider may recommend laboratory testing, medical evaluation, or additional diagnostic studies as part of the student's psychiatric treatment.

Responsibility for obtaining recommended laboratory studies shall remain with the parent or legal guardian unless otherwise arranged.

The Provider may defer initiation or continuation of certain medications when medically necessary laboratory monitoring cannot be obtained or when doing so would not meet accepted standards of medical practice.

C.7 Higher Levels of Care

If, in the Provider's clinical judgment, a student requires services beyond the scope of routine outpatient psychiatric medication management, the Provider may recommend referral to a higher level of care.

Examples include, but are not limited to:

- Intensive Outpatient Programs (IOP);
- Partial Hospitalization Programs (PHP);
- Mobile Crisis Services;
- Emergency Department evaluation;
- Inpatient psychiatric hospitalization;
- Specialized medical evaluation; or
- Other community-based behavioral health services.

Recommendations for a higher level of care shall be communicated to the parent or legal guardian and, when appropriate and authorized, to designated District personnel. The Provider shall make reasonable efforts to facilitate continuity of care but shall not be responsible for arranging or providing services outside the scope of this Agreement.

C.8 Nature of Services

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The parties acknowledge that services provided under this Agreement constitute **outpatient psychiatric medication management** and are not intended to replace comprehensive psychotherapy, emergency psychiatric services, school counseling, special education services, or other educational supports provided by the District.

Nothing contained within this Agreement shall be construed as creating an obligation for the Provider to be physically present within the District outside of scheduled appointments or otherwise available for on-demand consultation or crisis response.

Section D: Clinical Authority and Professional Responsibilities

The parties acknowledge that Arbor Vitae Behavioral Health and the District each possess distinct professional expertise and legal responsibilities in serving students. This Agreement is intended to promote collaboration while preserving the independent authority and obligations of each organization.

D.1 Clinical Authority

Arbor Vitae Behavioral Health retains sole responsibility and authority for all medical and psychiatric services provided under this Agreement.

The Provider shall exercise independent professional judgment in all aspects of psychiatric care, including but not limited to:

- Psychiatric evaluations;
- Diagnostic determinations;
- Medication selection, prescribing, adjustment, and discontinuation;
- Assessment of treatment response;
- Laboratory monitoring and other medical testing;
- Referrals to additional healthcare providers or higher levels of care;
- Frequency and duration of psychiatric appointments; and
- Discharge from psychiatric treatment.

No provision of this Agreement shall be interpreted as requiring the Provider to prescribe, withhold, modify, or discontinue any medication or treatment at the request of the District, school personnel, parents, or any other individual when, in the Provider's professional judgment, such action would be inconsistent with accepted medical standards or the best interests of the student.

D.2 Educational Authority

The District retains sole responsibility and authority for all educational services, school operations, and student supervision.

This responsibility includes, but is not limited to:

- Educational programming;
- Curriculum and instructional services;

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- Student supervision;
- Classroom management;
- Attendance decisions;
- Student discipline;
- School safety procedures;
- Development and implementation of Individualized Education Programs (IEPs);
- Development and implementation of Section 504 Plans;
- Educational accommodations;
- Behavioral intervention plans; and
- Other educational or administrative decisions within the authority of the District.

Nothing contained within this Agreement shall require the District to implement a specific educational recommendation unless otherwise required by applicable law.

D.3 Collaborative Decision-Making

The Provider and the District recognize that effective psychiatric care within the school setting is strengthened through timely communication and collaborative problem-solving.

When appropriate Releases of Information have been executed, the parties agree to communicate respectfully regarding observations, treatment progress, scheduling concerns, safety issues, and other matters relevant to supporting the student's well-being.

Clinical recommendations provided by Arbor Vitae Behavioral Health are intended to inform educational planning but shall not be construed as directing the District's educational decision-making. Likewise, information shared by District personnel is intended to inform psychiatric treatment but shall not direct the Provider's medical decision-making.

D.4 Respect for Professional Roles

Each party agrees to recognize and respect the professional expertise, ethical obligations, and legal responsibilities of the other.

Nothing contained within this Agreement shall be interpreted to create supervisory authority by one party over the professional employees, contractors, or representatives of the other.

Each party shall remain independently responsible for ensuring that its personnel perform their duties in accordance with applicable laws, professional standards, organizational policies, and licensing requirements.

D.5 Student-Centered Partnership

The parties acknowledge that the shared objective of this Agreement is to improve student access to high-quality psychiatric care while supporting educational success.

Accordingly, both parties agree to work cooperatively, communicate in good faith, and make reasonable efforts to resolve operational concerns in a manner that promotes continuity of care, minimizes disruption to the student's educational experience, and serves the best interests of students and families.

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Section E: Billing, Insurance, and Financial Responsibilities

The parties acknowledge that the psychiatric services provided under this Agreement consist primarily of medically necessary outpatient healthcare services that are generally reimbursable through a student's health insurance benefits. Certain administrative or consultative services requested by the District, however, are not reimbursable through medical insurance and shall be compensated separately as provided herein.

E.1 Insurance Billing

Arbor Vitae Behavioral Health shall bill all medically necessary, insurance-reimbursable psychiatric services directly to the student's health insurance carrier in accordance with applicable payer requirements, contractual obligations, and accepted billing practices.

Covered services may include, but are not limited to:

- Psychiatric evaluations;
- Medication management appointments;
- Follow-up psychiatric assessments;
- Telehealth psychiatric services, when permitted by applicable payer policies;
- Other medically necessary psychiatric services recognized for reimbursement.

The Provider shall be solely responsible for submitting insurance claims, obtaining prior authorizations when required, and complying with payer documentation requirements.

Nothing contained within this Agreement guarantees insurance coverage or payment for any particular service.

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E.2 Parent or Legal Guardian Financial Responsibility

Except as otherwise expressly provided in this Agreement, parents or legal guardians remain solely responsible for all patient financial obligations, including but not limited to:

- Deductibles;
- Copayments;
- Coinsurance;
- Non-covered services;
- Services denied by an insurance carrier;
- Charges resulting from inaccurate or inactive insurance information; and
- Missed appointment fees assessed in accordance with Arbor Vitae Behavioral Health's financial policies.

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The District shall have no responsibility for these financial obligations unless it expressly agrees to assume responsibility in writing.

E.3 District-Funded Clinical Services

If a student lacks insurance coverage, has exhausted applicable benefits, or requires a service that is not covered by insurance, the Provider may notify the District.

The District may, at its sole discretion, elect to fund all or a portion of the student's psychiatric services. Any such arrangement shall require prior written authorization by an authorized representative of the District before services are rendered.

Absent written authorization, Arbor Vitae Behavioral Health shall have no expectation of reimbursement from the District for clinical services.

E.4 District Consultation Services

Certain professional consultation services requested by the District are administrative in nature and are not reimbursable through medical insurance. Accordingly, such services shall be billed directly to the District.

The District agrees to compensate Arbor Vitae Behavioral Health at a flat rate of **One Hundred Twenty-Five Dollars ($125.00)** for each requested consultation.

Billable consultation services include, but are not limited to:

- Individual consultation meetings with teachers, administrators, school counselors, school psychologists, school social workers, school nurses, or other District personnel regarding a student's psychiatric care **when the student is not present**;
- Attendance at Individualized Education Program (IEP) meetings;
- Attendance at Section 504 meetings;
- Attendance at Student Assistance Program (SAP) meetings;
- Attendance at manifestation determination meetings;
- Attendance at multidisciplinary team meetings;
- Attendance at re-entry planning meetings following psychiatric hospitalization;
- Attendance at other District-requested meetings conducted on behalf of a student when the meeting is administrative, consultative, or educational in nature rather than a billable medical encounter.

Consultation fees apply regardless of whether the meeting occurs in person or through secure videoconferencing.

Nothing contained within this subsection shall prevent the Provider from participating in medically necessary discussions that occur as part of a billable psychiatric appointment with the student present.

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E.5 Scheduling of Consultation Services

Consultation services shall be scheduled by mutual agreement between the Provider and the District and shall be based upon provider availability.

The Provider will make reasonable efforts to accommodate requested meetings; however, participation shall remain subject to clinical responsibilities and previously scheduled patient care obligations.

E.6 Invoicing and Payment

The Provider shall submit invoices to the District for consultation services and any other District-approved charges on a monthly basis, unless otherwise agreed in writing.

Invoices shall identify the date of service, the type of consultation provided, and the applicable fee.

Payment shall be due within **thirty (30) calendar days** of the invoice date.

Any disputed invoice shall be communicated to the Provider in writing within fifteen (15) calendar days of receipt so that the parties may work collaboratively toward resolution.

E.7 No Financial Incentive

The parties acknowledge that all psychiatric treatment recommendations shall be based solely upon the Provider's independent medical judgment and the clinical needs of the student.

No financial provision contained within this Agreement shall be interpreted as creating an incentive to recommend, limit, continue, or discontinue psychiatric services for any reason other than the student's

Section F: Communication, Confidentiality, and Release of Information

The parties acknowledge that effective school-based psychiatric care depends upon appropriate communication among healthcare providers, parents or legal guardians, and designated District personnel. At the same time, both parties recognize their independent legal obligations to protect the confidentiality of medical and educational information.

Accordingly, the parties agree to communicate in a manner that promotes continuity of care while maintaining compliance with all applicable federal and state privacy laws.

F.1 Confidentiality

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Arbor Vitae Behavioral Health shall maintain the confidentiality of all Protected Health Information ("PHI") in accordance with the Health Insurance Portability and

Accountability Act of 1996 (HIPAA), applicable Pennsylvania law, and all other governing privacy regulations.

The District shall maintain the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA), applicable Pennsylvania law, and District policies governing student records.

Each party shall remain independently responsible for complying with the privacy laws applicable to its respective records and operations.

F.2 Releases of Information

Except as otherwise permitted or required by law, Arbor Vitae Behavioral Health shall not disclose Protected Health Information to the District without a valid written Authorization for Release of Information executed by the student's parent or legal guardian, or by the student when legally authorized to consent.

Likewise, the District shall not disclose educational records to the Provider except as permitted under FERPA or with appropriate parental authorization.

The parties acknowledge that the scope of information shared shall be limited to that which is reasonably necessary to coordinate care, support student safety, and facilitate treatment.

F.3 Communication Regarding Student Care

When appropriate authorization has been obtained, the parties agree to communicate in good faith regarding matters that may reasonably affect the student's psychiatric treatment or educational functioning.

Examples of information that may be shared include:

By the District:

- Behavioral observations;
- Attendance patterns;
- Academic functioning;
- Changes in classroom performance;
- Medication concerns observed during the school day;
- Nurse visits;
- Safety concerns;
- Significant behavioral incidents;
- Other information reasonably related to the student's educational functioning.

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By Arbor Vitae Behavioral Health:

- Appointment attendance;
- General treatment recommendations;
- Medication-related recommendations affecting school functioning;
- Safety recommendations;
- Return-to-school recommendations following psychiatric treatment;
- Recommendations for coordination of care.

Unless specifically authorized by the parent or legal guardian or otherwise required by law, the Provider shall not disclose psychotherapy notes, detailed medical records, or other confidential information beyond what is reasonably necessary to coordinate care.

F.4 Routine Communication

Routine communication between the Provider and designated District personnel may occur by secure telephone, encrypted email, secure electronic communication platforms, written correspondence, scheduled meetings, or other mutually agreed upon methods that comply with applicable privacy requirements.

Each party shall designate appropriate points of contact for administrative communication regarding scheduling, referrals, consultation requests, and operational matters.

F.5 Parent Communication

Parents and legal guardians remain the primary participants in their child's psychiatric treatment.

The Provider shall make reasonable efforts to communicate directly with parents or legal guardians regarding:

- Treatment recommendations;
- Medication changes;
- Informed consent;
- Risks and benefits of treatment;
- Laboratory recommendations;
- Follow-up appointments;
- Clinical concerns requiring parental involvement.

The District shall not be responsible for communicating medical treatment recommendations to parents except as mutually agreed or otherwise required by law.

F.6 Documentation of Communication

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The Provider shall document clinically significant communications affecting patient care within the student's medical record.

The District shall maintain documentation of communications within educational records as appropriate under District policy and applicable law.

Each party shall maintain its own records independently and shall not assume responsibility for maintaining the records of the other.

F.7 Minimum Necessary Standard

The parties agree that all disclosures of confidential information shall be limited to the minimum information reasonably necessary to accomplish the intended purpose of the communication, consistent with HIPAA, FERPA, and other applicable legal requirements.

Nothing contained within this Agreement shall require either party to disclose information that is prohibited from disclosure by law or professional ethical obligations.

F.8 Record Ownership

All medical records created by Arbor Vitae Behavioral Health remain the sole property of the Provider and shall be maintained within the Provider's designated electronic health record system.

All educational records maintained by the District remain the sole property of the District in accordance with applicable educational record retention requirements.

Nothing contained within this Agreement shall be construed as transferring ownership of records from one party to the other.

F.9 Good Faith Collaboration

The parties recognize that effective communication is essential to achieving positive outcomes for students receiving psychiatric services.

Accordingly, both parties agree to communicate respectfully, promptly, and in good faith while recognizing the professional judgment, legal responsibilities, and independent authority of each organization.

Whenever operational concerns arise, the parties agree to make reasonable efforts to resolve those concerns collaboratively in a manner that promotes continuity of care, protects student privacy, and serves the best interests of students and families.

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Section G: Psychiatric Emergencies, Student Safety, and Crisis Response

The parties acknowledge that the services provided under this Agreement are outpatient psychiatric medication management services and are not intended to replace emergency psychiatric evaluation, crisis intervention, school safety procedures, or emergency medical services.

The safety and well-being of students shall remain the highest priority of both Arbor Vitae Behavioral Health and the District. Accordingly, the parties agree to work collaboratively while recognizing their distinct professional responsibilities during situations involving actual or potential psychiatric emergencies.

G.1 Scope of Services

Arbor Vitae Behavioral Health provides scheduled outpatient psychiatric services by appointment.

Nothing contained within this Agreement shall be interpreted as requiring the Provider to:

- Provide emergency psychiatric evaluations on demand;
- Maintain on-site crisis coverage;
- Be immediately available during the school day outside of scheduled appointments;
- Respond to psychiatric emergencies occurring outside scheduled appointment times;
- Assume responsibility for school security or emergency management; or
- Provide after-hours or on-call emergency psychiatric services.

Students experiencing a psychiatric emergency shall receive care through the District's established emergency procedures and available community emergency resources.

G.2 District Responsibility During Emergencies

The District retains responsibility for supervising students during the school day and for responding to behavioral, psychiatric, medical, or safety emergencies occurring on school property.

When a student presents with behavior suggesting an imminent risk of harm to self or others, severe psychiatric instability, medical compromise, or another emergency requiring immediate intervention, the District shall initiate its established emergency response procedures.

Such procedures may include, as appropriate:

- Ensuring the immediate safety of the student and others;
- Providing appropriate supervision;
- Contacting the student's parent or legal guardian;
- Contacting Mobile Crisis Services;
- Contacting Emergency Medical Services (911);

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- Contacting law enforcement when necessary to protect safety;
- Facilitating transportation to the nearest emergency department or other appropriate healthcare facility.

Nothing contained within this Agreement transfers responsibility for emergency response or student supervision from the District to Arbor Vitae Behavioral Health.

G.3 Provider Responsibilities Following an Emergency

When notified of a psychiatric emergency involving a student receiving services under this Agreement, Arbor Vitae Behavioral Health shall make reasonable efforts to participate in post-crisis care coordination, consistent with provider availability, applicable privacy laws, and appropriate authorization.

Such coordination may include:

- Reviewing available clinical information;
- Communicating with parents or legal guardians;
- Coordinating with treating medical providers;
- Reassessing psychiatric treatment needs;
- Adjusting medications when clinically indicated;
- Recommending additional evaluation or treatment; and
- Facilitating appropriate outpatient follow-up.

The Provider shall determine the appropriate timing and manner of follow-up based upon the clinical circumstances of each individual student.

G.4 Emergency Referrals

If, in the Provider's independent clinical judgment, a student requires a higher level of psychiatric care than can safely be provided through routine outpatient medication management, the Provider may recommend referral to one or more of the following:

- Emergency Department evaluation;
- Mobile Crisis Services;
- Acute inpatient psychiatric hospitalization;
- Partial Hospitalization Program (PHP);
- Intensive Outpatient Program (IOP);
- Specialized medical evaluation;
- Community behavioral health resources; or
- Other clinically appropriate services.

Recommendations for emergency evaluation or higher levels of care shall be communicated promptly to the student's parent or legal guardian and, when appropriate and authorized, to designated District personnel.

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G.5 Return to School Following Psychiatric Hospitalization

Following psychiatric hospitalization or another significant behavioral health event, Arbor Vitae Behavioral Health may provide recommendations regarding psychiatric follow-up, medication management, or ongoing treatment.

The Provider may also participate in return-to-school planning meetings, re-entry conferences, or related consultations when requested by the District and authorized by the parent or legal guardian. Such participation shall be billed in accordance with the consultation fee provisions of this Agreement unless otherwise covered as part of a billable clinical encounter.

Final decisions regarding educational placement, attendance, accommodations, or implementation of school-based supports remain the responsibility of the District.

G.6 Threat Assessment and School Safety

Nothing contained within this Agreement shall be construed as assigning responsibility to Arbor Vitae Behavioral Health for conducting school threat assessments, determining disciplinary consequences, implementing school safety procedures, or directing emergency operations.

The Provider may offer clinical observations or treatment recommendations when authorized and clinically appropriate; however, all school safety decisions remain within the authority of the District.

G.7 Good Faith Collaboration During Safety Concerns

The parties recognize that timely communication and coordinated action are essential when addressing student safety concerns.

Accordingly, Arbor Vitae Behavioral Health and the District agree to communicate promptly, cooperate in good faith, and support appropriate continuity of care following significant psychiatric or behavioral events, while maintaining compliance with HIPAA, FERPA, and other applicable legal requirements.

Nothing contained within this Agreement shall require either party to act outside its legal authority, professional scope of practice, or organizational responsibilities.

Section H: Consent for Treatment and Parent Participation

The parties acknowledge that parents and legal guardians play an essential role in the psychiatric care of students receiving services under this Agreement. Arbor Vitae Behavioral Health is committed to partnering with families throughout the course of treatment while recognizing the student's developmental needs, applicable legal rights, and standards of medical practice.

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H.1 Consent for Services

No psychiatric services shall be initiated until Arbor Vitae Behavioral Health has received all required documentation, including:

- A completed intake packet;
- Parent or legal guardian consent for treatment;
- Financial and insurance information;
- Any required Releases of Information;
- Medical and psychiatric history forms; and
- Other documentation reasonably required by the Provider or applicable law.

The Provider reserves the right to delay or decline services until all required documentation has been received and reviewed.

H.2 Informed Consent

Prior to initiating psychiatric treatment, the Provider shall obtain informed consent from the parent or legal guardian in accordance with applicable law and accepted medical practice.

Informed consent shall include discussion, as appropriate, of:

- Diagnostic impressions;
- Proposed treatment recommendations;
- Medication options;
- Anticipated benefits;
- Potential risks and adverse effects;
- Reasonable alternatives;
- Monitoring requirements; and
- Opportunities for questions and discussion.

H.3 Parent Participation

Parents and legal guardians are encouraged to participate actively throughout the student's treatment.

When clinically appropriate, parent participation may occur:

- In person;
- Through a HIPAA-compliant telehealth platform;
- By telephone, when appropriate and consistent with payer requirements.

The Provider may request parent participation whenever clinically necessary to support safe and effective treatment.

H.4 Revocation of Consent

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Parents or legal guardians may revoke consent for treatment or authorization to release information at any time, subject to applicable law.

The Provider reserves the right to discontinue services when revocation of consent prevents the Provider from delivering safe, ethical, or medically appropriate psychiatric care.

Section I: Medication Administration

The parties acknowledge that psychiatric prescribing and medication administration are separate functions involving distinct responsibilities.

I.1 Prescribing

Arbor Vitae Behavioral Health shall retain sole responsibility for prescribing psychiatric medications, monitoring treatment response, and making all medication-related clinical decisions.

I.2 Administration

The Provider does not dispense, administer, supervise, or store medications within the school setting unless otherwise agreed to in writing.

Medication administration during the school day shall remain the responsibility of the District in accordance with:

- School nursing procedures;
- Applicable Pennsylvania law;
- District policies;
- Physician orders; and
- Parent authorization.

I.3 Medication Monitoring

The District agrees to notify the Provider, when authorized, of observations that may reasonably affect psychiatric treatment, including:

- Apparent medication side effects;
- Significant behavioral changes;
- Safety concerns;
- Concerns regarding medication adherence while at school.

I.4 Medication Security

The District shall maintain responsibility for the safe storage, handling, and administration of medications maintained on school property in accordance with applicable law and District policy.

Nothing contained within this Agreement transfers responsibility for medication administration from the District to the Provider.

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Section J: Scheduling, Attendance, and Missed Appointments

The parties recognize that successful school-based psychiatric services require reliable scheduling while maintaining flexibility for educational priorities and unforeseen circumstances.

J.1 Scheduling

Appointments shall be scheduled through mutual coordination between Arbor Vitae Behavioral Health and designated District personnel.

Whenever reasonably possible, appointments shall be arranged to minimize disruption to the student's instructional program while meeting the student's clinical needs.

J.2 Student Attendance

The District agrees to make reasonable efforts to ensure that students are available for scheduled psychiatric appointments.

The Provider recognizes that standardized testing, educational programming, field trips, assemblies, illness, weather-related closures, disciplinary matters, and other school activities may occasionally require rescheduling.

J.3 Parent Notification

Parents remain responsible for notifying Arbor Vitae Behavioral Health of anticipated absences, schedule changes, or other circumstances affecting attendance whenever reasonably possible.

J.4 Missed Appointments

If a student is unavailable for a scheduled appointment, Arbor Vitae Behavioral Health shall make reasonable efforts to reschedule based upon provider availability and clinical need.

Repeated missed appointments, excessive cancellations, repeated inability to access the student, or failure to obtain necessary parent participation may result in discharge from school-based psychiatric services in accordance with Arbor Vitae Behavioral Health's attendance policies.

J.5 Missed Appointment Fees

Missed appointment fees, when applicable under Arbor Vitae Behavioral Health's financial policies, shall remain the responsibility of the parent or legal guardian and shall not be billed to the District unless otherwise agreed in writing.

J.6 Provider Delays and School Closures

Neither party shall be considered in breach of this Agreement when appointments require rescheduling due to provider illness, school closures, inclement weather, emergencies, or other circumstances beyond the

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reasonable control of either party. Both parties agree to make reasonable efforts to reschedule appointments as promptly as practicable.

Section K: Independent Contractor Status

The parties acknowledge and agree that Arbor Vitae Behavioral Health is engaged by the District as an independent healthcare provider for the limited purpose of providing school-based outpatient psychiatric medication management services pursuant to this Agreement.

Nothing contained herein shall be construed to create a partnership, joint venture, employer-employee relationship, agency relationship, or other legal affiliation between the parties beyond that expressly established by this Agreement.

The Provider shall retain exclusive responsibility for:

- Hiring, supervising, compensating, evaluating, and terminating its employees and contractors;
- Maintaining all professional licenses, certifications, registrations, and malpractice insurance required to perform services;
- Determining clinical staffing and provider assignments;
- Establishing clinical policies, procedures, and standards of care; and
- Complying with all federal, state, and local laws governing the practice of medicine and behavioral healthcare.

Likewise, the District shall retain exclusive responsibility for its employees, educational programming, school operations, personnel decisions, and compliance with all laws governing public education.

Neither party shall have authority to bind, obligate, or enter into contracts on behalf of the other unless expressly authorized in writing.

Section L: Insurance, Liability, and Indemnification

L.1 Professional Liability Insurance

Arbor Vitae Behavioral Health shall maintain professional liability insurance in amounts customary for outpatient psychiatric medical practice and consistent with applicable Pennsylvania law.

The District shall maintain such liability insurance or governmental risk protection as required by applicable law for the operation of its schools.

Each party agrees to provide reasonable evidence of insurance coverage upon written request.

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L.2 Responsibility for Acts and Omissions

Each party shall remain solely responsible for the acts, omissions, negligence, or misconduct of its own officers, employees, contractors, agents, and representatives.

Nothing contained within this Agreement shall be interpreted as transferring responsibility for the actions of one party to the other.

L.3 Indemnification

To the extent permitted by Pennsylvania law, each party agrees to defend, indemnify, and hold harmless the other party, its officers, directors, employees, and agents from claims, damages, liabilities, costs, or expenses arising out of the indemnifying party's negligent acts, omissions, or willful misconduct in the performance of this Agreement.

Nothing contained herein shall be construed as a waiver of any governmental immunity, statutory limitation of liability, or other legal defense available to either party.

L.4 Limitation of Liability

Neither party shall be liable to the other for indirect, incidental, consequential, punitive, or special damages arising from this Agreement except where such limitation is prohibited by law.

The Provider shall not be responsible for educational decisions, student supervision, transportation, school discipline, or implementation of educational accommodations.

The District shall not be responsible for psychiatric diagnoses, prescribing decisions, medication management, or other medical treatment decisions made by the Provider.

L.5 Compliance with Law

Each party agrees to perform its responsibilities under this Agreement in compliance with all applicable federal, state, and local laws, regulations, licensing requirements, and professional standards.

Section M: Term, Renewal, and Termination

M.1 Term

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This Agreement shall become effective upon execution by both parties and shall remain in effect through the conclusion of the 2026–2027 school year unless earlier terminated in accordance with this Agreement.

M.2 Renewal

The parties may renew this Agreement for subsequent school years by mutual written agreement.

The parties are encouraged to review this Agreement annually to determine whether revisions are appropriate based upon changes in applicable law, clinical practice, operational needs, or program development.

M.3 Termination Without Cause

Either party may terminate this Agreement without cause by providing not less than thirty (30) calendar days' written notice to the other party.

The parties agree to cooperate in good faith to facilitate an orderly transition of services and minimize disruption to students receiving psychiatric care.

M.4 Immediate Termination

Either party may terminate this Agreement immediately upon written notice if:

- The other party materially breaches this Agreement and fails to cure such breach within a reasonable period after notice;
- Continued performance would violate applicable law;
- Required licensure, certification, or legal authority to perform services is lost; or
- Continued performance presents a significant threat to student safety or public welfare.

M.5 Continuity of Care

Upon termination, Arbor Vitae Behavioral Health shall make reasonable efforts to facilitate continuity of psychiatric care for affected students consistent with applicable law, professional ethics, and provider availability.

Nothing contained herein shall obligate the Provider to continue services indefinitely following termination of this Agreement.

Section N: General Provisions

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N.1 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without regard to its conflict of law principles.

Any legal action arising from this Agreement shall be brought in a court of competent jurisdiction within the Commonwealth of Pennsylvania.

N.2 Compliance with Applicable Laws

Each party agrees to comply with all applicable federal, state, and local laws, regulations, licensing requirements, professional standards, and governmental guidance applicable to the performance of this Agreement.

This includes, but is not limited to, compliance with:

- HIPAA
- FERPA
- Pennsylvania Medical Practice laws
- Pennsylvania Nursing Practice Act
- Federal and Pennsylvania prescribing regulations
- Applicable special education laws
- Section 504 of the Rehabilitation Act
- Americans with Disabilities Act (ADA)
- Applicable insurance regulations

Arbor Vitae
BEHAVIORAL HEALTH

N.3 Notices

Any notice required under this Agreement shall be provided in writing and delivered by personal delivery, certified mail, recognized overnight courier, or electronic mail with confirmation of receipt.

Notices shall be directed to the representatives designated by each party unless updated in writing.

N.4 Amendment

This Agreement may be amended only through a written instrument executed by authorized representatives of both parties.

No verbal statement or course of conduct shall modify this Agreement.

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N.5 Assignment

Neither party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other party, except that Arbor Vitae Behavioral Health may assign this Agreement to a successor entity resulting from merger, acquisition, or corporate reorganization.

N.6 Severability

If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

The parties agree to replace any invalid provision with a valid provision that most closely reflects the original intent.

N.7 Non-Waiver

Failure of either party to enforce any provision of this Agreement shall not constitute a waiver of that provision or any other provision of this Agreement.

Any waiver must be in writing and signed by the party granting the waiver.

N.8 Force Majeure

Neither party shall be liable for delays or failure to perform resulting from circumstances beyond its reasonable control, including but not limited to:

- Natural disasters;
- Severe weather;
- Public health emergencies;
- Government orders;
- Labor disruptions;
- Utility failures;
- Acts of terrorism;
- Civil disturbances; or
- Other unforeseen events preventing performance.

The affected party shall notify the other party as soon as reasonably practicable and shall make reasonable efforts to resume performance.

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N.9 Electronic Signatures

The parties agree that signatures transmitted electronically or executed through an approved electronic signature platform shall be deemed original signatures and shall be fully binding.

N.10 Entire Agreement

This Agreement constitutes the complete understanding between Arbor Vitae Behavioral Health and the District concerning the provision of school-based psychiatric medication management services.

It supersedes all prior discussions, negotiations, proposals, representations, and agreements relating to the subject matter herein.

Appendix A

District Consultation Fee Schedule

The following services are administrative or consultative in nature and are not reimbursable through medical insurance. These services shall be billed directly to the District when requested.

Consultation Service	Fee
One-on-one consultation with school personnel (student not present)	$125.00
Attendance at Individualized Education Program (IEP) Meeting	$125.00
Attendance at Section 504 Meeting	$125.00
Attendance at Student Assistance Program (SAP) Meeting	$125.00
Attendance at Manifestation Determination Meeting	$125.00
Attendance at Re-entry Planning Meeting	$125.00
Attendance at Multidisciplinary Team Meeting	$125.00
Other District-requested consultation	$125.00

Consultation services are subject to provider availability and will be invoiced monthly unless otherwise agreed in writing.

Appendix B

School-Based Psychiatric Services

Services available through this Agreement may include, when clinically appropriate:

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- Comprehensive Psychiatric Evaluation
- Diagnostic Assessment
- Medication Management
- Medication Education
- Parent Consultation
- Telehealth Parent Participation
- Coordination with Primary Care Providers
- Coordination with Treating Therapists
- Care Coordination with Authorized School Personnel
- Laboratory Monitoring Recommendations
- Referral to Community Resources
- Referral to Higher Levels of Care
- Follow-up Psychiatric Evaluations
- Return-to-School Consultation following Psychiatric Hospitalization

The Provider shall determine the medical necessity and appropriateness of all services based upon the individual needs of each student.

SIGNATURES

By signing below, the parties acknowledge that they have read, understood, and agree to be bound by the terms and conditions of this Agreement.

Arbor Vitae Behavioral Health, LLC

Authorized Representative: Kelly Lawrence, LPC, CRNP, PMHNP-BC

Title: Owner

Signature: Kelly Lawrence, LPC, CRNP, PMHNP-BC

Date: 7/15/2026

DISTRICT

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

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Closing Shared Commitment

By entering into this Agreement, Arbor Vitae Behavioral Health and the District affirm their shared commitment to supporting the emotional wellness, resilience, and academic success of the students and families they serve.

Although each organization fulfills distinct professional roles and responsibilities, both recognize that collaboration, trust, mutual respect, and open communication are essential to delivering coordinated, student-centered care. Together, the parties commit to fostering an environment where students have access to compassionate, evidence-based psychiatric services that promote healing, growth, and lifelong well-being.

Consistent with Arbor Vitae Behavioral Health's mission of being **"A place that inspires both healing and growth,"** this Agreement reflects a shared commitment to ensuring that every student has the opportunity to thrive emotionally, academically, and personally through accessible, collaborative, and high-quality psychiatric care.

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Agency for Community EmPOWERment OF NEPA
Helping People Prosper
570.963.6836 123 Wyoming Ave. Suite 311 Scranton, PA 18503 acenepa.org

Wallenpaupack Area School District
2552 Route 6
Hawley, PA 18428
Hawley Center

ACE of NEPA
Early Learning Program
123 Wyoming Ave. Suite 311
Scranton, PA. 18503

Pre-K Counts Letter of Agreement

This Letter of Agreement is subject to the terms and conditions below and is contingent upon the receipt from the PA Department of Education of the full amount of funding requested in the Grant Application presented by the Agency for Community Empowerment of NEPA Early Learning Program to that Department under the PA Pre-K Counts Program.

It is understood that this funding, and therefore this Agreement, is valid from July 1, 2026 to June 30,2027.

A new Agreement will be negotiated if there should be any change in funding. In such case, if no Agreement can be reached, the Program will not be implemented.

This Agreement can be deemed void at any time by either party by providing the other party with sixty (60) days written notification.

In such case, that service cannot be provided as deemed in this contract, it is the responsibility of the contractor to contact ACE of NEPA with a written plan of action immediately.

1) **Staffing** – Teacher and Teacher Aide hired by ACE of NEPA and paid with PA Pre-K Counts Funds. Teachers are required to have a minimum of a Bachelor's Degree in Early Childhood Education. Teacher Aides must have a minimum of a Child Development Associate (CDA).
   a) Staff time includes classroom time, classroom planning for each teacher and aide, collaborating with ACE of NEPA family engagement worker, and in-service training.
   b) Class size is eighteen to twenty children with a teacher and aide or two teachers. ACE of NEPA will ensure children are supervised at all times, and all active supervision requirements are being met.
   c) Substitutes are the responsibility of the ACE of NEPA.
   d) Students will receive 6.5 hours of service per day. Group size staffing requirements must be met at all times.
   e) ACE of NEPA will assure that all staff has appropriate background checks, health appraisal, TB test prior to initial date of service and COVID vaccination requirements set forth by Head Start (1304.52).

2) **Curriculum** – Pre-k programs must implement developmentally appropriate research-based early childhood curriculum, including additional curricular enhancements, as appropriate. Curriculum must be fully aligned with the Pennsylvania Early Learning Standards.
   a) Curriculum shall be content-rich to promote measurable progress toward development and learning outlined in the frameworks.

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b) Programs must support staff to effectively implement curriculum and, at a minimum, monitor curriculum implementation and fidelity to provide support, feedback, and supervision for continuous improvement of its implementation.

3) **Outcomes** – Pre-k programs will follow PA PKC regulations and the Head Start standards, specifically 1302.102 (c) titled Using data for continuous improvement, ACE of NEPA policies and procedures (1302.90) and state regulations. Pre-k programs will provide and maintain a supportive learning environment both indoors and outdoors to assure optimal growth and development for future success. Pre-k programs will provide a language rich environment and curriculum to promote language and literacy at school and at home. Pre-k programs will provide opportunities for daily gross motor both indoors and outdoors. Pre-k programs will ensure continuous growth utilizing ongoing documentation of all children in the classroom
   a) Child assessments will be completed three times a year to aid the teaching team in making programmatic, classroom, and instructional changes to ensure continuous optimal individual growth with guidance from the ACE of NEPA Coordinator/Manager.
   b) If continuous growth does not occur in any of the domains of development, the referral guidelines set forth by ACE of NEPA to refer will be followed.

4) **Rating Scales and Assessments** - will be administered by ACE of NEPA staff under the direction of the ELP Coordinator/Manager. These will include one of the following tools at least two times per year and shared with all involved staff. (ECERS, TPOT, and/or CLASS)

5) **Health Services** – All required Head Start Health Services and Screenings will be monitored by the Head Start Health Manager.
   a) Immunization and physical records - Parents have 60 days from the first day of school to produce immunization records and child health assessment. After the 60 days, a child may not be able to return to school until immunization records and/or health assessment are received by the school. If a child is behind on immunizations, s/he will still be able to attend school if acceptable medical documentation is provided explaining the reason for the delay. Parents have 90 days from the first day of school to produce a child dental assessment. Immunization records, dentals and physicals will be kept on file at ACE of NEPA.
   b) All children ages 2 years and older and all staff working directly with PA PKC children or in a classroom where PA PKC children are present will abide by ACE of NEPA's or the School District's COVID-19 Mitigation Plan, whichever is more stringent.
   c) Health component staff and/or consultants will be allowed on site to complete all required screenings (vision, blood lead, dental, hearing).

6) **Nutrition** – Breakfasts, snacks and lunches will be provided by ACE of NEPA and billed to the Child and Adult Care Food Program. ACE of NEPA Nutrition Consultant and Nutrition Coordinator will provide additional assistance to ensure all requirements are met.

7) **Special Services-** The program must ensure enrolled children with disabilities and their families receive all applicable services delivered in the least restrictive possible environment and that they fully participate in all program activities. The ACE of NEPA Special Services staff will assist in the coordination for referral and provision of early intervention services.

8) **Mental Health** – ACE of NEPA staff agree to promote children's mental health, social and emotional well-being by providing supports for effective classroom management and a positive learning environment,

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supportive teaching practices and strategies for supporting children with challenging behaviors and/or other social, emotional and mental health concerns.

9) **Suspension and Expulsion**- The program must prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature and used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. The program must engage with mental health resources, collaborate with parents, utilize appropriate community resources and develop a written plan to document the action and support needed to help the child return to full participation in all program activities as quickly as possible while ensuring child safety. Ultimately, the program cannot expel a child from the program because of a child's behavior.

10) **Family Engagement** – Recruitment will be the joint responsibility of the School District and ACE of NEPA. Eligibility determination and selection will be the responsibility of the ACE of NEPA ERSEA Manager or Specialist

11) **Training and Professional Development** – Pre-Service and In-Service Training including, Child Development Associate (CDA) Credential, and college courses for credit are the responsibility of ACE of NEPA. In-service training offered by the ACE of NEPA or the School District will be open to staff of the partnering agency, whenever topics are appropriate.

12) **Monitoring**- ACE of NEPA Early Learning Programs monitor the required tasks and requirements of the program in alignment with the PA Pre-K Counts program and other Federal, State and local regulations. Monitoring protocols are established at the center/site level, coordinator level, management level and administrative level for all service areas.
    a) Districts will utilize a system of ongoing monitoring for staff and facility safety and maintenance.
    b) Additional monitoring tools used by ACE of NEPA Early Learning Programs include: Child Outcome Planning and Administration (COPA) data system, Teaching Strategies GOLD Child Assessment, Center Compliance Checklist, Health and Safety Checklist, Family Engagement Checklist, Indoor/Outdoor Safety Checklist, as well as observation tools such as, CLASS, ECERS, and TPOT. Results will be shared with District staff.
    c) Assigned Preschool Program Specialist will conduct Site Visits and Monitoring using the Program Review Instrument.

13) **Data Management** - ACE of NEPA uses the COPA (Child Outcome, Planning & Administration) database designed for Head Start, Early Head Start and Community Actions Agencies and specifically geared to program and data management. COPA is a secure online, 100% web-based program, customizable to the needs of the Agency and is able to aggregate data for reporting needs. It offers real-time data collection, assessments, monitoring, reporting, referral and organizational work-flow with the ability to be accessed from any location. ACE of NEPA's COPA database has been configured for seamless reporting of:
    a) The National Association for State Community Service Programs (NASCSP's) Community Service Block Grant (CSBG) Report.

14) **Data Monitoring** - On a monthly basis, data is reviewed by ACE of NEPA's Data and Education Manager for program performance, data captured/reported and progress toward agency goals. Specific data points have been identified for the purposes of monthly monitoring and are necessary for standard program compliance and to identify needed areas of improvement to improve service to children/families. By

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monitoring these data points monthly, ACE of NEPA is able to accurately assess the needs of the community while internally identifying the status of data collection, data entry and outcomes. Monitoring on a monthly basis also lends for seamless reporting to funding sources. Data that is monitored includes, but is not limited to:

a) Enrollment Information including daily attendance
b) Child and Family Demographics
c) Child and Family Health Demographic Information is collected by program staff at different points in the program enrollment process:
    i) At time of application
    ii) Reviewed/updated during orientation
    iii) Reviewed/updated throughout the program year for goals, referrals for services and case notes.

15) **Age Appropriate Equipment** - (Classroom, Cafeteria and Playground) provided by the district and ACE of NEPA.

16) **Age Appropriate Supplies** - Toothbrushes and toothpaste will be provided by ACE of NEPA for each child. Diapers and/or pull ups will be provided by ACE of NEPA, if necessary. Other supplies provided by the district and ACE of NEPA.

17) **Space** – One classroom and cafeteria provided by the district at no cost to ACE of NEPA. The second classroom is included in payment of monthly fees.

18) **Utilities** – provided by the district at no cost to ACE of NEPA

19) **Maintenance** Including snow plowing, lawn care and garbage removal provided by the district at no cost to ACE of NEPA.

20) **Repairs to Facility and Equipment** - provided by the district and ACE of NEPA.

21) **Classes** - will be provided utilizing a combination of the school district and ACE of NEPA calendars (180 days) at 6.5 hours per class.

22) **School Closings**- Closings due to inclement weather will be at the discretion of the Superintendent. Sessions will be rescheduled, if needed, in order to meet the 180 day requirement. The School District will inform ACE of NEPA immediately of any unscheduled long term closing. The ACE of NEPA staff will ensure weekly contact is made with all families during extended closures. ACE of NEPA will contact families in accordance with the ACE of NEPA *Home Connections Implementation Plan*. The School District will submit a plan for reopening along with weekly progress updates to ACE of NEPA.

23) Fiscal – Monthly Payment – 7/1/26-6/30/27 $250/mo. x 12 months=$3,000.00

a) Payable on the first day of the month for that month's service as long as all contractual obligations are met.
b) Payment may be held for any non-compliance of this contract until the violation is corrected
c) Payment covers costs associated with space

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Board of Education Representative Date

Signed by:
Dr. Keith Gunuskey 7/26/2026
A01114781294C4AC...
Superintendent of Schools Date

Signed by:
7/24/2026
04110A7B497D46A...
Mr. William E. Cockerill Date
Chairman, Board of Directors

Signed by:
Jim Wansacz 7/24/2026
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Mr. Jim Wansacz Date
Executive Director

Signed by:
Erin Ross 7/22/2026
FC8F329635CA45E...
Ms. Erin Ross Date
Early Learning Program Director

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Wallenpaupack Area School District
2552 Route 6
Hawley, PA 18428
South Elementary

ACE of NEPA
Early Learning Program
123 Wyoming Ave. Suite 311
Scranton, PA. 18503

Pre-K Counts Letter of Agreement

This Letter of Agreement is subject to the terms and conditions below and is contingent upon the receipt from the PA Department of Education of the full amount of funding requested in the Grant Application presented by the Agency for Community Empowerment of NEPA Early Learning Program to that Department under the PA Pre-k Counts Program.

It is understood that this funding, and therefore this Agreement, is valid from July 1, 2026 to June 30, 2027.

A new Agreement will be negotiated if there should be any change in funding. In such case, if no Agreement can be reached, the Program will not be implemented.

This Agreement can be deemed void at any time by either party by providing the other party with sixty (60) days written notification.

In such case that service cannot be provided as deemed in this contract, it is the responsibility of the contractor to contact ACE of NEPA with a written plan of action immediately.

1) **Staffing** – Teacher and Teacher Aide hired byACE of NEPA and paid with PA Pre-K Counts Funds. Teachers are required to have a minimum of a Bachelor's Degree in Early Childhood Education. Teacher Aides must have a minimum of a Child Development Associate (CDA).
   a) Staff time includes classroom time, classroom planning for each teacher and aide, collaborating with ACE of NEPA family engagement worker, and in-service training.
   b) Class size is eighteen to twenty children with a teacher and aide or two teachers. ACE of NEPA will ensure children are supervised at all times, and all active supervision requirements are being met.
   c) Substitutes are the responsibility of the ACE of NEPA
   d) Students will receive 6.5 hours of service per day. Group size staffing requirements must be met at all times.
   e) ACE of NEPA will assure that all staff has appropriate background checks, health appraisal, TB test prior to initial date of service and COVID vaccination requirements set forth by Head Start (1304.52).

2) **Curriculum** – Pre-k programs must implement developmentally appropriate research-based early childhood curriculum, including additional curricular enhancements, as appropriate. Curriculum must be fully aligned with the Pennsylvania Early Learning Standards.
   a) Curriculum shall be content-rich to promote measurable progress toward development and learning outlined in the frameworks.

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b) Programs must support staff to effectively implement curriculum and, at a minimum, monitor curriculum implementation and fidelity to provide support, feedback, and supervision for continuous improvement of its implementation.

3) **Outcomes** – Pre-k programs will follow the Head Start standards, specifically 1302.102 (c) titled Using data for continuous improvement, ACE of NEPA policies and procedures (1302.90), and PA PKC Regulations. Pre-k programs will provide and maintain a supportive learning environment both indoors and outdoors to assure optimal growth and development for future success. Pre-k programs will provide a language rich environment and curriculum to promote language and literacy at school and at home. Pre-k programs will provide opportunities for daily gross motor both indoors and outdoors. Pre-k programs will ensure continuous growth utilizing ongoing documentation of all children in the classroom
   a) Child assessments will be completed three times a year to aid the teaching team in making programmatic, classroom, and instructional changes to ensure continuous optimal individual growth with guidance from the ACE of NEPA Coordinator/Manager.
   b) If continuous growth does not occur in any of the domains of development, the referral guidelines set forth by ACE of NEPA to refer will be followed.

4) **Rating Scales and Assessments** - will be administered by ACE of NEPA staff under the direction of the ELP Coordinator/Manager. These will include one of the following tools at least two times per year and shared with all involved staff. (ECERS, TPOT, and/or CLASS)

5) **Health Services** – All required PKC Health Services and Screenings will be monitored by the ELP Health Manager.
   a) Immunization and physical records - Parents have 60 days from the first day of school to produce immunization records and child health assessment. After the 60 days, a child may not be able to return to school until immunization records and/or health assessment are received by the school. If a child is behind on immunizations, s/he will still be able to attend school if acceptable medical documentation is provided explaining the reason for the delay. Parents have 90 days from the first day of school to produce a child dental assessment. Immunization records, dentals and physicals will be kept on file at ACE of NEPA.
   b) Health component staff and/or consultants will be allowed on site to complete all required screenings (vision, blood lead, dental, hearing).

6) **Nutrition** – Breakfasts, lunches and snacks will be provided by the school district and billed to the School Lunch Program. The School District will invoice ACE of NEPA for reimbursement for adult meals and for children eligible for reduced or full pay meals. The School District will ensure all children funded by Pre-K Counts receive meals and snacks that meet the nutritional needs and accommodate the feeding requirements of each child. ACE of NEPA staff is expected to be sitting with and engaging children in conversation and teaching self- help skills such as set up and clean up. ACE of NEPA Nutrition Consultant and Nutrition Coordinator will provide additional assistance to ensure all requirements are met. **The District will notify ACE of NEPA of any changes that involve receiving funding from the School Lunch Program within 24 hours of the change.**

7) **Special Services-** The program must ensure enrolled children with disabilities and their families receive all applicable services delivered in the least restrictive possible environment and that they fully participate in all program activities. The ACE of NEPA Special Services staff will assist in the coordination for referral and provision of early intervention services.

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8) **Mental Health** – ACE of NEPA staff agree to promote children's mental health, social and emotional well-being by providing supports for effective classroom management and a positive learning environment, supportive teaching practices and strategies for supporting children with challenging behaviors and/or other social, emotional and mental health concerns.

9) **Suspension and Expulsion**- The program must prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature and used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. The program must engage with mental health resources, collaborate with parents, utilize appropriate community resources and develop a written plan to document the action and supports needed to help the child return to full participation in all program activities as quickly as possible while ensuring child safety. Ultimately, the program cannot expel a child from the program because of a child's behavior.

10) **Family Engagement** – Recruitment will be the joint responsibility of the School District and ACE of NEPA. Eligibility determination and selection will be the responsibility of the ACE of NEPA ERSEA/FE coordinators.

11) **Training and Professional Development** – Pre-Service and In-Service Training including, Child Development Associate (CDA) Credential, and college courses for credit are the responsibility of ACE of NEPA. In-service trainings offered by the ACE of NEPA or the School District will be open to staff of the partnering agency, whenever topics are appropriate.

12) **Monitoring**- ACE of NEPA Early Learning Programs monitor the required tasks and requirements of the program in alignment with the PA Pre-K Counts program and other Federal, State and local regulations. Monitoring protocols are established at the center/site level, coordinator level, management level and administrative level for all service areas.
    a) Districts will utilize a system of ongoing monitoring for staff and facility safety and maintenance.
    b) Additional monitoring tools used by ACE of NEPA Early Learning Programs include: Child Outcome Planning and Administration (COPA) data system, Teaching Strategies GOLD Child Assessment, Center Compliance Checklist, Health and Safety Checklist, Family Engagement Checklist, Indoor/Outdoor Safety Checklist, as well as observation tools such as, CLASS, ECERS, and TPOT. Results will be shared with District staff.
    c) Assigned Preschool Program Specialist will conduct Site Visits and Monitoring using the Program Review Instrument.

13) **Data Management** - ACE of NEPA uses the COPA (Child Outcome, Planning & Administration) database designed for Head Start, Early Head Start and Community Actions Agencies and specifically geared to program and data management. COPA is a secure online, 100% web-based program, customizable to the needs of the Agency and is able to aggregate data for reporting needs. It offers real-time data collection, assessments, monitoring, reporting, referral and organizational work-flow with the ability to be accessed from any location. ACE of NEPA's COPA database has been configured for seamless reporting of: The National Association for State Community Service Programs (NASCSP's) Community Service Block Grant (CSBG) Report.

14) **Data Monitoring** - On a monthly basis, data is reviewed by ACE of NEPA's Data and Education Manager for program performance, data captured/reported and progress toward agency goals. Specific data points

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have been identified for the purposes of monthly monitoring and are necessary for standard program compliance and to identify needed areas of improvement to improve service to children/families. By monitoring these data points monthly, ACE of NEPA is able to accurately assess the needs of the community while internally identifying the status of data collection, data entry and outcomes. Monitoring on a monthly basis also lends for seamless reporting to funding sources. Data that is monitored includes, but is not limited to:

a) Enrollment Information including daily attendance
b) Child and Family Demographics
c) Child and Family Health Demographic Information is collected by program staff at different points in the program enrollment process:
    i) At time of application
    ii) Reviewed/updated during orientation
    iii) Reviewed/updated throughout the program year for goals, referrals for services and case notes.

15) **Age Appropriate Equipment** - (Classroom and Playground) provided by the district and ACE of NEPA.

16) **Age Appropriate Supplies** - provided by ACE of NEPA for each child.

17) **Space** – classroom provided by the district at no cost to ACE of NEPA.

18) **Utilities** – provided by the district at no cost to ACE of NEPA

19) **Maintenance** Including snow plowing, lawn care and garbage removal provided by the district at no cost to ACE of NEPA.

20) **Repairs to Facility and Equipment** - provided by the district and ACE of NEPA.

21) **Classes** - will be provided utilizing a combination of the school district and ACE of NEPA calendars (180 days) at 6.5 hours per class.

22) **School Closings**- Closings due to inclement weather will be at the discretion of the Superintendent. Sessions will be rescheduled, if needed, in order to meet the 180 day requirement. The School District will inform ACE of NEPA immediately of any unscheduled long term closing. The ACE of NEPA staff will ensure weekly contact is made with all families during extended closures. ACE of NEPA will contact families in accordance with the ACE of NEPA *Home Connections Implementation Plan*. The School District will submit a plan for reopening along with weekly progress updates to ACE of NEPA.

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Board of Education Representative Date

Signed by:
7/30/2026
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Mr. William E. Cockerill Date
Chairman, Board of Directors

Signed by:
Dr. Keith Gunuskey 7/30/2026
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Superintendent of Schools Date

Signed by:
Jim Wansacz 7/30/2026
2F25B35FF568419...
Mr. Jim Wansacz Date
Executive Director, ACE of NEPA

Signed by:
Erin Ross 7/22/2026
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Ms. Erin Ross Date
Early Learning Program Director

Docusign Envelope ID: 5FB2EF82-3157-8EBA-81AD-067822644A9F

Agency for Community EmPOWERment OF NEPA
Helping People Prosper
570.963.6836 123 Wyoming Ave. Suite 311 Scranton, PA 18503 acenepa.org

Wallenpaupack Area School District
2552 Route 6
Hawley, PA 18428
Hawley Center

ACE of NEPA
Early Learning Program
Head Start Program
123 Wyoming Ave. Suite 311
Scranton, PA. 18503

HSSAP Letter of Agreement

This Letter of Agreement is subject to the terms and conditions below and is contingent upon the receipt from the PA Department of Education of the full amount of funding requested in the Grant Application presented by the Agency for Community Empowerment of NEPA Early Learning Program to that Department under the Head Start Supplemental Assistance Program (HSSAP).

It is understood that this funding, and therefore this Agreement, is valid from July 1, 2026 to June 30, 2027.

A new Agreement will be negotiated if there should be any change in funding. In such case, if no Agreement can be reached, the Program will not be implemented.

This Agreement can be deemed void at any time by either party by providing the other party with sixty (60) days written notification.

In such case that service cannot be provided as deemed in this contract, it is the responsibility of the contractor to contact ACE of NEPA with a written plan of action immediately.

1) **Staffing** – Teacher and Teacher Aide hired by ACE of NEPA, Inc. and paid with HSSAP Funds. Teachers are required to have a minimum of a Bachelor's Degree in Early Childhood Education or a related field from an accredited college or university. Teacher Aides must have a minimum of a Child Development Associate (CDA).
   a) Staff time includes classroom time, classroom planning for each teacher and aide, collaborating with ACE of NEPA family engagement worker, and in-service training.
   b) Class sizes are seventeen (part day) and twenty (full day) children with a teacher and aide or two teachers. ACE of NEPA will ensure children are supervised at all times, and all active supervision requirements are being met.
   c) Substitutes are the responsibility of the ACE of NEPA.
   d) Students will receive 6.5 hours of service per day. Group size staffing requirements must be met at all times.
   e) ACE of NEPA will assure that all staff has appropriate background checks, health appraisal, TB test prior to initial date of service and COVID vaccination requirements set forth by Head Start (1304.52).

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2) **Curriculum** – Pre-k programs must implement developmentally appropriate research-based early childhood curriculum, including additional curricular enhancements, as appropriate. Curriculum must be fully aligned with the Pennsylvania Early Learning Standards.
   a) Curriculum shall be content-rich to promote measurable progress toward development and learning outlined in the frameworks.
   b) Programs must support staff to effectively implement curriculum and, at a minimum, monitor curriculum implementation and fidelity to provide support, feedback, and supervision for continuous improvement of its implementation.

3) **Outcomes** – Pre-k programs will follow the Head Start standards, specifically 1302.102 (c) titled Using data for continuous improvement, ACE of NEPA policies and procedures (1302.90). Pre-k programs will provide and maintain a supportive learning environment both indoors and outdoors to assure optimal growth and development for future success. Pre-k programs will provide a language rich environment and curriculum to promote language and literacy at school and at home. Pre-k programs will provide opportunities for daily gross motor both indoors and outdoors. Pre-k programs will ensure continuous growth utilizing ongoing documentation of all children in the classroom
   a) Child assessments will be completed three times a year to aid the teaching team in making programmatic, classroom, and instructional changes to ensure continuous optimal individual growth with guidance from the ACE of NEPA Coordinator/Manager.
   b) If continuous growth does not occur in any of the domains of development, the referral guidelines set forth by ACE of NEPA to refer will be followed.

4) **Rating Scales and Assessments** - will be administered by ACE of NEPA staff under the direction of the Head Start Coordinator/Manager. These will include one of the following tools at least two times per year and shared with all involved staff. (ECERS, TPOT, and/or CLASS)

5) **Health Services** – All required Head Start Health Services and Screenings will be monitored by the Head Start Health Manager.
   a) Immunization and physical records - Parents have 60 days from the first day of school to produce immunization records and child health assessment. After the 60 days, a child may not be able to return to school until immunization records and/or health assessment are received by the school. If a child is behind on immunizations, s/he will still be able to attend school if acceptable medical documentation is provided explaining the reason for the delay. Parents have 90 days from the first day of school to produce a child dental assessment. Immunization records, dentals and physicals will be kept on file at ACE of NEPA.
   b) Health component staff and/or consultants will be allowed on site to complete all required screenings (vision, blood lead, dental, hearing).

6) **Nutrition** – Breakfasts, snacks and lunches will be provided by ACE of NEPA and billed to the Child and Adult Care Food Program. ACE of NEPA Nutrition Consultant and Nutrition Coordinator will provide additional assistance to ensure all requirements are met.

7) **Special Services-** The program must ensure enrolled children with disabilities and their families receive all applicable services delivered in the least restrictive possible environment and that they fully participate in all program activities. The ACE of NEPA Special Services staff will assist in the coordination for referral and provision of early intervention services.

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8) **Mental Health** – ACE of NEPA staff agree to promote children's mental health, social and emotional well-being by providing supports for effective classroom management and a positive learning environment, supportive teaching practices and strategies for supporting children with challenging behaviors and/or other social, emotional and mental health concerns.

9) **Suspension and Expulsion**- The program must prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature and used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. The program must engage with mental health resources, collaborate with parents, utilize appropriate community resources and develop a written plan to document the action and support needed to help the child return to full participation in all program activities as quickly as possible while ensuring child safety. Ultimately, the program cannot expel a child from the program because of a child's behavior.

10) **Family Engagement** – Recruitment will be the joint responsibility of the School District and ACE of NEPA. Eligibility determination and selection will be the responsibility of the ACE of NEPA ERSEA Manager or Specialist

11) **Training and Professional Development** – Pre-Service and In-Service Training including, Child Development Associate (CDA) Credential, and college courses for credit are the responsibility of ACE of NEPA. In-service training offered by the ACE of NEPA or the School District will be open to staff of the partnering agency, whenever topics are appropriate.

12) **Monitoring**- ACE of NEPA Early Learning Programs monitor the required tasks and requirements of the program in alignment with the HSSAP program and other Federal, State and local regulations. Monitoring protocols are established at the center/site level, coordinator level, management level and administrative level for all service areas.
    a) Districts will utilize a system of ongoing monitoring for staff and facility safety and maintenance.
    b) Additional monitoring tools used by ACE of NEPA Early Learning Programs include: Child Outcome Planning and Administration (COPA) data system, Teaching Strategies GOLD Child Assessment, Center Compliance Checklist, Health and Safety Checklist, Family Engagement Checklist, Indoor/Outdoor Safety Checklist, as well as observation tools such as, CLASS, ECERS, and TPOT. Results will be shared with District staff.
    c) Assigned Preschool Program Specialist will conduct Site Visits and Monitoring using the Program Review Instrument.

13) **Data Management** - ACE of NEPA uses the COPA (Child Outcome, Planning & Administration) database designed for Head Start, Early Head Start and Community Actions Agencies and specifically geared to program and data management. COPA is a secure online, 100% web-based program, customizable to the needs of the Agency and is able to aggregate data for reporting needs. It offers real-time data collection, assessments, monitoring, reporting, referral and organizational work-flow with the ability to be accessed from any location. ACE of NEPA's COPA database has been configured for seamless reporting of:
    a) The National Association for State Community Service Programs (NASCSP's) Community Service Block Grant (CSBG) Report.
    b) Head Start's Program Information Report (PIR)

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14) **Data Monitoring** - On a monthly basis, data is reviewed by ACE of NEPA's Data and Education Managers for program performance, data captured/reported and progress toward agency goals. Specific data points have been identified for the purposes of monthly monitoring and are necessary for standard program compliance and to identify needed areas of improvement to improve service to children/families. By monitoring these data points monthly, ACE of NEPA is able to accurately assess the needs of the community while internally identifying the status of data collection, data entry and outcomes. Monitoring on a monthly basis also lends for seamless reporting to funding sources. Data that is monitored includes, but is not limited to:
    a) Enrollment Information including daily attendance
    b) Child and Family Demographics
    c) Child and Family Health Demographic Information is collected by program staff at different points in the program enrollment process:
        i) At time of application
        ii) Reviewed/updated during orientation
        iii) Reviewed/updated throughout the program year for goals, referrals for services and case notes.

15) **Age Appropriate Equipment** - (Classroom, Cafeteria and Playground) Provided by the district and ACE of NEPA.

16) **Age Appropriate Supplies** - provided by ACE of NEPA

17) **Space** – One classroom and cafeteria provided by the district at no cost to ACE of NEPA. The second classroom is included in payment of monthly fees.

18) **Utilities** – provided by the district at no cost to ACE of NEPA.

19) **Maintenance** – Including snow plowing, lawn care and garbage removal provided by the district at no cost to ACE of NEPA.

20) **Repairs to Facility and Equipment** - provided by the district and ACE of NEPA.

21) **Classes** - will be provided utilizing a combination of the school district and ACE of NEPA calendars (1020 hours).

22) **School Closings**- Closings due to inclement weather will be at the discretion of the Superintendent. Sessions will be rescheduled, if needed, in order to meet the 1020 hour requirement. The School District will inform ACE of NEPA immediately of any unscheduled long term closing. The ACE of NEPA staff will ensure weekly contact is made with all families during extended closures. ACE of NEPA will contact families in accordance with the ACE of NEPA *Home Connections Implementation Plan*. The School District will submit a plan for reopening along with weekly progress updates to ACE of NEPA.

23) Fiscal – Monthly Payment – 7/1/26-6/30/27 $2,200/mo. x 12 months=$26,400.00

a) Payable on the first day of the month for that month's service as long as all contractual obligations are met.
b) Payment may be held for any non-compliance of this contract until the violation is corrected
c) Payment covers costs associated with space

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Board of Education Representative Date

Signed by: 7/17/2026
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Mr. William E. Cockerill Date
Chairman, Board of Directors

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Mr. Jim Wansacz Date
Executive Director

Signed by: 7/16/2026
FC8F329635CA45E...
Ms. Erin Ross Date
Early Learning Program Director

MISSION: TO EMPOWER PEOPLE WITH THE SKILLS NEEDED TO BECOME SELF-SUFFICIENT AND ENHANCE THEIR LIVES THROUGH EDUCATION, TRAINING, LIFE SKILLS, AND SUPPORT SERVICES.

Docusign Envelope ID: 10FCC530-195C-8475-8358-3D0F7867D9F1

Agency for Community EmPOWERment OF NEPA
Helping People Prosper
570.963.6836 123 Wyoming Ave. Suite 311 Scranton, PA 18503 acenepa.org

Wallenpaupack Area School District
2552 Route 6
Hawley, PA 18428
South Elementary

ACE of NEPA
Early Learning Program
Head Start Program
123 Wyoming Ave. Suite 311
Scranton, PA. 18503

HSSAP Letter of Agreement

This Letter of Agreement is subject to the terms and conditions below and is contingent upon the receipt from the PA Department of Education of the full amount of funding requested in the Grant Application presented by the Agency for Community Empowerment of NEPA Early Learning Program to that Department under the Head Start Supplemental Assistance Program (HSSAP).

It is understood that this funding, and therefore this Agreement, is valid from July 1, 2026 to June 30, 2027.

A new Agreement will be negotiated if there should be any change in funding. In such case, if no Agreement can be reached, the Program will not be implemented.

This Agreement can be deemed void at any time by either party by providing the other party with sixty (60) days written notification.

In such case that service cannot be provided as deemed in this contract, it is the responsibility of the contractor to contact ACE of NEPA with a written plan of action immediately.

1) **Staffing** – Teacher and Teacher Aide hired by ACE of NEPA, Inc. and paid with HSSAP Funds. Teachers are required to have a minimum of a Bachelor's Degree in Early Childhood Education or a related field from an accredited college or university. Teacher Aides must have a minimum of a Child Development Associate (CDA).
   a) Staff time includes classroom time, classroom planning for each teacher and aide, collaborating with ACE of NEPA family engagement worker, and in-service training.
   b) Class size is twenty children with a teacher and aide or two teachers. ACE of NEPA will ensure children are supervised at all times, and all active supervision requirements are being met.
   c) Substitutes are the responsibility of the ACE of NEPA.
   d) Students will receive 6.5 hours of service per day. Group size staffing requirements must be met at all times.
   e) ACE of NEPA will assure that all staff have appropriate background checks, health appraisal, TB test prior to initial date of service and COVID vaccination requirements set forth by Head Start (1304.52).

2) **Curriculum** – Pre-k programs must implement developmentally appropriate research-based early childhood curriculum, including additional curricular enhancements, as appropriate. Curriculum must be fully aligned with the Pennsylvania Early Learning Standards.

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a) Curriculum shall be content-rich to promote measurable progress toward development and learning outlined in the frameworks.
b) Programs must support staff to effectively implement curriculum and, at a minimum, monitor curriculum implementation and fidelity to provide support, feedback, and supervision for continuous improvement of its implementation.

3) **Outcomes** – Pre-k programs will follow the Head Start standards, specifically 1302.102 (c) titled Using data for continuous improvement, ACE of NEPA policies and procedures (1302.90). Pre-k programs will provide and maintain a supportive learning environment both indoors and outdoors to assure optimal growth and development for future success. Pre-k programs will provide a language rich environment and curriculum to promote language and literacy at school and at home. Pre-k programs will provide opportunities for daily gross motor both indoors and outdoors. Pre-k programs will ensure continuous growth utilizing ongoing documentation of all children in the classroom
   a) Child assessments will be completed three times a year to aid the teaching team in making programmatic, classroom, and instructional changes to ensure continuous optimal individual growth with guidance from the ACE of NEPA Coordinator/Manager.
   b) If continuous growth does not occur in any of the domains of development, the referral guidelines set forth by ACE of NEPA to refer will be followed.

4) **Rating Scales and Assessments** - will be administered by ACE of NEPA staff under the direction of the Head Start Coordinator/Manager. These will include one of the following tools at least two times per year and shared with all involved staff. (ECERS, TPOT, and/or CLASS)

5) **Health Services** – All required Head Start Health Services and Screenings will be monitored by the Head Start Health Manager.
   a) Immunization and physical records - Parents have 60 days from the first day of school to produce immunization records and child health assessment. After the 60 days, a child may not be able to return to school until immunization records and/or health assessment are received by the school. If a child is behind on immunizations, s/he will still be able to attend school if acceptable medical documentation is provided explaining the reason for the delay. Parents have 90 days from the first day of school to produce a child dental assessment. Immunization records, dentals and physicals will be kept on file at ACE of NEPA.
   b) Health component staff and/or consultants will be allowed on site to complete all required screenings (vision, blood lead, dental, hearing).

6) **Nutrition** – Breakfasts, lunches and snacks will be provided by the school district and billed to the School Lunch Program. The School District will invoice ACE of NEPA for reimbursement for adult meals. The School District will ensure all children funded by ACE of NEPA receive meals and snacks that meet the nutritional needs and accommodate the feeding requirements of each child. ACE of NEPA staff is expected to be sitting with and engaging children in conversation and teaching self- help skills such as set up and clean up. ACE of NEPA Nutrition Consultant and Nutrition Coordinator will provide additional assistance to ensure all requirements are met. **The District will notify ACE of NEPA of any changes that involve receiving funding from the School Lunch Program within 24 hours of the change.**

7) **Special Services-** The program must ensure enrolled children with disabilities and their families receive all applicable services delivered in the least restrictive possible environment and that they fully participate in

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all program activities. The ACE of NEPA Special Services staff will assist in the coordination for referral and provision of early intervention services.

8) **Mental Health** – ACE of NEPA staff agree to promote children's mental health, social and emotional well-being by providing supports for effective classroom management and a positive learning environment, supportive teaching practices and strategies for supporting children with challenging behaviors and/or other social, emotional and mental health concerns.

9) **Suspension and Expulsion**- The program must prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature and used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. The program must engage with mental health resources, collaborate with parents, utilize appropriate community resources and develop a written plan to document the action and support needed to help the child return to full participation in all program activities as quickly as possible while ensuring child safety. Ultimately, the program cannot expel a child from the program because of a child's behavior.

10) **Family Engagement** – Recruitment will be the joint responsibility of the School District and ACE of NEPA. Eligibility determination and selection will be the responsibility of the ACE of NEPA ERSEA Manager or Specialist.

11) **Training and Professional Development** – Pre-Service and In-Service Training including, Child Development Associate (CDA) Credential, and college courses for credit are the responsibility of ACE of NEPA. In-service training offered by the ACE of NEPA or the School District will be open to staff of the partnering agency, whenever topics are appropriate.

12) **Monitoring**- ACE of NEPA Early Learning Programs monitor the required tasks and requirements of the program in alignment with the HSSAP program and other Federal, State and local regulations. Monitoring protocols are established at the center/site level, coordinator level, management level and administrative level for all service areas.
    a) Districts will utilize a system of ongoing monitoring for staff and facility safety and maintenance.
    b) Additional monitoring tools used by ACE of NEPA Early Learning Programs include: Child Outcome Planning and Administration (COPA) data system, Teaching Strategies GOLD Child Assessment, Center Compliance Checklist, Health and Safety Checklist, Family Engagement Checklist, Indoor/Outdoor Safety Checklist, as well as observation tools such as, CLASS, ECERS, and TPOT. Results will be shared with District staff.
    c) Assigned Preschool Program Specialist will conduct Site Visits and Monitoring using the Program Review Instrument.

13) **Data Management** - ACE of NEPA uses the COPA (Child Outcome, Planning & Administration) database designed for Head Start, Early Head Start and Community Actions Agencies and specifically geared to program and data management. COPA is a secure online, 100% web-based program, customizable to the needs of the Agency and is able to aggregate data for reporting needs. It offers real-time data collection, assessments, monitoring, reporting, referral and organizational work-flow with the ability to be accessed from any location. ACE of NEPA's COPA database has been configured for seamless reporting of:
    a) The National Association for State Community Service Programs (NASCSP's) Community Service Block Grant (CSBG) Report.

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b) Head Start's Program Information Report (PIR)

14) **Data Monitoring** - On a monthly basis, data is reviewed by ACE of NEPA's Data and Education Managers for program performance, data captured/reported and progress toward agency goals. Specific data points have been identified for the purposes of monthly monitoring and are necessary for standard program compliance and to identify needed areas of improvement to improve service to children/families. By monitoring these data points monthly, ACE of NEPA is able to accurately assess the needs of the community while internally identifying the status of data collection, data entry and outcomes. Monitoring on a monthly basis also lends for seamless reporting to funding sources. Data that is monitored includes, but is not limited to:
    a) Enrollment Information including daily attendance
    b) Child and Family Demographics
    c) Child and Family Health Demographic Information is collected by program staff at different points in the program enrollment process:
        i) At time of application
        ii) Reviewed/updated during orientation
        iii) Reviewed/updated throughout the program year for goals, referrals for services and case notes.

15) **Age Appropriate Equipment** - (Classroom, Cafeteria and Playground) Provided by the district and ACE of NEPA.

16) **Age Appropriate Supplies** - provided by ACE of NEPA

17) **Space** – provided by the district at no cost to ACE of NEPA.

18) **Utilities** – provided by the district at no cost to ACE of NEPA.

19) **Maintenance** – Including snow plowing, lawn care and garbage removal provided by the district at no cost to ACE of NEPA.

20) **Repairs to Facility and Equipment** - provided by the district and ACE of NEPA.

21) **Classes** - will be provided utilizing a combination of the school district and ACE of NEPA calendars (1020 hours).

22) **School Closings**- Closings due to inclement weather will be at the discretion of the Superintendent. Sessions will be rescheduled, if needed, in order to meet the 1020 hour requirement. The School District will inform ACE of NEPA immediately of any unscheduled long term closing. The ACE of NEPA staff will ensure weekly contact is made with all families during extended closures. ACE of NEPA will contact families in accordance with the ACE of NEPA *Home Connections Implementation Plan*. The School District will submit a plan for reopening along with weekly progress updates to ACE of NEPA.

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Signed by:
7/17/2026
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Board of Education Representative Date

Mr. William E. Cockerill Date
Chairman, Board of Directors

Signed by:
Dr. Keith Gunuskey 7/21/2026
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Superintendent of Schools Date

Signed by:
Jim Wansacz 7/17/2026
2F25B35FF568419...

Mr. Jim Wansacz Date
Executive Director

Signed by:
Erin Ross 7/16/2026
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Ms. Erin Ross Date
Early Learning Program Director

nrgcontrols.com

PO Box 235
749 N. Susquehanna Trail
Selinsgrove, PA 17870

Dan Matechak
Sales Manager – North Branch
C: 570.490.9309
O: 570.374.1933
dmatechak@nrgcontrols.com

NRG Controls North, Inc. agrees to provide **Wallenpaupack School District** the services described herein and on the attached schedules, hereby incorporated herein, according to the following terms and conditions:

Facility: **Wallenpaupack School District**
Scope of Service: **Twelve (12)** Predictive and preventative maintenance days on the **Schneider Electric TAC I/A Series Facility Management System components and controls systems Schneider Elect. TAC-Invensys, Environmental Control Systems. Includes N4 Software Licensing Agreement.**

This Service Agreement shall begin on the **1st day of July 2026** and shall continue for the accepted contract period. In exchange for the services provided hereunder by NRG Controls North, Inc., **customer shall be invoiced bi-annually**, and which payments shall be due within 30 days of invoice date:

Contract Year #1: 07/01/2026 - 06/30/2027
Fifteen Thousand Six Hundred Ten and……..……00/100 Dollars ($15,610.00)

Customer may, at the time this agreement is executed, elect an option providing for a three-year term. This option permits customer to obtain a price for Contract Year #2 which does not include any increase (savings are generated by NRG Controls being able to better plan manpower load and reduce administrative costs), and a smaller than standard increase for Contract Year #3, as the increase for Year #3 is based upon the price of Year #2.

Contract Year #2: 07/01/2027 - 06/30/2028
Fifteen Thousand Six Hundred Ten and……..……00/100 Dollars ($15,610.00)
(roughly 3% cost of business increase and other cost increases will be forgone)

Contract Year #3: 07/01/2028 – 06/30/2029
Sixteen Thousand Seventy-Eight and……00/100 Dollars ($16,078.00)

Customer may elect this option providing for this agreement to have a duration of three Contract Years as above stated by executing here:

Wallenpaupack School District
By: _____
Kerriann Horan, Business Manager
Date: 8/10/2026

If not electing term beyond initial Contract Year #1, please cross out this signature area for clarity

This proposal, provided to the customer on or about May 1, 2026, including the attached pages, special conditions, and attachments constitutes the entire agreement and shall become a valid contract upon the execution by both parties. This agreement supersedes all prior presentations and agreements not incorporated herein. This Proposal is valid through July 1, 2026.

NRG Controls North, Inc.	**Wallenpaupack School District**
_____	_____
Jim Ready, COO	**Kerriann Horan, Business Manager**
Date: _____	Date: 8/10/2026

Summary of Agreement Coverage
This service agreement provides for:

Twelve (12) predictive and preventative maintenance visits per year
*Labor will consist of **12 man days/year on the Schneider Electric TAC I/A Series control systems at the Wallenpaupack School District** which is controlling the heating, ventilating, and air conditioning system at the stated facility. These visits will be scheduled, with the owner's input. It is intended to ensure that the selected equipment controls receive the calibration, adjustment, and maintenance required to ensure proper, efficient operation. It is also intended to prevent premature failures of the system components thus reducing the number of repair / emergency service calls each year.

LIST OF COVERED EQUIPMENT UNDER THIS AGREEMENT

*** Schneider Electrict TAC I/A Series control systems components including electric / electronic devices are covered under this agreement.**
*Includes equipment as shown in final accepted as built control drawings provided by the "ATC" contractor.

I. SCHEDULED MAINTENANCE Basic Agreement Coverage

1. Specially trained technicians and engineers will conduct the required tasks to ensure that the select equipment is properly maintained.

2. With the facility director's input, a programmed maintenance schedule will be developed during the first year detailing what equipment is to be inspected and calibrated during each inspection. At the facility director's request, our technician

may be assigned specific other tasks related to the controls system in lieu of their scheduled task.

3. A service report will be completed after each call and will be provided to the customer. A duplicate record will be maintained by NRG Controls North, Inc. to update the history of work performed.

II. REPAIR LABOR AND MATERIALS

Any repair labor and materials will be billed at the preferred customer contract rate. (Preferred Customer Contract Rates for the current year are shown on the following page)

III. PREFERRED CUSTOMER DISCOUNTS

Customer will enjoy a 30% discount on Schneider Electric parts.

IV. TRAINING

Operator training will be provided on an ongoing basis by the NRG Controls North, Inc. service technician. Preventive maintenance inspections may be temporarily suspended at the discretion of the owner to provide informal "brush up" operator training. Comprehensive operator training is available at the Schneider Electric Professional Training Center each year for an additional fee.

SCHEDULE OF BILLING RATES AND MATERIAL COST
2026 CONTRACT YEAR

Preferred Contract Customer Billing Rates

(For work performed over and above the contract)

DDC Control/Security Technician

Monday – Friday	normal business hours*	$185.00
Monday – Friday	after hours work**	$235.00
Saturday		$235.00
Sunday & All Holidays		$310.00

HVAC Specialist

Monday – Friday	normal business hours*	$130.00
Monday – Friday	after hours work**	$193.50
Saturday		$193.50
Sunday & All Holidays		$260.00

Partner of Schneider Electric

DISTECH CONTROLS

Preferred Contract Customer Parts Multiplier

Multiplier Times North America Field Office List Price

"Pneumatic/Electric/Electronic Components"	Times 0.50
"DDC Components Price Schedule"	Times 0.70

NRG Controls North provides 24/7 service coverage for our service contract customers.
Our regular office hours are 7 a.m. – 4:30 p.m. Our answering service is also available
to take after-hours and weekend calls.

For 24/7 service, please call 570.374.1933.

Jim Ready, Chief Operating Officer
Max Vogel, Vice President of Sales
Dan Matechak, Sales Manager (North Branch)
Ethan Kilmer, Account Executive
Frank Kilyanek, Account Manager
Kerry Hockenbroch II, Life Safety Sales Executive
Rob Campbell, Security Sales Executive
Matt Holbert, Operations Manager (North Branch
Jeff Dudek, Service Manager, Controls Division

Partner of Schneider Electric
DISTECH CONTROLS

LETTER OF AGREEMENT FOR TITLE I SERVICES

This Agreement is made and entered into the _____ of _____, 2026, by and between the Wallenpaupack Area School District (LEA) and the Northeastern Educational Intermediate Unit 19 (NEIU).

1. TERM

The term of this Agreement shall commence on July 1, 2026 and terminate on June 30, 2027, contingent upon requests made by the non-public and private schools through timely and meaningful consultation with the LEA.

2. DESCRIPTION

Upon the terms and conditions set forth herein, the LEA requests that the NEIU provide Reading/Math instructional services in accordance with the Title I program at the non-public and private schools, ST. MARY MOUNT CARMEL school. Such services will be secular, neutral and non-ideological. Additional non-public and private schools may be added as schools open and/or if schools are eligible for services.

NEIU agrees to comply with all Title I statutory and regulatory requirements.

The LEA and NEIU agree to pool LEA Title I funds for instruction, supplies, materials, and Parent and Family Engagement at the non-public and private schools, specifically: ST. MARY MOUNT CARMEL school. NEIU to provide Title I services to eligible students who reside in participating public school attendance areas regardless of the amount of funds generated by the number of children from low-income families attending the non-public and private schools, specifically ST. MARY MOUNT CARMEL school.

The LEA requests that the NEIU provide Parent and Family Engagement activities in accordance with Title I statutory and regulatory requirements at the non-public and private schools, specifically ST. MARY MOUNT CARMEL school.

3. FEES AND PAYMENT

In consideration of the services mutually agreed upon as described herein, the LEA shall pay NEIU the total per-pupil allocation time the number of low-income nonpublic school students lining in eligible attendance areas minus the LEA Administrative costs as shown within PDE eGrants Consolidated Grant Application as non-public instruction funds in the year 2026-2027.

The NEIU will charge a 10 percent administrative fee from the amount allocated to the NEIU for salaries tied to program administration, office expenses, travel costs, postage, professional development for employees of the NEIU. The funds provided to NEIU will not exceed the total allocation to the non-public and private schools, specifically ST. MARY MOUNT CARMEL school.

In consideration of the Parent and Family Engagement services mutually agreed upon as described herein, the LEA shall pay the NEIU the non-public share of Parent and Family Engagement set-aside as contained in the grant application.

The NEIU will provide invoices to the LEA bi-annually based on services rendered. The LEA may withhold payment if the NEIU does not comply with all statutory and regulatory requirements of Title I.

The NEIU Title I program will provide services to students in the following schools: ST. MARY MOUNT CARMEL school. The NEIU will serve eligible students in reding and/or math for 2 or more times per week at 30-40 minutes per session. The projected hourly rate per teacher is $90.00 to $195.00 based on the teacher assigned in each school where services are rendered (amounts will be updated yearly). The cost for the services will include, but are not limited to, the responsibilities outlined in Article 4 of this agreement. Costs will be reimbursed by the LEA after services are performed. The services will continue until the funding runs out.

The NEIU acknowledges that the allocations reflected in this agreement are preliminary and that final allocations will be available when released from the PA Division of Federal Programs. The LEA agrees to provide the NEIU with the final Title I allocation each school year for the non-public and private schools specifically ST. MARY MOUNT CARMEL school. The LEA and the NEIU acknowledges that an increase or decrease in funds from the preliminary allocation may increase or decrease the services outlined in this Agreement.

4. RESPONSIBILITIES

The LEA and the NEIU agree that responsibility for providing the Title I program transfers from the LEA to the NEIU upon the effective date of this Agreement. Such responsibilities may include, but are not limited to:

<u>INSTRUCTIONAL REQUIREMENTS</u>

A. Assist with the identification and referral on non-public school students with the potential educational disadvantaged status utilizing multiple criteria, such as, but not limited to standardized test scores <50% teacher referral, parent referral, administrative referral.
B. Conduct the Initial Screening and Assessment of students
C. Prepare and send all required Title I notifications as per the Pennsylvania Department of Education to participating families, including the Right to Know teacher qualification letter and Parental Permission Process
D. Conduct benchmark assessment and stakeholder reporting three (3) times per year in collaboration with the non-public school personnel
E. Coordinate student scheduling in collaboration/coordination with the non-public school personnel

F. Deliver instructional services in both English/Language Arts (ELA) and Mathematics
    a. No less than two (2) times per week per student, during school hours, as determined through collaboration/coordination with non-public school personnel
G. Conduct and share Progress Monitoring and Reporting to all stakeholders
H. Conduct professional development fo the NEIU staff, as needed
I. Create new Performance Goals, in collaboration with the non-public school personnel and provide these to the LEA by June 15 of each year. Performance Goals must be created in the following areas: Student Academic Achievement and Parent/Family Engagement
J. Monitor, collect, and analyze Performance Goal data. Provide this data and analysis to the LEA Federal Programs Office by June 15th of each year
K. Conduct Annual Educator Effectiveness Evaluation of instructional staff
L. Hire teachers with the appropriate state certification for the area being taught
M. Assume all responsibility in preparing for and being available for the non-public portion of the LEA monitoring visit from the Pennsylvania department of education
N. Coordinate with Act 89 services or other federal programs, whenever possible

PARENTAL ENGAGEMENT COMPONENT

A. Conduct a Fall Title I Informational meeting at each school
B. Facilitate the development of a School Parent Engagement Policy and School Compact for each individual building, with the input of parents
C. Facilitate at least one Parent and Family Engagement workshop for every non-public school each year.
D. Track parent attendance at events held throughout the year
E. Maintain a parent contact log for each Title I teacher at each individual building
F. Conduct a Title I parent survey in English and Spanish

REPORTING REQUIREMENTS

A. Provide semi-annual reports to the LEA Federal Programs Office describing services conducted in the past semester. (mid-year and end-of-year)
B. Provide semi-annual invoices to the LEA Federal Programs Office detailing the specific schools and services provided. (mid-year and end-of-year)
C. Provide a final report of documentation on meeting yearly performance goals as entered on the Consolidated Application
D. Compile and provide student achievement reports with an analysis cover sheet containing:
    a. The total number of non-public students served at each school
    b. The types of assessments provided

c. The overall growth of students from the first assessment to the final assessment given.
d. Any other data necessary for LEA to complete Title I responsibilities as it relates to non-public services.

The LEA maintains responsibility for:

a. Providing the NEIU with the names of non-public schools identified to participate in Title I
b. Informing the NEIU of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes to the original funding allocation.
c. Listing of the grade levels and services students may be eligible to receive from each non-public and private school based on the eligibility of services in the LEA.

The LEA assure the NEIU that all meaningful consultation between the LEA and the non-public and private schools specifically ST. MARY MOUNT CARMEL school, needed to set up this agreement has been completed prior to the effective date of this agreement.

The LEA and the NEIU acknowledges that it may be necessary to modify this Agreement if there is a reauthorization of ESEA during the performance period of the contract.

5. TERMINATION

This Letter of Agreement for Title I Services to non-public and private schools will be reviewed on an annual basis to ensure satisfaction of all parties included in the agreement.

a. This agreement may be terminated by either party with 30 days notice if either party fails to fulfill all statutory and regulatory requirements if the Title I grant and the articles of this agreement.
b. This agreement may be terminated by the NEIU for nonpayment of invoices greater than 30 days beyond the dates listed in Article 3 of this agreement.

6. MISCELLANEOUS

The NEIU maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage

The NEIU shall indemnify, defend, and hold harmless the LEA from any an all losses, damages, claims or costs, including attorney's fees, arising from any act or omission of the NEIU, its officials, agents or employees.

Signatures:

_____ _____

The Wallenpaupack Area School District Date
Official Name and Title

_____ _____

Northeastern educational Intermediate Unit 19 Date
Official Name and Title

TITLE III CONSORTIUM
Memorandum of Understanding

Made this **15th** day of **June** in the year 2026
Between
Wallenpaupack Area School District, of **Wayne** County, Pennsylvania, hereinafter referred to as "Title III Consortium District,"
AND
NORTHEASTERN EDUCATIONAL INTERMEDIATE UNIT 19, of Northeastern Pennsylvania, hereinafter referred to as "NEIU".

NOW THEREFORE in consideration of the mutual covenants herein contained and with the intent to be legally bound hereby, the parties agree as follows.

TITLE III EL FUNDS DEFINITIONS

PURPOSES

1. To help ensure that English learners, including immigrant children and youth, attain English proficiency and develop high levels of academic achievement in English.

2. To assist all English learners, including immigrant children and youth, to achieve at high levels in academic subjects so that all English learners can meet the same challenging State academic standards that all children are expected to meet.

3. To assist teachers, principals and other school leaders, State educational agencies, local educational agencies, and schools in establishing, implementing, and sustaining effective language instruction educational programs designed to assist in teaching English learners, including immigrant children and youth.

4. To assist teachers, principals and other school leaders, State educational agencies, and local educational agencies to develop and enhance their capacity to provide effective instructional programs designed to prepare English learners, including immigrant children and youth, to enter all-English instructional settings.

5. To promote parental, family, and community participation in language instruction educational programs for the parents, families, and communities of English learners.

LEAs must use Title III EL funds for the following activities:

1. Providing supplemental *effective language instruction educational programs* (LIEPs) that meet the needs of ELs and demonstrate success in increasing English language proficiency and student academic achievement;

2. Providing *effective professional development to classroom teachers* (including teachers in classroom settings that are not the settings of LIEPs), principals and other school leaders, administrators, and other school or community-based organizational personnel; that is:

- Designed to improve the instruction and assessment of ELs;
- Designed to enhance the ability to understand and implement curricula, assessment practices and measures, and instructional strategies for ELs;
- Effective in increasing children's English language proficiency or substantially increasing the subject matter knowledge, teaching knowledge, and teaching skills of such teachers; and
- Of sufficient intensity and duration (which shall not include activities such as, one-day or short-term workshops and conferences) to have a positive and lasting impact on the teachers' performance in the classroom.

3. Providing and implementing *other effective activities and strategies that enhance or supplement language instruction educational programs for ELs*, which must include parent, family, and community engagement activities, and may include strategies that serve to coordinate and align related programs.

4. Immigrant funds (IMM), when awarded, should be used in *a supplemental manner in regard to EL funds.* IMM funds should not be used to supplant EL funded activities.

As with all Title III costs, these required Title III EL activities – effective LIEPs, effective professional development, effective parent, family, and community engagement activities, and immigrant activities – **must be supplemental to state and locally funded programming** the LEA is delivering to meet its civil rights obligations to EL students.

Authorized Uses of Title III Funds at the LEA-Level

In addition to spending on the required activities above, LEAs may spend their Title III EL funds on *other supplemental activities*, including:

- Upgrading program objectives and effective instructional strategies;
- Improving the instructional program for ELs by identifying, acquiring and upgrading curricula, instructional materials, educational software, and assessment procedures;
- Providing ELs tutorials and academic or career and technical education, and intensified instruction, which may include materials in a language that the student can understand, interpreters, and translators;
- Developing and implementing effective preschool, elementary school, or secondary school language instruction educational programs that are coordinated with other relevant programs and services;
- Improving the English language proficiency and academic achievement of ELs;
- Providing community participation programs, family literacy services, and parent and family outreach and training activities to ELs and their families to improve the English language skills of ELs, and to assist parents and families in helping their children to improve their academic achievement and becoming active participants in the education of their children;
- Improving the instruction of ELs, which may include ELs with a disability, by providing for: the acquisition or development of educational technology or instructional materials; access to, and participation in, electronic networks for materials, training, and communication; and incorporation of these resources into curricula and programs;
- Offering early college high school or dual or concurrent enrollment programs or courses designed to help ELs achieve success in postsecondary education; and ESSA, Section 3115(d)(1).ESSA, Section 3115(d)(2). ESSA, Section 3115(d)(3). For more information on Title III and Early Learning, please see USDE *2016 Title III, Part A Guidance*, Section F. ESSA, Section 3115(d)(4). ESSA, Section 3115(d)(5). ESSA, Section 3115(d)(6). ESSA, Section 3115(d)(7). ESSA, Section 3115(d)(8).
- Carrying out other activities that are consistent with the purposes of Title III subgrants.

If an LEA uses its Title III EL funds for one of the above authorized activities, it must ensure the funds are ***supplemental***, including the requirement that the funds not be used to meet its civil rights obligations under Title VI of the Civil Rights Act and the EEOA.

Under the first presumption of supplanting an LEA **may not use** Title III funds to meet the requirements of federal, state, or local law. Under federal law, specifically Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act (EEOA), LEAs have legal obligations to ensure that ELs can meaningfully and equally participate in educational programs and services.

USDE guidance explains that to meet these civil rights obligations to EL students LEAs must:

- Identify and assess all potential EL students in a timely, valid, and reliable manner;
- Provide EL students with a language assistance program that is educationally sound and proven successful, consistent with *Castañeda v. Pickard* and the U.S. Supreme Court decision in *Lau v. Nichols*;
- Provide sufficiently well prepared and trained staff and support the language assistance programs for EL students;
- Ensure that EL students have equal opportunities to meaningfully participate in all curricular and extracurricular activities;
- Avoid unnecessary segregation of EL students;
- Ensure that EL students who have or are suspected of having a disability under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 are identified, located, and evaluated in a timely manner and that the language needs of students who need special education and disability related services because of their disability are considered in evaluations and delivery of services;
- Meet the needs of EL students who opt out of language assistance programs;
- Monitor and evaluate EL students in language assistance programs to ensure their progress with respect to acquiring English proficiency and grade level content knowledge, reclassified EL students from language assistance programs when they are proficient in English, and monitor exited students to ensure they were not prematurely reclassified and that any academic deficits incurred in the language assistance program have been remedied. LEAs will continue to actively monitor reclassified ELs for a period of at least two years, using state and local resources as required by federal law.
- Evaluate the effectiveness of a school district's language assistance program(s) to ensure that EL students in each program acquire English proficiency and that each program is reasonably calculated to allow EL students to attain parity of participation in the standard instructional program within a reasonable period of time; and
- Provide all important information to parents who are not proficient in English in a language or mode of communication that they understand
- Implement an effective means of outreach to parents of ELs to inform the parents regarding how they can be involved in the education of their children and be active participants in assisting their children to attain English proficiency and succeed academically.
- Involve parents in the planning and evaluation of LIEP- Ex. Stakeholder Engagement Meeting

Because Title III funds may not be used to meet legal obligations, including civil rights obligations, **Title III may not be used to meet the obligations in the above list.**

This Memorandum of Understanding (MOU) will address the responsibilities of the consortium lead (NEIU) and its member LEAs (22 school districts within NEIU Region) related to the following:

<u>Plan for professional development</u>

1. Professional development will be designed to be sustained and intensive, including follow-up and coaching opportunities, rather than stand-alone sessions.
2. Representatives of the Title III Consortia will brainstorm topics for professional development every Spring (April/May) for the following school year.
3. One or more representatives from all consortium member districts, over a 3-year cycle will participate on a Title III Steering Committee for a one-year term. The intention of this steering committee will be to lead the consortium professional development planning initiatives and review information from Title III state-wide conference calls and webinars. The Title III Steering Committee will meet quarterly or whenever needed. Zoom meetings will be set-up in an effort to avoid travel

and time away from students. The NEIU ESL Coordinator will coordinate and lead the Steering Committee.

Cycle 2 (2026-2027)

1. Wayne Highlands
2. Abington Heights
3. Valley View
4. Forest City
5. Elk Lake
6. North Pocono
7. Northeast Bradford

Cycle 3 (2027-2028)

1. Blue Ridge
2. Lackawanna Trail
3. Mountain View
4. Montrose
5. Old Forge
6. Susquehanna Community
7. Towanda Area

Cycle 1 (2028-2029)

1. Carbondale Area
2. Lakeland
3. Wallenpaupack
4. Riverside
5. Dunmore
6. Western Wayne
7. Mid Valley

4. The Title III Consortia members have identified the following stakeholder groups:
    a. ESL Teachers, Administrators, Curriculum Directors. LEAs, School Psychologists, Classroom Content Area Teachers, Special Education Supervisors and Teachers, Reading Specialists/Instructional Support Teachers/Title I Teachers/MTSS Specialists, Pre-K Teachers, CTC Teachers and Administrators, School Counselors, School Nurses, Special Area teachers (art, music, computer/technology, physical education, etc.), PIMS Coordinator, Parents/PTA/PTO, School Resource Officers, Students, Librarians, Paraeducators, Bus Drivers, Cafeteria Staff, Clerical Staff, Board of Education

5. **Possible topics identified for Professional Development for the 2026-2027 school year may include, but are not limited to:**
    a. On-going training of the professional development modules for use with content teachers delivered by ESL Specialists to meet annual LEA members training requirements (ELD Series). Modules may be found in the NEIU ESL Digital Drive.
    b. Beginning of Year ESL Activities, such as: goal-setting based on last year's evaluation, creation of action plan, updates to WIDA Screeners and scheduling
    c. Qualitative and quantitative data analysis for program evaluation
    d. On-going PDE Updates and Testing Information/District Requirements
    e. Professional book study to enhance ESL Specialists' content knowledge
    f. Effective lesson design and structures utilizing the PLUSS Framework
    g. Ongoing support for collaboration and cooperation between ESL Specialists and General Education Teachers, paraeducators, administrators, families, etc.

h. Continuation of support and resources in creating your ELD Curriculum
i. Programming considerations, such as: resource planning, newcomer support, on-site coaching for content/classroom teachers, communication with key stakeholders, best practices during remote and hybrid instruction, benchmarking, collaboration with Title I specialists for intervention support
j. Collaboration and Differentiation such as: alternate teaching strategies (flipped classroom, power teaching, inquiry-based, stations), models of collaboration and implementation, focused professional development on differentiation for the varied levels of English proficiency (language acquisition) for content-area teachers
k. Creation of a Welcoming Environment for ELs Shared Resource Repository and Checklist
l. Family Engagement Planning and Programming Workshop to include: understanding the Title III funding requirements, applicable uses, and documentation of allowable activities
m. Learning Disability versus Second Language Acquisition (target audience: school psychologists/special education directors/ ESL coordinators)
n. Curriculum planning, course placement, and resource planning for SLIFE/SIFE students
o. Structured Literacy training for ESL Specialists and Coordinators
p. Handouts or references for educational systems by country/language
q. Stakeholder planning session
r. Utilize PATTAN resources to better serve the EL population

Plan for ensuring that all English Learner (EL) students participate in the annual English language proficiency assessment

All students currently identified as ELs will take the WIDA ACCESS 2.0 Assessment each year. Each school district will make scheduling decisions pertaining to the testing. The school districts are responsible for properly coding the students within PIMS to ensure that each student is tested. The school district technology coordinator or designee will handle technology needs/requirements. ESL teachers or designees will obtain certification for test administration. Students will participate in all state testing as required by PDE.

Plan for program evaluation and continuous improvement, including data sharing and analysis

The Title III Consortium will...

1. The consortium will annually evaluate the effectiveness of funded activities using multiple data sources, including EL achievement data, English language proficiency gains, and feedback from stakeholder groups.
2. Collaboratively analyze data from the WIDA Access Assessments, PSSAs and Keystone Exams to determine future professional development needs.
3. Create a shared document listing outside resources used in ESL programming.
4. Work toward all English learners acquiring full proficiency in English at or better than expected growth.
5. Work to decrease the number of Long-term English Learners not making progress in English language proficiency.
6. Assist classroom teachers and administrators to understand and accept the specific language acquisition needs of English Learners and actively seek ways to better serve this population.
7. Assist Non-English parent(s) to access and participate in their child's education on an equal basis as their English-speaking peers (communication in a mode and language they can understand, timely notification of the English Language acquisition progress of their child, opportunities to participate in district programs)

Explanation of how funds will be spent to support the activities

The NEIU Director of Professional Learning in conjunction with the ESL Coordinator will complete the eGrants Consolidated Application in June 2026 in order to access the Title III funds. The funds will be placed in the NEIU Accounting system. Title III Consortium School Districts will access the funds by requesting funding for authorized activities and purchases such as those listed in section above entitled: "Authorized Uses of Title III Funds at the LEA-Level".

Each Title III Consortium district will receive a letter in September addressed to the ESL Coordinator and/or Superintendent indicating the amount of allocation and the procedures for how to access the funds. The NEIU ESL Coordinator will provide forms for Title III Consortium Districts to complete in order to access funds for substitute teachers, supplies/materials and tutoring. The forms must be submitted by the first day of each month in order to receive payment within that month. Title III funds must be spent or encumbered by June 1 each year. Funds remaining after June 1 will be spent at the discretion of the NEIU ESL Coordinator and the Title III Steering Committee to support Title III programming for all Title III Consortium Schools.

The NEIU will set aside funds for professional development and district-level technical assistance from the consortium allocation. Each district will contribute to the professional development costs.

School districts within the NEIU geographic region who are *not* members of the Title III Consortia will be charged a fee per person to attend the professional development sessions.

LEAs receiving IMM funds will engage in a separate needs assessment and develop immigrant-specific activities distinct from Title III EL programming.

Procedure for the following:

Parental notification of Title III program placement

1. Parents will be notified of the Title III program placement and services. Parents will be provided the opportunity to opt out of supplemental Title III programming, if requested.
2. Parents will be notified of their child's placement in their preferred language. The school district will access ELD Portal PA or another language support program.

Equitable Services

Title III funds are subject to an equitable services requirement. In short, this means that the LEA must ensure that eligible private school students, their teachers, and other educational personnel are served by Title III. Non-public students qualify for Title III funding and should be given Title III services through the LEA. LEA's are responsible for non-public students in any non-public school within the LEA's geographic boundaries. Through the nonpublic consultation process, the Title III program and identification of eligible students should be determined. The numbers of nonpublic immigrant and EL students should be entered in the EL database.

The NEIU will send a letter to each non-public school in August/September notifying them of their obligation to report ELs to the public school. It is the responsibility of the nonpublic school to notify the school district of any potential EL throughout the remainder of the school year. The school district within the geographic boundary will be required to consult in a timely and meaningful fashion to determine the needs of the non-public school.

Identifying non-public EL students

The school district within the geographic boundary of the non-public school will screen the students to determine EL status. The school district will count the non-public students who qualify as an EL on their District Fact Sheet Template within PIMS on the October and other EL-related snapshots.

Providing supplemental instruction/services to non-public entities

The school district within the geographic boundary will meet and discuss with the non-public school to determine what supplemental services will be needed. Title III funds will be used to assist the non-public school. Not all requests from the non-public school will be approved. The decision will be based on: the needs of the EL students identified, the non-public school's request for supplemental services, the delivery of those supplemental services, a collaborative analysis/agreement of the benefit of those supplemental services based on student needs, and whether or not appropriate funding is available. The NEIU ESL Coordinator will assist in the decision-making, if needed.

Both parties represent that their respective Board of Education have taken the necessary action to authorize execution of this contract. ***In the event that federal and/or state funding/requirements change, this agreement may become null and void.***

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

SCHOOL DISTRICT NAME _____

By _____ **Date** _____
Authorized Representative School District

NORTHEASTERN EDUCATIONAL INTERMEDIATE UNIT 19

By _____ **Date** _____
Authorized Representative

MEMORANDUM OF UNDERSTANDING

NORTHAMPTON COMMUNITY COLLEGE DUAL ENROLLMENT PROGRAM

This Memorandum of Understanding ("MOU") is entered into on the ____ day of _____, 20____, by and between:

Northampton Community College ("NCC"), with principal offices located at:
3835 Green Pond Road
Bethlehem, Pennsylvania 18020

and

_____ School District ("School District")
Address: _____
_____

This MOU is to be effective as of the latest date of the signature of a party hereon ("Effective Date"). NCC and the School District may be referred to individually as a "Party" and collectively as the "Parties."

I. PURPOSE

The purpose of this MOU is to establish the roles, responsibilities, and expectations of the Parties in administering a Dual Enrollment Program ("Program") that provides eligible high school students with opportunities to enroll in college-level coursework offered by NCC in accordance with Pennsylvania's Public School Code.

Nothing in this MOU shall be construed to create a partnership, joint venture, agency relationship, or employment relationship between the Parties.

WITNESSETH

WHEREAS, NCC is an institution of higher education that offers associate degrees in the arts and sciences, pre-professional licensure and certification preparation, advanced practice disciplines, and a variety of other academic fields; and

WHEREAS, NCC offers the Program to certain qualified high school students and School District desires to make the Program available to its qualifying high school students ("Student(s)"); and

WHEREAS, For any dual credit programs, Pennsylvania law requires school entities to enter into agreements with institutions of higher education, and this MOU outlines the requirements required by Pennsylvania' Public School Code; and

WHEREAS, the Parties wish to enter into this MOU to establish their respective roles and responsibilities with respect to the Program by which Students may concurrently earn credit toward secondary and post-secondary degrees consistent with Pennsylvania law.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises and covenants contained herein, and intending to be legally bound hereby, the Parties agree as follows:

II. DUAL ENROLLMENT PROGRAM

Eligible School District students may participate in the Program subject to the terms and conditions of this MOU and all applicable NCC policies and procedures.

All Program courses shall:

- Be equivalent to courses offered to regularly enrolled NCC students;
- Maintain identical learning outcomes, curriculum, assessments, and grading standards;
- Be taught by appropriately credentialed NCC faculty members;
- Be subject to NCC academic policies and standards.
- Students who successfully complete Program courses shall earn the same college credits awarded to regularly enrolled NCC students, and such credits shall be recorded on an official NCC transcript in accordance with NCC policies.
- All Program courses shall be college-level and non-remedial.
- Students must satisfy applicable NCC prerequisites and placement requirements for enrollment in Program courses.
- NCC will provide the School District with a list of eligible Program courses and may revise such list from time to time.

NCC reserves the right to modify instructional delivery methods, including remote or online instruction, due to weather emergencies, public health emergencies, facility closures, or circumstances beyond its reasonable control.

III. TERM AND TERMINATION

This MOU shall commence on [“Effective Date”] and remain in effect until [“end date”], unless earlier terminated by either Party in accordance with the provisions contained herein.

Either Party may terminate this MOU without cause upon sixty (60) days' written notice to the other Party.

Either Party may terminate this MOU for material breach if the breaching Party fails to cure such breach within thirty (30) days of written notice.

Termination shall not affect rights and obligations accrued prior to termination. Students enrolled in Program courses at the time of termination shall be permitted to complete their courses of which they were previously enrolled except for when a Student is excluded from participation for failing to comply with NCC's policies and procedures and/or any applicable laws.

The Parties shall cooperate to facilitate course completion and perform their obligations under this MOU to the extent necessary to facilitate such Students' successful completion of those courses.

IV. STUDENT ELIGIBILITY AND ENROLLMENT

The School District shall certify that participating Students:

- Are making satisfactory progress toward graduation requirements;
- Meet minimum eligibility requirements established by the School District;
- Demonstrate readiness for college-level coursework;
- Satisfy applicable course prerequisites and placement requirements established by NCC.
- Comply with all NCC policies and applicable laws.

Students shall:

- Complete the NCC Dual Enrollment Application;
- Submit the Dual Enrollment FERPA and Approval Form;
- Submit an official high school transcript;
- Attend an Orientation session;
- Set up their student login credentials;
- Meet any additional registration requirements established by NCC (i.e. clearances for education courses).

Final admission and registration decisions remain solely within the discretion of NCC.

NCC reserves the right to deny admission, remove, suspend, or restrict participation of any Student for violations of College policies, academic standards, or for any lawful, nondiscriminatory reason.

Students may only register for courses that do not conflict with their high school obligations unless otherwise approved by the School District.

Students are encouraged to consult with NCC advising personnel regarding course selection and academic planning.

V. STUDENT CONDUCT AND DISCIPLINE

Students participating in the Program remain subject to:

1. All NCC policies, procedures, codes of conduct; and
2. All School District policies and student conduct expectations.

The School District agrees to cooperate with NCC in addressing disciplinary matters involving dual enrolled students.

NCC reserves the right to remove any student whose behavior presents a safety risk or substantially interferes with the educational environment.

Students participating in the Program shall comply with all applicable NCC policies, procedures, academic regulations, and codes of conduct, as set forth in the College Catalog, Student Handbook, and other College publications, as amended.

VI. ACADEMIC POLICIES

Dual enrolled Students shall be subject to all NCC academic policies, including but not limited to:

- Attendance requirements;
- Academic integrity policies;
- Grading policies;
- Academic progress standards;
- Course withdrawal procedures;
- Student code of conduct.

Students acknowledge that all attempted credits become part of their permanent college transcript. Credits earned through the Program shall be equivalent to credits earned by regularly enrolled NCC students completing the same courses.

Students shall maintain satisfactory academic progress and comply with all academic standards applicable to NCC students. Federal Satisfactory Academic Progress standards may affect future eligibility for financial aid.

VII. STUDENT RECORDS AND FERPA

The Parties acknowledge that educational records are protected under the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g.

Educational records shall only be disclosed:

1. Pursuant to a signed FERPA authorization;
2. As otherwise permitted under FERPA; or
3. As required by law.

Students, parents/guardians, and School District shall acknowledge FERPA disclosures by executing the Dual Enrollment FERPA and Approval Form.

The Parties shall take reasonable measures to protect the confidentiality and security of educational records and other personally identifiable Student information received pursuant to this MOU.

Partner school districts that execute an annual Data Sharing Addendum may receive:

- Enrollment information;
- Course schedules;
- Final grades.

Educational records exchanged pursuant to this MOU shall be used solely for purposes related to administration, enrollment, evaluation, or oversight of the Program.

Access to educational records shall be limited to individuals with a legitimate educational interest and a need to know such information in connection with their responsibilities under this MOU.

Non-partner school districts shall not receive educational records without appropriate written consent from the student and/or parent or guardian, except as otherwise permitted or as required by law.

NCC shall maintain educational records pursuant to its Record Retention Policy.

VIII. HIGH SCHOOL CREDIT

The School District shall determine, in its sole discretion, whether Program courses satisfy applicable high school graduation requirements and the amount of high school credits, if any, to be awarded.

IX. TUITION, FEES, TEXTBOOKS, AND PAYMENT RESPONSIBILITIES

Students shall pay the reduced tuition rate established by NCC and published on the College website unless otherwise provided in an approved written addendum.

https://www.northampton.edu/admissions/dual-enrollment/dual-enrollment-tuition-and-fees.html

Unless otherwise agreed in writing, students and parents or guardians remain responsible for:

- Tuition;
- Course-specific fees, if applicable;
- Textbooks;
- Instructional materials, including but not limited to digital course materials, online access codes, software subscriptions, lab manuals, course packets, consumable supplies, equipment, and other materials required for successful completion of a course;
- Outstanding balances; and
- Any financial obligations incurred while attending NCC.

If the School District elects to pay all or a portion of tuition, course-specific fees, textbooks, and/or instructional materials, the Parties shall execute a written Tuition and Billing Addendum that specifies:

• The categories and amounts of expenses to be paid by the School District;
• Payment responsibilities of each Party;
• Billing procedures and invoicing requirements;
• Payment timelines and deadlines;
• Refund and withdrawal procedures, including the allocation of financial responsibility following course drops or withdrawals; and
• Procedures for funding textbooks and instructional materials, including the establishment of bookstore credits when applicable.

Final invoices shall be issued by the Northampton Community College Bursar's Office following the applicable add/drop period for each semester, including full-term, mid-start, and accelerated sessions.

If the School District elects to fund textbooks and/or instructional materials, NCC may establish bookstore credits or other approved purchasing mechanisms on participating students' accounts in amounts authorized by the School District.

X. STUDENT SUPPORT SERVICES

Dual enrolled Students shall have access to the following services and resources at NCC, free of charge:

- Academic advising;
- Tutoring services;
- Counseling services;
- Disability services;

- Library resources;
- Appropriate student support services available to regularly enrolled students.

XI. DISABILITY ACCOMMODATIONS

Students seeking accommodations under the Americans with Disabilities Act ("ADA") or Section 504 of the Rehabilitation Act must follow NCC's accommodation procedures set through the Accessibility Resource Center (ARC). Accommodations approved by the School District do not automatically transfer to the college environment.

The School District may provide documentation supporting requests for accommodations to the ARC.

XII. TRANSPORTATION

The School District and/or participating Students remain solely responsible for transportation to and from any NCC location.

XIII. OBLIGATIONS OF THE PARTIES

Each Party agrees to:

- Comply with all applicable federal, state, and local laws;
- Protect the privacy and confidentiality of Student information;
- Maintain policies concerning privacy, security, safety, employment, and civil rights; and
- Comply with Title IX and all applicable anti-discrimination laws.

The School District shall provide transcripts and Student information reasonably necessary for enrollment, admission, registration, and administration of the Program upon receipt of appropriate and required consent.

REMOVAL

Should NCC become dissatisfied with the performance of a Student, it may request removal of the Student. This should occur only after the District has been notified in advance and a satisfactory resolution cannot be obtained. It shall be the obligation of the School District to assure that its Student is afforded procedural due process if a Student

is removed pursuant to this section. Notwithstanding anything herein to the contrary, NCC may, within its legal rights, prohibit any Student from entering upon its premises.

XIV. INSURANCE

School District shall maintain general liability insurance and professional liability insurance in an amount not less than $2,000,000 per occurrence/$5,000,000 annual aggregate that will cover its Students, employees, and agents participating in the Program pursuant to this MOU. School District shall provide NCC with a certificate of insurance evidencing such coverage, naming NCC as an additional insured, prior to Students' participation in the Program. This policy must remain in full force and effect for the duration of this MOU. If the coverage is written on a claims-made basis, then upon termination of such coverage the insured shall provide NCC with evidence of "tail" coverage and/or an "extended reporting period" of sufficient duration for the insured's reasonably foreseeable exposures to loss and/or liabilities arising from this MOU.

XV. INDEMNIFICATION AND LIMITATION OF LIABILITY

Each Party shall be responsible for the acts and omissions of its own officers, employees, agents, and representatives.

To the extent permitted by applicable law, each Party shall indemnify and hold harmless the other Party from third-party claims, damages, losses, and expenses arising from the gross negligence or willful misconduct of the indemnifying Party, its officers, employees, agents, or representatives.

Neither Party shall be responsible for the negligence, gross negligence, or willful misconduct of the other Party.

Nothing in this MOU shall be construed as a waiver of governmental immunity, sovereign immunity, statutory protections, or limitations of liability available under applicable law. . In no event shall NCC's liability either directly or for indemnity be greater than it could be liable under the Pennsylvania Political Subdivision Tort Act. The protections and immunities of the Political Subdivision Tort Act are expressly not waived by NCC. The obligations set forth in this paragraph shall survive the termination of this MOU.

XVI. IMMUNITY

Nothing in this MOU shall be construed to waive any immunities or protections available under:

- The Pennsylvania Political Subdivision Tort Claims Act;
- Sovereign immunity laws;
- Any other applicable statutes.

No Party's liability under this MOU shall exceed the limitations of liability established by applicable law.

These protections shall survive termination of this MOU.

XVII. FORCE MAJEURE

Neither Party shall be deemed in default due to events beyond its reasonable control, including but not limited to:

- Natural disasters;
- Pandemics;
- Public health emergencies;
- Labor disputes;
- Acts of terrorism;
- Government orders;
- Utility failures;
- Transportation or communication system failures;
- Cybersecurity incidents or malicious software attacks; and
- Other circumstances preventing performance.

XVIII. DISPUTE RESOLUTION

The Parties agree to make good faith efforts to resolve disputes informally through designated representatives prior to initiating litigation.

Student Health Status. The School District will instruct Students to comply with the health status requirements of NCC and/or state regulatory agencies, including but not limited to, physical examinations, vaccinations and health screening requirements for tuberculosis and measles. Proof of compliance must be presented prior to admission

into the Program. All participating Students shall, at all times during the term of this MOU, as defined herein, be covered under a health insurance policy.

XIX. MISCELLANEOUS

No Waiver

The failure of either Party to enforce any provision of this MOU shall not constitute a waiver of such provision or impair the right of that Party to enforce such provision or any other provision of this MOU at any later time.

Severability

If any provision of this MOU is determined to be invalid, illegal, or unenforceable, the remaining provisions shall not be affected and shall remain in full force and effect.

Entire Agreement

This MOU constitutes and sets forth the entire agreement and understanding between the Parties and supersedes any prior agreement or understanding, written or oral, relating to the subject matter of this MOU.

Authority

The parties executing this MOU represent and warrant to each other that they have the full right, power, capacity and authority to execute and deliver this MOU, and that they have duly and properly performed all acts required to authorize them to carry out this MOU and the transactions contemplated by it.

No Assignment

Neither Party may assign any of its rights or obligations hereunder without the prior written consent of the other Party.

Liability

Each Party shall remain responsible for the acts and omissions of its own officers, employees, agents, representatives, and students. Nothing in this MOU shall constitute a waiver of any immunity, defense, limitation of liability, or protection available to the District under the Pennsylvania Political Subdivision Tort Claims Act, 42 Pa.C.S. §8541 et seq., or any other applicable law.

Governing Law and Venue

This MOU shall be governed by and interpreted under the laws of the Commonwealth of Pennsylvania in effect as of the date of this MOU.

The Parties agree to submit to the exclusive jurisdiction of the Northampton County Court of Common Pleas for any action in law or equity to interpret, enforce, or defend a breach thereof or action seeking a declaratory judgment or injunction.

Binding Effect

Each Party hereto binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the MOU.

Counterpart Execution

This MOU and any amendments hereto may be executed in multiple counterparts and by the Parties on separate counterparts, all of which together shall constitute one and the same instrument. Signatures on this MOU may be exchanged by facsimile or other means of electronic transmission, such as e-mail. In the event that either Party breaches any provision of this MOU, and the other Party retains counsel to enforce any provision hereof, the breaching Party shall pay the enforcing Party's reasonable counsel fees and costs incurred in the enforcement hereof.

Independent Contractors

The relationship between the Parties to this MOU to each other is that of independent contractors. The relationship of the Parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors. It is understood and agreed by the Parties hereto that School District and its Students, employees, agents, and/or representatives, while engaged in carrying out and complying with any of the terms and conditions of this MOU, are independent contractors and are not officers, agents, or employees of NCC. As such, School District and its Students, employees, agents, and/or representatives are not entitled to the benefits provided by NCC to its employees, including, but not limited to, group insurance, pension plan enrollment, vacation, leaves of absence, workers' compensation insurance or unemployment compensation insurance. However, School District agrees to comply with all Pennsylvania and federal laws and regulations which apply to the District or to the obligations to be performed by School District and its Students, and any internal policies or procedures of NCC enacted to comply with said state and federal laws and regulations. Notwithstanding anything herein to the contrary, School District shall indemnify, save, and hold harmless the District for any and all claims, actions, and expenses, including court costs and reasonable attorneys' fees, and against all liabilities, losses, damages, suits, actions, fines, penalties, or demands of any kind arising out of or in any way connected with the allegation or assertion that a Student is an employee of NCC and/or entitled to any of the benefits to which a NCC employee would be entitled, including workers' compensation.

Third Parties

Nothing in this MOU, express or implied, is intended to confer any rights, remedies, claims or interests upon any person not a Party to this MOU.

Headings

The headings and captions used in this MOU are for convenience and ease of reference only and do not define, describe, extend, or limit the scope or intent of this MOU.

XX. CRIMINAL BACKGROUND CHECKS AND CHILD ABUSE CLEARANCES

At all times during the term of this MOU, each Party shall maintain full compliance with all applicable requirements of Pennsylvania law regarding criminal history record information and child abuse clearances. Including, without limitation, PA Act 34 and Act 151/33, as amended. Each Party shall maintain all statutorily mandated criminal history record information and child abuse clearances for all then-current employees and independent contractors, as required by applicable law.

XXI. NON-DISCRIMINATION

Neither Party hereto shall discriminate against any person in employment or educational opportunities because of :

- Race;
- Color;
- Religion;
- National origin;
- Ancestry;
- Age;
- Sex;
- Gender;
- Gender identity;
- Sexual orientation;
- An individual's actual or perceived disability;
- Any other protected status under applicable law.

XXII. NOTICES

All notices required under this MOU shall be in writing and delivered by:

- Personal delivery;
- Electronic mail (email), provided that a delivery receipt or confirmation of transmission is generated;
- Certified or registered mail;
- Nationally recognized overnight courier.

Unless otherwise provided herein, notices shall be deemed received: (i) on the date delivered, if delivered personally; (ii) on the next business day after deposit with a nationally recognized overnight courier; (iii) three (3) business days after mailing if sent by certified or registered mail; or (iv) on the date transmitted if sent by email and a delivery receipt or confirmation of transmission is generated.

Either Party may designate a different address or contact information for notices by providing written notice to the other Party.

XXIII. ANNUAL ADDENDA

The Parties may execute annual addenda that become incorporated into this MOU and address district-specific matters, including:

- Tuition arrangements;
- Hiring/Paying high school teachers/instructional partners
- Textbook funding;
- Data sharing procedures;
- Approved course offerings;
- Enrollment caps;
- Communication procedures.

SIGNATURES

FOR NORTHAMPTON COMMUNITY COLLEGE

President

Date: _____

Director of College Connections/Dual Enrollment

Date: _____

FOR THE SCHOOL DISTRICT

Superintendent

Date: _____

School Board President (if required)

Date: _____

WALLENPAUPACK AREA SCHOOL DISTRICT
STARTING TIME SCHEDULE
2026/2027

SCHOOL	ARRIVAL	START	DISMISSAL	DEPARTURE
High School	7:50 a.m.	8:00 a.m.	2:54 p.m.	3:01 p.m.
Middle School	7:50 a.m.	8:00 a.m.	2:41 p.m.	2:48 p.m.
North Intermediate	7:50 a.m.	8:00 a.m.	2:39 p.m.	2:48 p.m.
North Primary	7:50 a.m.	8:00 a.m.	2:27 p.m.	2:32 p.m.
South Elementary	7:50 a.m.	8:00 a.m.	2:38 p.m.	2:42 p.m.

SNOW EARLY DISMISSAL TIMES

SCHOOL	DISMISSAL	DEPARTURE
1:00		
High School	12:54 p.m.	1:01 p.m.
Middle School	12:41 p.m.	12:48 p.m.
North Intermediate	12:39 p.m.	12:48 p.m.
North Primary	12:27 p.m.	12:32 p.m.
South Elementary	12:38 p.m.	12:42 p.m.
12:00		
High School	11:54 a.m.	12:01 p.m.
Middle School	11:41 a.m.	11:48 a.m.
North Intermediate	11:39 a.m.	11:48 a.m.
North Primary	11:27 a.m.	11:32 a.m.
South Elementary	11:38 a.m.	11:42 a.m.
11:00		
High School	10:54 a.m.	11:01 a.m.
Middle School	10:41 a.m.	10:48 a.m.
North Intermediate	10:39 a.m.	10:48 a.m.
North Primary	10:27 a.m.	10:32 a.m.
South Elementary	10:38 a.m.	10:42 a.m.

LATE BUSES
DEPARTURE TIMES

5:20 - MIDDLE SCHOOL

5:30 - HIGH SCHOOL


Wallenpaupack Area School District
FALL 2026
Community Education Program

Registration will be done by mail only. You may begin mailing in your registration forms and checks to:

Wallenpaupack Area School District
Community Education
2552 Route 6
Hawley, PA 18428-7045

Registration will end on **September 11th, 2026.** Additional registration forms may be obtained by visiting our website at www.wallenpaupack.org.

The registration fee is payable at time of registration and varies with the type and duration of the class offered. Consult listings for schedule and details. Enrollments are limited in certain courses because of the nature of instruction. Classes with insufficient enrollment will not operate and registration fees will be returned. NO refunds will be issued after the start of the first class.

You will be notified ONLY IF A CLASS IS CANCELLED. If you are not notified from the Community Education Office, come to the class(es) for which you have registered

Please Note:

WHO	WHAT	WHERE	WHEN	WHY
Community Education workshops are designed for you! All local citizens within our community are welcome to participate.	The Wallenpaupack Area School Districts' Community Education Program strives to serve the community by offering a wide range of educational, recreational and enrichment activities to fit your needs. You will find classes offering everything from computers, crafts, cooking, physical fitness to artistic talents.	Wallenpaupack Area School District. Locations vary based on activity accommodations .	Community Education workshops are held every Spring, Summer and Fall.	"The greatness of a community is most accurately measured by the compassionate actions of its members." Coretta Scott King





INTERESTED IN BECOMING AN INSTRUCTOR?

Unique classes and adults willing to share their talents by instructing classes
are in demand.

We welcome suggestions for new courses and are always searching for individuals qualified to instruct a non-credited course.

If you are interested in a specific offering or know of someone who would enjoy the rewards of instructing, please contact Mine Gulumoglu at the Wallenpaupack Area District Office.

We appreciate hearing from you!

Phone: (570) 226-4557 Option 6

E-Mail at:
gulumomi@wallenpaupack.org

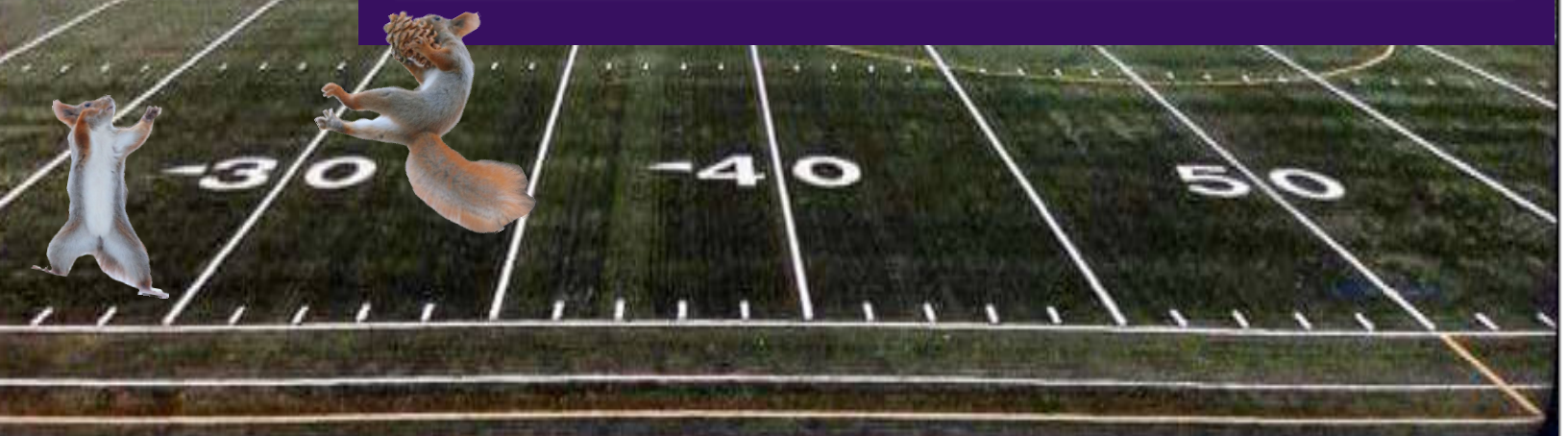
The Wallenpaupack Area School District will provide accommodations for any person who is in need of additional services while participating in our Community Education Programs.

Please register early to avoid class cancellation due to lack of enrollment.

WALLENPAUPACK AREA SCHOOL DISTRICT PURPLE AND WHITE CARD

Wallenpaupack Area School District proposes to offer **residents** of the school district, **62 years of age or older**, a Purple and White Card. Cardholders would be entitled to free general admission to any Wallenpaupack Area School District athletic event and most fine arts or other school district-sponsored activities, at the discretion of the event sponsor. The card only would be valid at events sponsored on school properties or facilities and cannot be used at play-off games.

To apply, residents need to contact Ms. Mine Gulumoglu at the Administrative Office of Wallenpaupack Area School District in writing, by e-mail at gulumomi@wallenpaupack.org, or by calling **570-226-4557 Option 6**. A purple and white plastic card with the applicant's name and date of issue will be created by an administrative assistant and then mailed by central administration. A record of resident's name and address will be kept in the District's database for future reference.



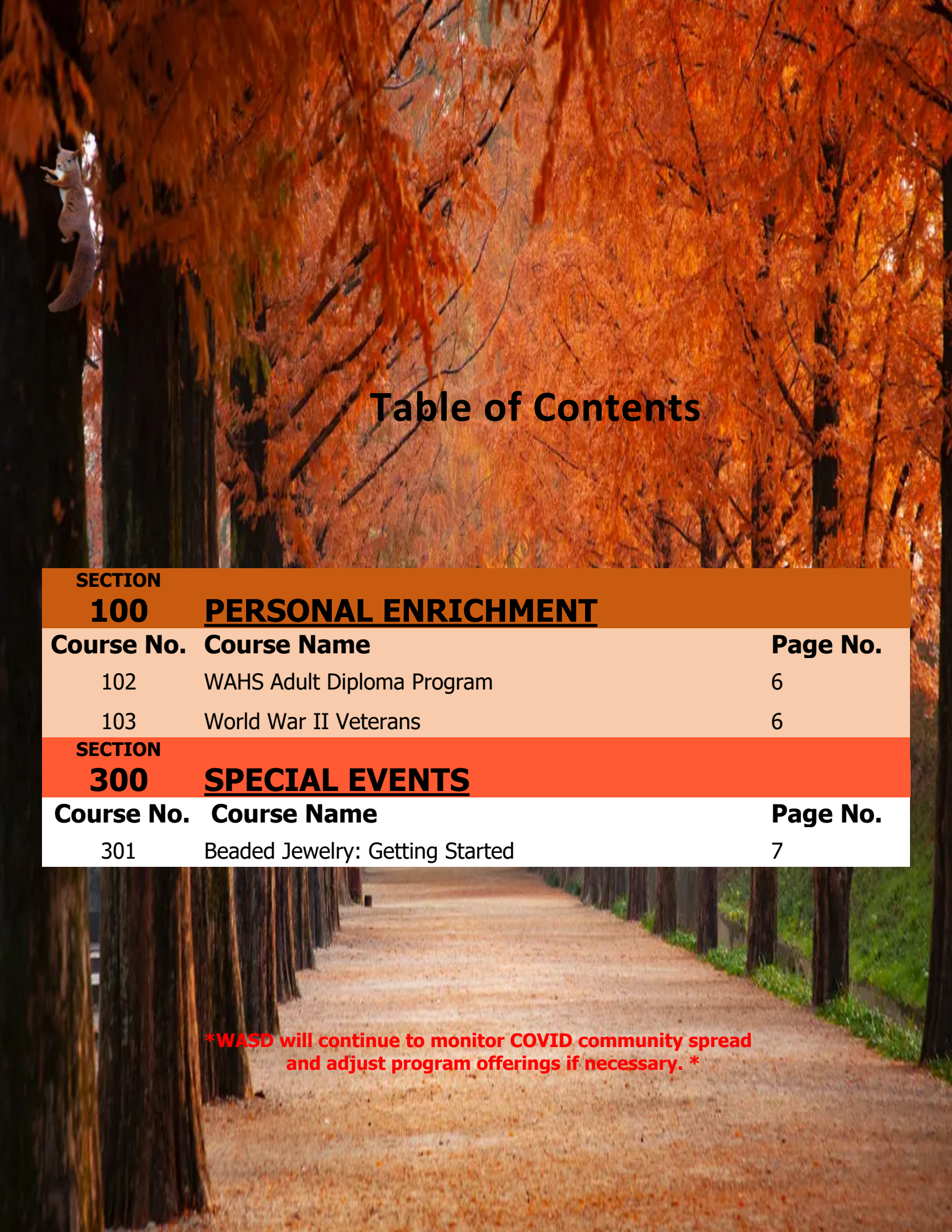


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***WASD will continue to monitor COVID community spread and adjust program offerings if necessary. ***



SECTION 100

PERSONAL ENRICHMENT

102 WAHS Adult Diploma Program — Instructor Frank Williams

This program offers former students and area residents who did not complete high school the opportunity to earn a Wallenpaupack Area High School Diploma.



- Independent study; work at your own pace
- Complete work from home
- Credits awarded for previous coursework
- Open to residents of Wayne and Pike Counties
- Open to individuals who are 21 years old or older
- Tuition $35 per credit

For more information contact Frank Williams at 570-226-4557 ext. 3024 during normal school hours

103 World War II Veterans — Instructor WASD

The Wallenpaupack Area School District Board of Directors has established a program to honor World War II veterans who were forced to leave high school to serve their country. This program provides for the awarding of a Wallenpaupack High School Diploma to honorably discharged World War II veterans who did not graduate from a local high school. A diploma may be awarded posthumously to an eligible veteran through this program. Those eligible include honorably discharged veterans of United States military service in World War II between September 16, 1940 and December 31, 1946, and who attended any school that now comprise the current Wallenpaupack Area School District boundaries.



Please contact Dr. Jay Starnes, Wallenpaupack Area School District Assistant Superintendent at 570-226-4557 Option 6 for further information and an application for a diploma under this program.



SPECIAL EVENT !

SECTION 300

Beading Jewelry: Getting Started

301 Beaded Jewelry Getting Started Instructor Jo Anne Dilker

If you've ever wondered what the difference is between bead stringing & bead weaving or when to use wire, beading wire, or nylon then this is for you. You'll explore 3 different disciplines bead stringing, knotting, & bead weaving over the 4 classes. $30 materials fee covers all materials & use of tools. Projects are designed to be completed during class, but some may not finish. Good eyesight and ability to work with very small beads required. Bring task lighting if required.

Enrollment	Minimum 6 Maximum 10
Day(s)	Thursdays Oct 8, Oct 15, Oct 22, Oct 29
Location	High School Room
Time	7:00 PM – 9:00 PM
Age Requirement	18 years +
Cost	$26.67 *** (Materials fee $30.00 bring to class)

The Deadline for Registration is September 11th ,2026

Any Registration Post Marked After That Date Will Be Returned.

Registration will be done by mail only. Additional registration forms may be obtained by going on line to www.wallenpaupack.org and clicking on Community Education. Mail in your registration form and a separate check for each class as soon as possible. Classes that do not have a registration fee still require individuals to register for the class.

Complete a section for each course and mail to Wallenpaupack Area School District, COMMUNITY EDUCATION, 2552 Route 6 Hawley, PA 18428-7045. Enclose your check or checks payable to: Wallenpaupack Area School District unless otherwise indicated. You will be notified only if a class is cancelled.

WRITE A SEPARATE CHECK AND REGISTRATION FORM FOR EACH COURSE

Name: _____

Address: _____

Daytime Phone: _____ Course # _____

Course Title: _____ Cost: $_____

☐ Check here if under the age of 18

Name: _____

Address: _____

Daytime Phone: _____ Course # _____

Course Title: _____ Cost: $_____

☐ Check here if under the age of 18

Name: _____

Address: _____

Daytime Phone: _____ Course # _____

Course Title: _____ Cost: $_____

☐ Check here if under the age of 18

Wallenpaupack Area School District

Assistant Director of Special Education Job Description

POSITION TITLE: Assistant Supervisor of Special Education
DATE: August 10, 2026
DEPARTMENT: Administrative
LOCATION: Special Education Building

I. SUMMARY:

The assistant supervisor of special education provides leadership for the identification and education of students with disabilities. They are responsible for implementing special education mandates, providing direction for department responsibilities and providing fiscally responsible curriculum and instructional leadership.

A. REPORTING RELATIONSHIPS;

1. Reports directly to the director of special education
2. Works cooperatively with administrators, supervisors, staff, parents/guardians and outside agencies to perform job responsibilities as outlined

B. TERMS OF EMPLOYMENT:

1. 12 month position
2. Salary and benefits are as described in the Act 93 Administrative Compensation Plan of the Wallenpaupack Area School District

C. QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. Director of Special Education Certificate/Principal Certification and a minimum of three years special education experience
2. Thorough knowledge of special education laws and regulations
3. Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or governmental regulation
4. Ability to write reports, business correspondence and procedure manuals
5. Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, board members, support staff, colleagues, and outside professional contacts

6. Ability to work with and apply mathematical concepts; ability to define problems, collect data, establish facts, and draw valid conclusions; proficiency in the use of technology for individual and system management, communication, and research; proficiency in presentation technology to enhance small and large group information and demonstration sessions
7. Skills in coordinating and evaluating staff use of technology
8. The employee in this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance or other state or federal healthcare program. Clearance as provider under such programs by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and shows major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position related duties requested by the director.

1. Interprets and provides oversight, resources, and direction for the implementation of state, federal and local mandates, regulations, policies, procedures and laws for special education and ensures procedural safeguard rights
2. Monitors progress and maintain high expectations for students in special education and Gifted Programs. Ensures the IEP/GIEP's are reasonably calculated for meaningful progress. Oversees program/placement changes as needed consistent with federal law and state regulations
3. Assists with preparation and monitoring of the special education budget for effective and cost-effective programs. Prepare reports for reimbursement. Analyses current program delivery systems, student achievement and expenditures. Projects future program needs and develops budget proposals accordingly. Maximizes the utilization of personnel based on staff qualifications and district objectives
4. Identifies, recommends and provides staff development for special education and regular education staff and administrators as it relates to special education
5. Assists in the preparation and implementation of the district special education plan, state and federal reports
6. Facilitates, acting as a consulting member to building teams, and supervises placement of school age special education students for the district's offering of a Free and Appropriate Public Education. Will act as LEA at IEP/GIEP and Manifestation Determination Meetings as needed

7. Regularly monitors staff performance and provides both formal and informal feedback that leads to positive changes in performance; regularly completes observations on tenured special education teachers and speech and language therapists and contributes to formal rating; completes formal observations on non-tenured special education teachers and speech and language therapists and contributes to formal rating. Regularly completes observations and completes formal evaluations for liaisons
8. Ensures implementation of post-identification child find activities
9. Builds collaborative, trusting relationships with parents of special education students
10. Communicates and works to build trust as it relates to students' educational needs
11. Coordinates and prioritizes all re-evaluation referrals with staff for: diagnostic clarification, lack of progress, change in placement or as a result of incomplete evaluation reports
12. Supervises special education students' transition from school year programming to extend school year programming, when appropriate, and level to level transitioning
13. Writes or assists in the development of procedures and guidelines as they relate to special education
14. Monitors student programs to ensure that the interventions within the IEP/GIEP are research based and are adjusted in response to the changing needs of students based on ongoing progress- monitoring data
15. Performs other related duties as required by Administration, consistent with the other duties and responsibilities outlined in this description

Wallenpaupack Area School District

Assistant Superintendent Job Description

POSITION TITLE: Assistant Superintendent **DATE:** August 10, 2026

DEPARTMENT: Administration **LOCATION:** Administration Office

I. SUMMARY:

The job of assistant superintendent for administrative services is to assist the superintendent in the administration of personnel, and operational policies of the district. They will be responsible for personnel functions including staffing, hiring, policy administration and record keeping for all certified and non-certified staff, plans, coordinates, and supervises the operation of the personnel office. As requested, they will also participate in labor relations, benefits administration, and special projects. The assistant superintendent participates in a leadership role in the district administrative structure with the superintendent, assistant superintendent for curriculum and instruction, and members of the administrative team. In addition, they will perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent of Schools.

A. REPORTING RELATIONSHIPS;

1. Reports to the WASD District Superintendent.

B. TERMS OF EMPLOYMENT:

1. 12 month position.
2. Salary and benefits are as described in approved compensation plan.

C. QUALIFICATION & PHYSICAL REQUIREMENTS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. Letter of Eligibility
2. Masters + 45 or Doctorate
3. Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or government regulations.
4. Ability to write reports, business correspondence and procedure manuals.

5. Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, Board members, support staff, colleagues, and outside professional contact.
6. Ability to work with and apply mathematical concepts; ability to define problems, collect data, establish facts, and draw valid conclusions; proficiency in the use of technology for individual and system management, communication, and research; proficiency in presentation technology to enhance small and large group information and demonstration sessions.

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position related duties requested by the supervisor.

1. PERSONNEL
    a. Administers a wide variety of personnel policies, processes and employment agreement (e.g. recruitment, selection, hiring, orientation, labor and employment contracts, compensation schedule, etc.) for the purpose of conforming to District policies, relevant laws, contracts and agreements.
    b. Advises the superintendent, district administrators, principals and assistant principals on a variety of human capital related issues (e.g. staffing, discipline, coaching, etc.) for the purpose of ensuring that the district is in compliance with federal, state, and local laws and policies.
    c. Collaborate with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
    d. Consults with administrators on a wide variety of sensitive personnel issues (e.g. hiring, promotions, transfer, medical issues, return to work, etc.) for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures and regulations.
    e. Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, equal opportunity, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a district representative.
    f. Investigates grievances and/or complaints from employees, parents, or other staff (e.g. conflicts of interest, conduct violations, sexual harassment, pay and/or

assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment.

g. Monitors and reviews a variety of personnel processes (e.g. certificated and classified posting process, interview schedules, substitute placements, certified and classified placements, personnel transfers, new employee orientation, departmental procedures, position control, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal and/or administrative requirements.

h. Prepares a wide variety of written materials (e.g. plans, budgets, funding requests, investigative reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit referenced, making presentation, and/or providing supporting materials for requested actions.

i. Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests.

j. Responds to written and verbal inquires from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, community concerns, parental requests, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.

2. FACILITIES, OPERATION, SAFETY AND SECURITY

SUMMARY:

The assistant superintendent for administrative services provides leadership and operational oversight for the system-wide administrative areas of school safety and security, maintenance, transportation, and community relations. Provide direct supervision and direction in all law enforcement matters and serves as the district liaison to all county and other law enforcement agencies for the Superintendent of Schools. A primary responsibility will be to lead the initial district response to any crisis situation, emergency response or disaster, with a primary focus of protecting lives and property, stabilizing the situation or condition and effecting the transition to the crisis response team for implementation of the system's crisis management protocols.

A. DUTIES AND RESPONSIBILITIES:

a. Administers and communicates the district's school safety and security efforts/programs.
b. Manages and controls the service-related activities through various departments including maintenance, transportation, and school safety.
c. Develops, implements, and maintains a comprehensive district wide safety program. Has the authority to prohibit hazardous activities and/or the use of unsafe practices until corrective actions can be implemented.
d. Analyzes and reports data relative to school safety and security.
e. Works with risk management to maintain a cost effective property and casualty insurance program, as they pertain to school safety and security.
f. Maintains school safety and security databases, utilize data to modify programs and services, and prepares recommendations for the superintendent.
g. Consults with school and district administrators on safety issues related to curriculum, field trips and school-based programs.
h. Coordinates annual vulnerability assessments designed to improve the safety and security of district facilities and enhance emergency management planning and response.
i. Develops, implements, and manages policies, procedures and programs designed to provide a safe and secure learning environment, control access to facilities and minimize losses.
j. Analyzes and interprets data, identifies trends and recommends corrective actions based on information contained in district and school discipline reports, and other associated reports.
k. Coordinates the district safety and security program and provides leadership, resources and training to ensure compliance with federal and state regulations and district policies.
l. Communicates with school advisory, PTA/PTO/and community groups on issues related to school safety.
m. Submits required periodic reports to the business manager, superintendent, school board, and Department of Education.
n. Performs other related duties as required by the superintendent, consistent with the other duties and responsibilities outlined in this position description.

3. <u>PROFESSIONAL/STAFF DEVELOPMENT</u>
    a. Monitor and approve all Act 48, FLEX, and Professional Development Leave
    b. Monitor and approve all WASD Course Offerings

c. Oversee and assist in the development of In-Service and Staff Development schedules yearly

4. PUPIL SERVICES
    a. Assist the Superintendent in overseeing School Nurses: Compliance and Professional Development
    b. Assist the Superintendent overseeing School Counselors and K-12 Guidance program

Wallenpaupack Area School District

Business Administrator Job Description

POSITION TITLE: Business Administrator **DATE:** August 10, 2026

DEPARTMENT: Administration **LOCATION**: Administration Office

I. SUMMARY:

The business administrator has overall responsibility for providing financial and business services to the district. As such, the business administrator formulates goals and objectives for these functions as well as providing the day-to-day direction of business office activities.

A. REPORTING RELATIONSHIPS;

1. Reports directly to the superintendent for assigned duties. Works cooperatively with other administrators, supervisors and staff to perform job responsibilities as outlined.
2. Responsible for the assistant business administrator and business office staff.
3. Statutory responsibilities are reported to the school board and, when instructed, to the superintendent of schools and chief executive officer of the school board.

B. TERMS OF EMPLOYMENT:

1. 12-month position.
2. Salary and benefits are as described in the approved compensation plan.

C. QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. Master's in business administration.
2. Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or governmental regulations.
3. Ability to write reports, business correspondence and procedure manuals.
4. Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, Board members, support staff, colleagues, and outside professional contacts.
5. Ability to work with and apply mathematical concepts.
6. Ability to define problems, collect data, establish facts, and draw valid conclusions; proficiency in the use of technology for individual and system management,

communication, and research; proficiency in presentation technology to enhance small and large group information and demonstration sessions.

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position related duties requested by the supervisor.

1. Plans, directs, and coordinates the overall business office function including, but not limited to, the following:
    a. Maintains the financial records of the District to conform with the legal and operating
    b. Prepares reports and analysis of financial data for use of the Board, Superintendent, and to various governmental agencies
    c. Controls the receipt, custody and disbursement of District funds; establishes an investment program to optimize the interest earned on funds.
    d. Develops, recommends and administers that portion of the District's insurance program which covers assets and risks.
    e. Coordinates the development, assembly and presentation of the budget forecast in accordance with directions from the Superintendent.
    f. Develops and recommends to the Superintendent procurement policies and conducts central purchasing in accordance with these policies.
2. Serves on the School Board Property and Finance Committee.
3. Gives overall direction and leadership for the Facilities and Operations function.
4. Coordinates District General Obligation Bond Issues and Bond Pool Program Borrowings and Investment of proceeds.
5. Serves as financial liaison for:
    a. Construction projects
    b. Cafeteria operations
    c. Contract negotiations

E. STATUTORY:

1. To receive all State appropriations, district school taxes, and other funds belonging to the District.
2. To make payment from District funds for expenses of the District, upon Board authorization.
3. To make a monthly report of funds received and disbursed to the Board Secretary.

4. To invest District funds temporarily in surplus in interest-bearing accounts or securities as permitted by law upon the authorization of the Board; and to dispose of such securities as directed by the Board.
5. To perform such other acts and duties as required by law, directed by the board, or the superintendent.

Wallenpaupack Area School District

Director of Curriculum, Instruction, & Assessment

POSITION TITLE: Director of Curriculum, Instruction, and Assessment

DATE: August 10, 2026

DEPARTMENT: Administration

LOCATION: District Wide

I. SUMMARY:

The job of Director of Curriculum, Instruction, and Assessment is to assist the superintendent in the administration of personnel, and operational policies of the district. They will provide leadership in comprehensive planning, curriculum development, research and evaluation, ELL education, educational technology, federal programs, professional development and policy review.

A. REPORTING RELATIONSHIPS:

1. Reports to the WASD District Superintendent

B. TERMS OF EMPLOYMENT:

1. 12-month position
2. Salary and benefits are described in approved compensation contract

C. QUALIFICATION & PHYSICAL REQUIREMENTS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill, and ability necessary.

1. Letter of Eligibility
2. Masters + 45 or Doctorate
3. Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or government regulations
4. Ability to write reports, business correspondence and procedure manuals
5. Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, board members, support staff, colleagues, and outside professional contact
6. Ability to work with and apply mathematical concepts; ability to define problems, collect data, establish facts, and draw valid conclusions; proficiency in the use of technology for individual and system management, communication, and research; proficiency in

presentation technology to enhance small and large group information and demonstration sessions

7. Skills in coordinating and evaluating staff use of technology

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and shows major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position related duties requested by the supervisor.

1. Comprehensive Planning
2. Curriculum Development
3. English Language Learner Education
4. Educational Technology
5. Assists with Federal Programs (Title I, II, IV)
6. Professional Development
7. Policy Review
8. Performs other related duties as required by the superintendent, consistent with the other duties and responsibilities outlined in this position description

Wallenpaupack Area School District

Director of Special Education Job Description

POSITION TITLE: Director of Special Education **DATE:** August 10, 2026
DEPARTMENT: Administrative **LOCATION:** Special Education Building

I. SUMMARY:

The director of special education provides leadership for the identification and education of students with disabilities. They are responsible for implementing special education mandates, providing direction for department responsibilities, and providing fiscally responsible curriculum and instructional leadership.

A. REPORTING RELATIONSHIPS;

1. Reports directly to the superintendent
2. Works cooperatively with administrators, supervisors, staff, parents/guardians and outside agencies to perform job responsibilities as outlined

B. TERMS OF EMPLOYMENT:

1. 12 month
2. Salary and benefits are as described in the Act 93 Administrative Compensation Plan of the Wallenpaupack Area School District

C. QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill, and ability necessary.

1. Director of Special Education Certificate/Principal Certification and a minimum of five years special education experience
2. Thorough knowledge of special education laws and regulations
3. Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or governmental regulation
4. Ability to write reports, business correspondence and procedure manuals
5. Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, board members, support staff, colleagues, and outside professional contacts

6. Ability to work with and apply mathematical concepts; ability to define problems, collect data, establish facts, and draw valid conclusions; proficiency in the use of technology for individual and system management, communication, and research; proficiency in presentation technology to enhance small and large group information and demonstration session
7. Skills in coordinating and evaluating staff use of technology
8. The employee in this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance or other state or federal healthcare program. Clearance as provider under such programs by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and shows major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position related duties requested by the director.

1. Provides leadership, oversight and direction for special education. Develops implements and will monitor programmatically and fiscally sound programs
2. Interprets and provides oversight, resources, direction for the implementation of state, federal, and local mandates, regulations, policies, procedures and laws for special education and ensure procedural safeguard rights
3. Monitors progress and maintain high expectations for students in special education and Gifted Programs. Ensures that the IEP's/GIEP's are reasonably calculated for meaningful progress. Oversees program/placement changes as needed consistent with federal law and state regulations
4. Represents district administration in legal proceedings relative to special education, including
   (a) recommends district position; (b) investigates factual allegations underlying complaint; (c) Provides in consultation with others risk analysis and recommendations to superintendent regarding legal options available to parents and district. (d) participates in pre-hearing resolution meetings; (e) prepares, with counsel, written responses to parent (f) contacts legal counsel when appropriate; (g) prepares the exhibits file for counsel during administrative level remedies; (h) supports subordinate staff as it relates to their participation in legal proceedings; and (i) participates in mediation, resolution and due process hearing sessions
5. Assists with preparation and monitoring of the special education budget for effective and cost effective programs. Prepare reports for reimbursement. Analyses current program delivery systems, student achievement and expenditures. Projects future program needs and develops budget

proposals accordingly. Maximizes the utilization of personnel based on staff qualifications and district objectives

6. Identifies, recommends and provides staff development for special education and regular education staff and administrators as it relates to special education
7. Assists in the preparation and implementation of the district special education plan, state and Federal reports
8. Facilitates, acting as a consulting member to building teams, and supervises placement of school age special education students for the district's offering of a Free and Appropriate Public Education. Will act as an LEA at IEP/GIEP and Manifestation Determination Meetings as needed
9. Regularly monitors staff performance and provides both formal and informal feedback that leads to positive changes in performance; regularly completes observations on tenured special education teachers and speech and language therapists and contributes to formal rating; completes formal observations on non-tenured special education teachers and speech and language therapists and contributes to formal rating. Regularly completes observations and completes formal evaluations for liaisons
10. Communicates and works to build trust as it relates to students' educational needs
11. Coordinates and prioritizes all re-evaluation referrals with staff for: diagnostic clarification, lack of progress, change in placement or as a result of incomplete evaluation reports
12. Supervises special education students' transition from school year programming to extended school year programming, when appropriate, and level to level transitioning
13. Maintains effective, collaborative relationships with external agencies, Approved private schools, etc. and attends meetings with those agencies when alternate placements are being considered
14. Writes or assists in the development of procedures and guidelines as they relate to special education
15. Screens and interviews with building administrators, candidates for building level special education positions, and makes recommendations for positions
16. Monitors student programs to ensure that the interventions within the IEP/GIEP are research based and are adjusted in response to the changing needs of students based on ongoing progress-monitoring data. Supervises curriculum development/revision

Wallenpaupack Area School District

Administrator of Federal Programs, Grants, and Community Partnerships Job Description

POSITION TITLE: District Administrator of Federal Programs, Grants, and Community Partnerships

DATE: August 10, 2026

DEPARTMENT: Administration

LOCATION: District Wide

I. SUMMARY:

The District Administrator of Federal Programs, Grants, and Community Partnerships provides leadership in the planning, development, implementation, compliance, monitoring, evaluation, and continuous improvement of all federal, state, and competitive grant programs and strategic initiatives. The position is responsible for ensuring compliance with all applicable regulations while maximizing external funding opportunities and developing innovative approaches that support district priorities. This administrator serves as the district liaison to governmental agencies, community organizations, business partners, higher education institutions, and nonprofit organizations to develop strategic partnerships that enhance educational opportunities for students and staff and strengthen community engagement and support for district initiatives.

A. REPORTING RELATIONSHIPS:

1. Reports directly to the Superintendent
2. Serves as a member of the District Administrative Team
3. Works cooperatively with district administrators, principals, supervisors, teachers, support staff, governmental agencies, community organizations, institutions of higher education, and business partners

B. TERMS OF EMPLOYMENT:

1. Twelve (12) month administrative position
2. Salary and benefits as outlined in the current Administrative Compensation Plan

C. QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill, and/or ability necessary.

1. Master's degree in educational leadership, Public Administration, Business Administration, or related field.
2. Pennsylvania Principal or Letter of Eligibility Certification preferred.
3. Minimum of five (5) years of successful educational leadership experience.
4. Demonstrated experience administering federal and state education programs.
5. Knowledge of federal education legislation including ESSA, IDEA, Perkins, and related grant requirements.

6. Experience in grant writing, grant administration, and fiscal management.
7. Knowledge of federal procurement requirements and grant compliance procedures.
8. Experience developing and maintaining collaborative community partnerships.
9. Strong organizational, analytical, project management skills, strategic planning, and problem-solving skills.
10. Excellent written and verbal communication skills.
11. Experience creating and delivering written, digital, and public communications for diverse stakeholder groups.
12. Ability to analyze financial and student achievement data.
13. Demonstrated leadership in strategic planning and continuous improvement.
14. Ability to maintain confidentiality and exercise sound professional judgment.
15. Proficiency in budgeting, financial reporting, and technology applications.
16. Ability to work collaboratively with internal and external stakeholders.
17. Ability to develop innovative programs, initiatives, and partnerships that advance organizational goals.

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities. It does not express or imply that these are the only duties to be performed by the incumbent. The employee will be required to perform any other position-related duties requested by the Superintendent.

1. Oversees all federal programs in accordance with federal, state, and local regulations.
2. Develops, monitors, and evaluates the District Comprehensive Plan and associated federal program plans.
3. Coordinates the planning, budgeting, implementation, and evaluation of Title I, Title II, Title III, Title IV, IDEA, Perkins, and other federal and state-funded programs.
4. Prepares, submits, and manages all required grant applications, amendments, budgets, and performance reports.
5. Ensures compliance with all federal, state, and local regulations governing grant administration.
6. Monitors grant expenditures and collaborates with the Business Office to ensure fiscal accountability and compliance.
7. Coordinates all federal program audits, monitoring visits, and compliance reviews.
8. Researches, identifies, and evaluates funding opportunities, innovative practices, and strategic initiatives that align with district priorities.
9. Leads the development and writing of competitive grants to secure additional resources for the district.
10. Establishes and maintains collaborative partnerships with businesses, higher education institutions, governmental agencies, nonprofit organizations, community groups, and other stakeholders to advance district goals and create opportunities for students and staff.
11. Coordinates community engagement, outreach, and partnership initiatives that strengthen relationships between the district and its stakeholders while increasing awareness of district programs and opportunities.
12. Serves as the district liaison with the Pennsylvania Department of Education and other governmental agencies regarding federal and grant programs.
13. Collaborates with district administrators to identify program needs and funding opportunities.
14. Assists in the development and implementation of strategic initiatives designed to improve student achievement and organizational effectiveness.
15. Coordinates equitable services and consultation requirements for eligible non-public schools.
16. Develops and presents reports to the Superintendent and Board of School Directors regarding grant activities, compliance, expenditures, and program outcomes.
17. Coordinates required stakeholder engagement activities associated with federal program planning.

18. Provides professional development regarding federal program requirements, grant implementation, and compliance procedures.
19. Develops systems for evaluating the effectiveness of federally funded programs and initiatives.
20. Coordinates district recognition programs and community partnership initiatives.
21. Represents the district at local, regional, state, and national meetings related to federal programs, grants, and community partnerships.
22. Maintains accurate records and documentation required for grant administration and program compliance.
23. Maintains a high level of ethical behavior and confidentiality.
24. Demonstrates effective oral and written communication skills.
25. Attends professional development, workshops, conferences, and training required to maintain expertise in federal programs, grants, and educational leadership.
26. Develops and implements strategic initiatives and special projects designed to enhance educational opportunities, organizational effectiveness, and community engagement.
27. Creates and coordinates written, digital, and presentation materials that communicate program goals, outcomes, partnership opportunities, and district initiatives to internal and external stakeholders.
28. Conducts research and analyzes emerging trends, funding opportunities, community needs, and best practices to support innovation and strategic decision-making.
29. Advises district leadership regarding opportunities for organizational growth, partnership development, resource acquisition, and program innovation.
30. Performs other duties as assigned by the Superintendent.

E. EVALUATIONS:

As outlined in the Pennsylvania Educator Effectiveness Evaluation System for Administrative Employees.

Wallenpaupack Area School District

Superintendent Job Description

POSITION TITLE: Superintendent
DATE: August 10, 2026
DEPARTMENT: Administration
LOCATION: Administration Office

I. SUMMARY:

The superintendent of schools, within the legal requirements of the state, shall be responsible for the general management of the schools of the District under the rules and regulations prescribed by the Pennsylvania State Board of Education and the policies of the Board. The superintendent is responsible for guiding the development of the educational needs of all pupils and potential pupils, and to recommend these objectives and programs to the Board.

The superintendent shall provide overall direction to the activities of the school district and all personnel toward the accomplishment of approved educational goals; administer the policies of the Board; conserve the school district's assets and resources; and maintain and enhance the school district's standing in all its major internal and external relationships.

A. REPORTING RELATIONSHIPS:

1. Reports to the WASD Board of School Directors.

B. TERMS OF EMPLOYMENT:

1. 12 month position.
2. Salary and benefits are as described in approved compensation plan.

C. QUALIFICATIONS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. Letter of Eligibility
2. Masters + 45 or Doctorate
3. Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or governmental regulation.
4. Ability to write reports, business correspondence and procedure manuals.

5. Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, board members, support staff, colleagues, and outside professional contacts.
6. Ability to work with and apply mathematical concepts; ability to define problems, collect data, establish facts, and draw valid conclusions; proficiency in the use of technology for individual and system management, communication, and research; proficiency in presentation technology to enhance small and large group information and demonstration sessions.
7. Skills in coordinating and evaluating staff use of technology.
8. Possess effective communication, judgmental, planning and human relations skills

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and shows major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position.

The management responsibilities of the Superintendent shall extend to all activities of the District, to all phases of the educational program, to all parts of the physical plan, and to the conduct of such other duties as may be assigned by the Board.

1. OPERATIONS

   The Superintendent shall:

   a. Manage the work of all professional and non-professional personnel in planning and program development and directing all activities of the school district. The Superintendent may delegate the responsibilities, together with appropriate authority, but they may not delegate nor relinquish their ultimate responsibility for results or any portion of his/her accountability.
   b. Manage the development of long and short-range educational objectives for the improvement and growth of the school district and of educational activities in the school district.
   c. Manage the development of the overall educational process, administrative procedures, and controls necessary to the implementation of educational programs for the achievement of the educational objectives of the school district.
   d. Manage the regular and systematic evaluation, analysis, and appraisal of the achievements of pupils and the performance of personnel in each of the educational programs or activities against stated objectives of the school district.

e. Report to the Board the progress and status of the programs and activities of the school district.
f. Inform the Board on all matters of major importance or significance related to the activities, programs, and progress of the school district.

2. ORGANIZATION
    a. Establish and maintain an administrative organization which provides for the effective management of all the essential functions of the school district.
    b. Recommend proposed revisions to the organization of the management structure, including the establishment or elimination or revision of administrative positions.

3. PERSONNEL
    a. Develop and recommend policies and programs for personnel recruitment, selection, and employment; employee relations; employee benefits and services; employee safety; personnel evaluation; and salary administration for the school district.
    b. Ensure the maintenance of an adequate staff of properly trained administrative and supervisory personnel throughout the school district.
    c. Recommend to the Board the selection, employment, assignment, transfer and suspension of professional and non-professional employees.
    d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.
    e. Recommend salary increases and salary adjustments for professional and non-professional employees.
    f. Develop and recommend to the Board job classifications for all new positions.

4. FINANCES
    a. Direct the development of the annual budget of the school district.
    b. Review and recommend programs and support data for funds to be included in the annual budget of the school district.
    c. Provide for the overall management of the school district’s financial activities and take appropriate action to assure that expenses are kept within the approved budgetary limits of the school district.
    d. Assist principals and directors in maintaining economy and efficiency in the operation of the administrative units.

e. Maintain active contact and familiarization with all local, state, federal, and philanthropic programs which provide or could provide financial assistance to the district.

5. RELATIONSHIPS
    a. Act as executive officer for the Board.
    b. Act as professional advisor to the Board.
    c. Attend meetings of the Board with the right to comment on all issues.
    d. Prepare the agenda for all meetings of the Board and deliver the agenda with pertinent information on each item in advance of the meeting.
    e. Participate in the affairs of local, state, and national professional organizations.
    f. Serve as a representative of the school system and the community at meetings on the local, state, and national level.
    g. Maintain a cooperative working relationship between the schools and the community and community agencies.
    h. Establish and maintain such other relationships within and outside the school district as required to carry out his/her responsibilities.

Wallenpaupack Area School District

Assistant Business Administrator Job Description

POSITION TITLE: Assistant Business Administrator **DATE:** August 10, 2026
DEPARTMENT: Administration **LOCATION:** District Office

I. SUMMARY:

The primary function of the assistant to the business administrator in the preparation of Federal Business Reports, Capital Project Tracking, Cafeteria Fund Reconciliation, and to serve as a backup for various positions within the business office.

A. REPORTING RELATIONSHIPS;

1. Reports directly to the business administrator.
2. Works cooperatively with administrators and others to perform job responsibilities and duties as outlined.

B. TERMS OF EMPLOYMENT:

1. 12-month position
   Salary and benefits are as described in the approved compensation plan.

C. QUALIFICATION & PHYSICAL REQUIREMENTS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. Bachelor's degree in Business Administration, Finance or Accounting. Master's degree in Business Administration preferred.
2. Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or governmental regulations.
3. Ability to write reports, business correspondence and procedure manuals.
4. Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, Board members, support staff, colleagues, and outside professional contacts.
5. Ability to work with and apply mathematical concepts.
6. Ability to define problems, collect data, establish facts, and draw valid conclusions; proficiency in the use of technology for individual and system management,

communication, and research; proficiency in presentation technology to enhance small and large group information and demonstration sessions.

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and shows major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position related duties requested by the supervisor.

Federal Programs:

1. Prepares and files quarterly and completes annual financial reports on appropriate federal forms for all federal programs, monitors federal programs and purchase orders for Federal programs.
2. Prepares appropriate forms to Federal and State agencies for procurement of advance funding.
3. Prepares the purchase orders for Federal Programs to the PA. Department of Education. Monitors all time sheets, purchase orders, invoices and payments made for all expenses associated with these programs. Maintains year-to-date status reports of funding and expenditures for each of the programs.
4. Posts Federal salary charges to salary-fringe benefit control ledger. Maintains current benefit status of all Federal Program teachers.
5. Prepare the necessary journal entries needed to ensure that reimbursement to the General Fund is made for any payments which may have been made on behalf of the Federal Programs or the Capital Fund.

E. Other Responsibilities:

1. Monitors expenditures by project for all capital projects. Maintains the accounts payable as well as a status report of all expenditures by project and by location within the capital fund.
2. Monitors the revenues and expenditures for the various activity funds.
3. Posts deposits and disbursements for the activity accounts to the cash control log.
4. Maintains the cafeteria fund cash book and monitors the status of revenues and expenditures through the food service provider and the bank. Prepares yearly close out of the fund. Monitors and reimburses the food service providers for expenses. Reconciles the food service providers operating statement with the district ledgers.
5. Provides support to the business office staff and the business administrator. Develop financial worksheets to monitor and analyze various District expenses and revenues.

6. Provide backup for the preparation of cash deposits, General fund cash Book, funding of bank accounts, month-end balancing and the board report.
7. Provides assistance with the preparation of year-end close out of the general fund.
8. Provides information and assistance for the local auditor.
9. Attends in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
10. Performs other related duties as required by administration, consistent with the other duties and responsibilities outlined in this position description.

Wallenpaupack Area School

District 2026 - 2027

Booster Organization Handbook

Administration Office
2552 Route 6
Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Dr. Keith Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570-226-4557 Ext. 3000.

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Athletics Philosophy

The PIAA-affiliated athletics program in the Wallenpaupack Area School District is a co-curricular activity. It is supported by an athletic philosophy, which was developed and approved by the Board of School Directors to ensure the implementation of the program in accord with the educational goals of the school district. A copy of the philosophy and program objectives are included in **Appendix A.**

Purpose

The Wallenpaupack Area School District Board of School Directors accepts the concept of cooperation, encouragement and support given by approved Booster Organizations to the school district's various PIAA-affiliated interscholastic athletics programs.

Authority

The Board further recognizes and declares that the role of an approved Booster Group is to assist and support but not to direct, interfere with, nor supplant the staff, existing facilities, or athletics programs of the school district. **It must be clearly understood by all booster club members that all school district sponsored activities are under the control, direction and supervision of the Board of School Directors through its building principals and their designee, the Director of Athletics**. The Director of Athletics will serve as the immediate liaison to the Booster Organizations.

Booster Organization activities may strive to achieve the following objectives:

1. To promote fan support, spirit, and sportsmanship.
2. To assist the district by providing supplemental benefits and services to student-athletes.
3. To increase the opportunity for communication between parents/guardian and coaches in areas of common interest.

Organization/Communication

Booster Clubs shall be governed by a published constitution and by-laws which are consistent with the philosophy, mission, and policies of the WASD **(see Appendix B for sample).** A full complement of persons filling the elected offices of President, Vice-President, Secretary and Treasurer, as well as any additional offices, are responsible for carrying out the decisions of the membership. When organizing or reorganizing, Booster Groups must make every effort possible to notify all interested persons in a timely way of meetings and activities.

Recognition

In order to gain and retain the recognition of the Board of School Directors as an Approved Booster Organization and, thereby, eligible to work with the respective school district sport which it supports and for which it receives the WASD's cooperation and assistance in its activities, a booster group must complete the following requirements:

1. Submit a copy of the group's current constitution and by-laws to the Athletic Director prior to the start of the season.
2. Forward to the Athletic Director a listing of current officers' names, phone numbers and addresses prior to the beginning of the season.
3. Prior to the beginning of the season, submit to the Athletic Director a copy of the organization's financial report which includes a proposed budget for the upcoming year with anticipated expenditures and revenues, as well as a verification of the Booster Group's FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited.
4. Be a participatory member of the Athletic Director's pre-season organizational meeting for Booster Club Presidents or their representative.
5. At the end of each school year, the Booster Club much complete the Wallenpaupack Athletic Department Accountability Form **(see Appendix J)** and return it to the Athletic Office.

Not for Profit and Tax-Exempt Status

Non-profit status is a state law concept. Non-profit status may make an organization eligible for certain benefits, such as state sales, property, and income tax exemptions. Although most federal tax-exempt organizations are non-profit organizations, organizing as a non-profit organization at the state level does not automatically grant the organization exemption from federal income tax.

Booster Clubs, although under the direction of the WASD, do not automatically meet the state or federal qualifications for recognition as a not-for-profit organization or a tax-exempt organization. Booster clubs may not use the WASD tax-exempt number for purchases of goods or services, but rather, must obtain their own exemption status from the state and federal governments.

Booster clubs that do apply for and obtain not-for-profit or tax-exempt status are subject to all declaration, deduction and filing requirements as set forth by the state and federal governments.

To apply for state tax-exempt status, you may download **Form REV-72** from the Pennsylvania Department of Revenue website: www.revenue.state.pa.us

To qualify as an organization that is exempt from federal income taxes, an organization must meet requirements set forth in the Internal Revenue Code. See Types of Tax-Exempt Organizations or Publication 557 for more information at the Internal Revenue Service website: www.**irs**.**gov.**

Guidelines for Fundraising

Fundraising activities by Booster Groups **must be approved** by the **Athletic Director and the high school assistant principal**. The Booster Group should submit a proposal in writing to the Athletic Director for each activity **(see Appendix C, p. 19),** and acknowledging compliance with the following rules:

1. Fundraising projects should be limited so that businesses and individuals do not feel pressured to participate. **Each club should undertake no more than one major fundraising project per season.** Clubs should not fundraise beyond their projected needs. Additional fundraising may only be approved by the Athletic Director and high school assistant principal.

2. **Student-athletes are not to be required to take part in fundraising activities, nor are they to be singled out if they do not wish to participate** in the fund-raising activity. In no circumstance are students to be asked to participate in door-to-door fundraising.

3. Where advertisements are solicited for programs or other publications, the use of advertisers who are typically associated with the sale of alcoholic beverages and tobacco products is not permitted.

4. Small games of chance or lotteries shall not be permitted, except as licensed by the Pennsylvania Small Games of Chance Act. Currently, a request for such a permit must be directed to the Pike County Treasurer's Department at http://www.pikepa.org/treasurer.html.

5. Booster Clubs must follow standard accounting practices in maintaining and disbursing funds which comply with The Pennsylvania Solicitation of Funds for Charitable Purposes Act (Act #1990-202).

6. Booster Groups shall not use the WASD tax-exempt number for purchases. Groups should strongly consider filing with the Commission of Charitable Organizations, Department of State, as a charitable, non-profit organization to secure their own tax-exempt number.

7. Food will not be sold during the school day. **If a student is found selling food, it will be confiscated, and may not be returned.**

8. Alcoholic beverages are not permitted to be served, sold or raffled at a Booster Club Event.

Guidelines for Making Contributions to the School District

The Wallenpaupack Area School District supports contributions to the Athletics Department. However, Booster Club donations to individual sports must be made with the advice and approval of the Athletic Director. This is necessary to ensure equity among programs in keeping within the guidelines of Title IX* and to protect the athletes from potential violations of PIAA regulations concerning amateur status. It is the responsibility of the school to ensure that equivalent benefits and services are provided to teams and team members of both sexes. In the event one sex receives benefits and services from a booster club than cannot be provided to athletes of the other sex, the school ultimately is responsible to take action that ensures equivalent benefits and services for both sexes. This means that the school district could require booster clubs to make equivalent donations of benefits and services to either sports team or could even refuse the clubs' initial donation.

If a Booster Club wishes to make a contribution to the Athletics Department in excess of $1000, they must adhere to the policy established by the school district for the receipt of gifts by organizations outside the district. The gift policy is included as **Appendix D.**

*Title IX is part of the Education Amendments of 1972 that prohibit sex discrimination in educational institutions that receive federal funds.;

Guidelines for Using School District Facilities

Booster Clubs must adhere to the School District Policy #707 regarding the use and scheduling of facilities. Facilities should be scheduled for all Booster Club meetings and any other times the Booster Club wishes to use the facilities for their activities. The attached policy, **Appendix E,** describes, in detail, the procedures necessary for the scheduling of facilities. The facilities-use form is available in the school office of the building the club wishes to use.

All Booster Clubs are required to cary their own insurance and provide proof of insurance when filling out a facilities-use form.

Concessions

The philosophy of the WASD is that all students benefit from each school's student council activities. Funds raised at district athletic and co-curricular events represent the major fundraising effort of our student council. Therefore, WAHS Student Council will be given first consideration for all concessions at WAHS events. If WAHS Student Council cannot, or does not, run a concession stand at an event then the guidelines apply.

Concession Stand List

1. WAHS Student Council
2. Booster Organization of competing team
3. *Booster Organization/club/activity of non-competing team
   *request must be made by completing the “Fundraising Proposal Form” **Appendix C**

*Administration may make an exception for special fundraising events.

Guidelines for Sponsoring Banquets

It is recommended that all banquet activities be scheduled following the completion of the season's schedule. The dates of state championship events are available in the Athletic Office. Care must be taken by Booster Clubs not to provide athletes with gifts or awards that may be in violation of the rules and regulations of the Pennsylvania Interscholastic Athletic Association. A violation of the PIAA rules and regulations, Article II, on amateur status and awards is attached as **Appendix H.** Any questions regarding articles to be given should be directed to the Athletic Director. Questions regarding any gift may need to be directed to the Executive Director of the PIAA.

When planning and carrying out banquets, Booster Clubs should be sensitive to the following issues:

1. The expense that will be incurred by those wishing to attend; picnics and potluck dinners held in school cafeterias or public facilities are inexpensive options that can provide a pleasant atmosphere for honoring athletes and their families

2. The length of the banquet. Repetition of activities, remarks and recognitions of individuals or groups may lead to restlessness among some attendees and create distraction from the positive nature of the occasion. Organizers should be mindful of the occasion. Organizers should be mindful of reasonable expectations for length being approximately two hours.

3. Communication between the banquet planners and the athletes is necessary before the banquet to reinforce standards of appropriateness for activities in order to prevent inappropriate dress and behavior which may lead to embarrassment or other negative effects to either the presenters or the audience.

4. Alcoholic beverages **are not** permitted to be served to **any attendees** of a WASD interscholastic sports banquet.

Guidelines for Providing Gifts and Mementos to Team Members

It has become a tradition for Booster Clubs to provide team members with gifts and mementos at the season ending banquet. To ensure equality of treatment of athletes participating in the Wallenpaupack Area School District athletic programs and to reduce the burden on Booster Clubs to raise large sums of money, the following gifts may be provided to team members:

- Freshmen - Team and/or individual picture plaques
- Sophomore - Team and/or individual picture plaques
- Junior - Team and/or individual picture plaques
- Senior - Team and/or individual picture plaques; Purple Wool letter blanket with a chenille "W" or Wallenpaupack Area High School embroidered on the blanket (identification of the sport would also be acceptable)

In cases where an athlete has already received a blanket, a gift of comparable value would be acceptable.

As a reminder, a violation of the rules and regulations of the PIAA regarding amateur status would affect the eligibility of the student for one year from that violation **(see Appendix H).**

Gifts from Booster Clubs for coaches should be kept at modest levels. Tokens of appreciation provided to the coaching staff of a sport should not exceed the cost of those provided to senior athletes.

Guidelines for Assisting with Directions to Away Competitions

Booster Clubs can be instrumental in disseminating directions to away competitions. Directions to individual sites are available on the Athletics page of the district website at http://www.wallenpaupack.org/athletics.asp.

Guidelines for Spectator Conduct at Interscholastic Athletic Events

Interscholastic athletic events are among the most popularly attended school-sponsored activities. Spectators at an athletic contest, take on the important role of representatives of our school district. Actions are seen, and comments are heard by family and friends, opposing fans, local community residents, the media, coaches and athletes. Our school district expects that all spectators will conduct themselves in a way consistent with our theme of respecting the rights, person and property of others.

The following rules of sportsmanship for spectators at Wallenpaupack Area School District events outline how you can contribute to making these contests a positive experience for all persons in attendance:

- Learn the rules of the sport so that you can understand and appreciate the action that takes place.
- Treat visiting players, coaches, cheerleaders, and fans with courtesy as you would a guest in your own home.
- Accept that athletics are a learning experience for the participants and value the athletes' efforts.
- Respect the integrity and judgment of officials.
- Cheer for your team, not against your opponent.
- Show concern for an injured player, regardless of the team.
- Follow the facility rules set by the game-site management/administration.
- Do not attend events under the influence of any controlled substances (alcohol, drugs, tobacco, etc.) that will alter your thoughts and reactions to the situations of the contest.

We invite you to support our athletic teams with "Buckhorn Pride" throughout the school year.

Guidelines for Adhering to WASD Facility Rules

The following behaviors are unacceptable by spectators at WASD athletic sites:

- Cheers/chants/songs/signs/banners and gestures which are obscene, taunting, disrespectful or derogatory.
- Displays of anger or profanity that draw attention away from the contest.
- Throwing any object within the stands or onto the playing surface
- Standing during play in any area other than the identified student section of the bleachers; no standing on the court during play
- Not complying with officials' decisions regarding the use of artificial noise makers and sounds meant to distract players at key times in the contest.
- Bringing food or drink into the gym; water and sports drinks are allowed only in the team bench area for the athletes and coaches.
- The use of "silly string," confetti, or like products in the gym
- The use of tobacco products on school district property

If these behaviors are observed, WASD event management staff will request the behavior be stopped immediately. Failure to comply with this request may result in the individual's removal from the venue and suspension from attendance at future school-sponsored events.

Dressing in spirited attire is permitted at WASD events. However, care should be taken by the dressers to protect their regular clothing and valuables that are brought into the facility. Bathrooms and locker rooms should not be used for changing clothes or storage of clothing and valuables without administrative permission.

Guidelines for following PIAA Tournament Rules for all Facilities

The following behaviors are prohibited by spectators:

- Unsportsmanlike banners and signs that are posted or displayed.
- Any banner or sign that may be carried. Signs must be stationary.
- Throwing confetti, toilet paper rolls, or other objects
- Waving streamers, shakers, or pom-poms to distract players.
- Provocative antics or stunts
- Sirens, whistles, artificial noisemakers, or portable listening devices without earphones
- Menacing actions and gestures toward opposing players or officials
- Any bands or organized instrumental groups (Basketball events only)
- Spectators seated behind the free throw lanes disconcerting the free-thrower (Basketball events only)

Please note that any violation of this conduct code could result in the offending school being disqualified from further participation in the tournament.

General regulations for coach/spectator decorum for all sports as offered by the PIAA are included in **Appendix I**.

Guidelines for the Use of Copyrighted Materials

When performing club business, Booster club organization members are expected to follow the application of "fair use" principles as defined by the Congress of the United States in the Federal Copyright Law of 1976, and questions about the application of "fair use" principles may be directed to the Director of Athletics.

Visual Identity Guidelines

Every communication from Wallenpaupack Schools to the public affects the image and reputation of the institution. Commercials, web pages, business cards, letterhead, spirit wear, sports uniforms, bumper stickers, newsletters and note cards are the face of Wallenpaupack to many people.

Wallenpaupack's visual identity has a dual purpose. To our external constituents, it reflects our character, strength, traditions, and values. Internally, it creates a sense of pride and commitment to our common mission and purpose.

This unified graphic identity will help to strengthen the Wallenpaupack name and image through a consistent branding, a distinctive mark used throughout all of our events, publications, and activities.

The guidelines will assist in presenting a consistent, correct visual identity in any situation. We ask that you follow these guidelines with respect to all Wallenpaupack logos and wordmarks (text representations). Identity guidelines policy can be obtained in the athletic office.

Questions regarding this policy should be directed to the Athletic Director or appropriate building principal.

Accountability Form

At the end of the school year, each booster club is asked to fill out an "Accountability Form" which is a report of revenue and expenditures made throughout the year. Receipts should be attached to this form. All reporting is due by May 30th of each school year. This form is a requirement for Booster Clubs to be recognized by the Wallenpaupack Area School District. **(See Appendix J).**

Appendices

Appendix A..... Philosophy/Program Objectives
Appendix B..... Sample Constitution/Bylaws
Appendix C ..... Fundraising Proposal Form
Appendix D ..... District Policy - Gifts, Donations
Appendix E ..... Use of School Facilities
Appendix G ..... Non-Routine Interscholastic Team Travel Request
Appendix H ..... PIAA Amateur Status/Awards
Appendix I ..... PIAA Sportsmanship Program
Appendix J…… Accountability Form

PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS PROGRAMS

The Board of School Directors believes that the purpose of an interscholastic athletics program is to provide learning experiences that will contribute to the personal, physical and psychological development of the individual student athlete. These learning experiences will be consistent with the educational goals of the Wallenpaupack Area School District as outlined in its Mission Statement and will complement the academic program of the district. Hence, participation in interscholastic athletics can serve an important role in meeting the needs of secondary-level students within the total educational process.

The Wallenpaupack Area School District interscholastic athletics program is both voluntary and competitive and will be designed to meet the needs of student athletes. In order to participate, student athletes must be physically healthy, academically qualified, and willing to make a significant personal commitment to maximize the development of their knowledge, skills, and attitudes relative to the particular sport.

All athletic teams will operate under the leadership and supervision of an effective coaching staff committed to accomplishing the educational goals of the school system. Members of the coaching staff will employ safe and educationally sound techniques designed to actively promote the development of the student athlete as a whole person. Also, coaches will be expected to continually improve their coaching techniques through participation in appropriate professional development programs.

The school administration, especially the Athletic Director, and the secondary principals, will provide a supportive environment for the coaches and athletes at all levels. All district administrators will be committed to the philosophy stated herein.

The interscholastic athletic program will be increasingly competitive as students' progress through the junior high, the junior varsity and the varsity levels. The earlier levels will serve as developmental programs for the more advanced levels. Varsity Coaches will work with junior varsity and junior high coaches to coordinate the developmental aspects of the program in each particular sport.

At the junior high/middle school level of interscholastic competition, coaches will place a strong emphasis on instruction and maintain sufficient levels of participation in that sport to allow the individual student athlete to develop his/her athletic potential. Participation and development of skills in a sport will be valued above the winning of contests. The needs of the team should be balanced with the developmental needs of the individual team members. The number of participants accepted for membership on a team, however, must support this commitment to high levels of instruction and participation.

At the junior varsity level, instruction, and the development of individual skills for all athletes will continue to be emphasized. However, team success in inter-school competition will also be valued. Athletes will become increasingly aware of the importance of teamwork and a positive attitude toward team success. The number of athletes selected for the team will allow the coaches not only to instruct and assist the participants in their individual development but also to teach teamwork as an important factor in interscholastic competition.

At the varsity level of interscholastic competition, coaches will have the dual responsibility of fostering individual skill development and achieving team success. To achieve this end, the most effective student athletes judged by the coaching staff, regardless of grade level, will be given the opportunity to further develop their athletic abilities and to participate at the most advanced levels of interscholastic athletic competition. Coaching emphasis will be placed on helping the members of the team to work together and to develop a strong desire to attain the highest possible levels of team success.

The superintendent is directed by the Board of School Directors to develop, disseminate, maintain, and periodically revise the administrative procedures, including but not limited to handbooks for coaches and student athletes, necessary to implement the intent of this policy as well as an annual evaluation process for coaches. Appropriate in-service programs for coaches relative to this policy and the above procedures will also be provided.

PROGRAM OBJECTIVES

- To complement the philosophy of the school.
- To develop a positive program of interscholastic athletics in the Wallenpaupack Area School District.
- To represent the Wallenpaupack Area School District and its interscholastic athletic program in a positive and constructive manner.
- To strive for playing excellence that will produce successful teams within the bounds of a sense of fair play and mental health of the student athlete.
- To Provide the opportunities to the individuals:
    - Physical, mental, and emotional growth and development.
    - Acquisition and development of special skills in activities of his/her choice.
    - Development of desirable social traits such as loyalty, cooperation, and fair play.
    - Development of leadership skills.
    - Achievement of goals.
    - Worthy use of leisure time.
    - Practice of self-discipline, self-motivation, and fair play.
    - Commitment to team goals over personal effort and recognition.
- To develop an athletic program that meets a wide range of interests.

Appendix B

CONSTITUTION OF _____ HIGH SCHOOL BOOSTER CLUB

ARTICLE I: Name

The name of this organization shall be the _____ High School Booster Club.

ARTICLE II: Purpose and Function

It is the purpose of the _____ High School Booster Club to encourage and support the _____ High School Interscholastic Athletics Philosophy and all sport activities.

ARTICLE III: Membership

Membership shall be open to any person who subscribes to the purpose and function of the High School Booster Club.

ARTICLE IV: Board of Directors

Section I - The affairs of the club shall be managed by a nine (9) member Board of Directors who shall comply with the Constitution and By-laws of the _____ High School Booster Club. The Athletic Administrators shall represent the administration of _____ High School and shall serve as an ex-officio member of the Board of Directors. A representative of the coaching staff, to be determined by the coaching staff may also serve as an ex-officio member of the Board of Directors.

Section II - No member of the Board of Directors shall serve more than three (3) consecutive years, including the fulfillment of an unexpired term of a previous board member.

ARTICLE V: Officers

The officers of the club shall be adult members and shall consist of the President, a Vice-President, Secretary and Treasurer.

ARTICLE VI: Meetings

Section I - Two (2) regularly scheduled meetings shall be held annually. An annual meeting shall be held in May and a membership meeting shall be held in September.

Section II - Meetings other than the two (2) yearly meetings will be conducted upon call of the President or any five (5) members of the Board of Directors.

ARTICLE VII: Amendments

These Articles of the constitution may be amended at a meeting of the membership by a two-thirds (2/3) affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days prior to the meeting.

SAMPLE

BY-LAWS OF THE _____ HIGH SCHOOL BOOSTER CLUB

ARTICLE I: Membership

Section I - Qualification

A. Persons who subscribe to the purpose and function of the _____ High School Booster Club.

B. Annual dues for membership shall be five (5) dollars for family membership and three (3) dollars for single membership.

Section II - Representation

Each adult member is entitled is entitled to one vote when personally in attendance at meetings of the club.

SAMPLE

ARTICLE II: Board of Directors

Section I - Number and Term of Office

The business and operation of the club shall be managed and controlled by a board of nine (9) directors who shall be elected by a plurality vote of the members at the annual (May) meeting. Three (3) directors shall be elected each year for a term of three (3) years, except at the first election, when the terms shall be determined as a result of a draw once the Board has been elected. The draw for the first year shall be, three for a term if three (3) years, three for a term of two (2) years and three for a term of one (1) year.

Section II - Vacancies

In case of any vacancy on the Board of Directors, a successor to hold office for the unexpired term shall be elected by the members at the following meeting.

Section III - Meetings

Board of Director's meetings shall be held at the time and place called by the President

Section IV - Quorum

A majority of the directors present at a scheduled meeting shall constitute a quorum for the transaction of business.

ARTICLE III: Officers

Section I - Officers

The officers shall be elected by the Board at a meeting of the Directors following the annual (May) meeting. The Board, from their number, shall elect for the ensuing year, a President, Vice-President, Secretary and Treasurer.

Section II - Vacancies

In case of a vacancy of any office, this vacancy shall be filled by the Board of Directors.

Section III - Duties

A. The President:

1. Shall preside at all meetings of the club and of the Board of Directors
2. Shall personally represent the club or appoint a delegate where representation is deemed advisable.
3. Shall appoint committees and committee chairmen.
4. Shall effect compliance with the rules, regulations, and policies of the Board of Education and the _____ High School Athletic Department.

B. The Vice President:

1. Shall have such powers and perform such duties as may be delegated to him/her by the President.
2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers of the President.

C. The Secretary:

1. Shall keep the minutes of all meetings of the Board of Directors.
2. Shall keep such other records as directed by the Board of Directors
3. Shall sign with the President, or with the Vice-President, all contracts in the name of the club.
4. Shall perform all the duties usually incident to the office of Secretary, subject to the control of the Board of Directors.

D. The Treasurer:

1. Shall keep the financial records of the club, collect dues, pay bills on approval of the Board of Directors, and have custody of all funds and property of the club.
2. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Board of Directors.
3. Shall be bonded as prescribed by the Board of Directors.

ARTICLE IV: Finance

The funds are to be deposited in a bank approved by the Board of Directors and may be withdrawn on the signature of the Treasurer and President or Vice-President.

ARTICLE V: Fiscal year

The fiscal year of the Booster club shall begin August first and end July thirty-first.

ARTICLE VI: Basic Policies of Operation

The following are also policies of the club:

A. The club shall be non-political and non-sectarian.

SAMPLE

B. The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose which cannot be appropriately related to the objectives of the organization.

C. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of or in opposition tom any candidate for public office.

D. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.

E. In the event of the dissolution of the club, its assets shall be distributed to the _____ High School Athletic Department and in accordance with the non-profit status provided by the Internal Revenue code as from time to time amended.

SAMPLE

ARTICLE VII: Amendments

These By-Laws may be amended at a meeting of the membership by a two-thirds affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

ARTICLE VIII: Parliamentary Authority

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-laws.

ARTICLE IX: Finances

The following language details the financial policies of the club:

A. The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. They shall be disbursed only by the Treasurer upon the approval of the Board of Directors by properly drawn warrants upon the deposits of the association.

B. The President of the association shall have the authority to authorize expenditures up to one hundred dollars ($100.00) each month from the association's funds when it is not feasible to call a special meeting of the Board of Directors. A report of these expenditures shall be given at the next regular meeting.

C. This association is organized as a non-profit organization per section 501© (3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any
of its funds or property. In the event of the dissolution of this association, any fund or property remaining shall be turned over to the _____ Board of Education.

D. All funds collected by the offices or members of the Board of Directors shall be deposited in an account approved by the Board.

E. The Treasurer of the association shall pay by check all debts of the association within seven (7) days after receipt or on approval by the Board of Directors.

F. The Treasurer of the association must be bonded in the amount set by the Board of Directors. The fee for the bond is to be paid for by the association. The bond must be payable to the _____ Board of Education. No bonding company report shall be made public to the Board of Directors or Officers of the association.

SAMPLE

G. All projects that require financial obligation of the club as proposed by coaches will be presented to the Board of Directors by the Coordinating Vice-President, on the approval forms as stipulated by the Board of Directors. This will be done at the May meeting in order for the newly elected Board of Directors to plan their budget for the following year. The budget shall normally be voted on at the June meeting. Budgets may be changed by a vote of the Board.

H. Total expenditures cannot exceed approved total budgeted amounts without the approval of the Board of Directors. No single item expenditure can exceed more than 5% of the budgeted amount for that item. Item is to be defined as those approved by the Athletic Booster Club, listed on the "Itemized Request for Funds" form and submitted to the President of the Athletic Booster Club Board. Unused funds cannot be applied to other items without the approval of the Board of Directors.

I. An annual audit by one or more non-Board members shall be required. The treasurer will be required to submit a detailed report at the end of each year. The incoming President and one other officer shall select an auditor or auditors. A formal letter by the auditor or auditors shall be standard procedure expressing the findings and will be filed in the records of the Club.

ARTICLE X: Amendments

This Constitution and By-Laws may be amended at any Annual Meeting of the association by the affirmative vote of two-thirds of the members present, provided that any proposed change shall be presented for discussion and debate no later than the April meeting and that it be listed on the agenda for the Annual Meeting.

A revision of this Constitution and By-Laws has been approved by a two-thirds affirmative vote of the members present at the Annual Meeting held on _____ and is in effect beginning _____.

ARTICLE XI: Signatures of Officers

President _____

Past President _____

Vice President _____

Secretary _____

Treasurer _____

SAMPLE

Appendix C

Wallenpaupack Area School District
Athletic Booster Club
Proposed Fundraising Activity

Booster Club Name: _____

Contact Person: _____

Mailing Address: _____

_____

I. Nature of Activity _____

_____

II. Date(s) of Activity _____ to _____

Month/Day/Year Month/Day/Year

III. Anticipated Use of Revenue _____

_____

_____

IV. Financial Goal _____

_____ _____

Booster Club President - Signature/Date Head Coach - Signature/Date

_____ _____

Athletic Director - Signature/Date Assistant Principal- Signature/Date

Appendix D

No. 702 SECTION: PROPERTY TITLE: GIFTS, GRANTS, DONATIONS

Purpose

The Board recognizes that individuals and organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

Authority

The Board has the authority to accept such gifts and donations as may be made to the district or to any school in the district.

The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to adversely affect the district.

Any gift accepted by the Board or its designee shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district.

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board will make every effort to honor the intent of the donor in its use of the gift but reserves the right to utilize any gift it accepts in the best interests of the educational program of the district.

In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Business Manager shall ensure that all gifts shall be recorded in the appropriate inventory listing and property records. Any grants or donations shall be recorded appropriately.

Delegation of Responsibility

The Superintendent shall:

1. Counsel potential donors on the appropriateness of gifts.

2. Encourage individuals and organizations considering a contribution to the schools to consult with the principal or Superintendent before appropriating funds to that end.

3. Report to the Board all gifts which s/he has accepted on behalf of the Board.

4. Acknowledge the receipt and value of any gift accepted by the school district.

5. All staff who are approached by potential gift-givers/donors who desire to provide a gift, grant or donation to the school or school district, shall direct such gift-givers/donors to their supervisor, who shall in turn notify the Superintendent or designee.

Appendix E

Wallenpaupack Area School District
Request for Use of Facilities

Name of Organization: _____

Type of Program /Purpose of Event: _____

Name of School Building/Area or Room requested: _____

Are you charging admission? Yes ☐ No ☐ Are you asking for a donation? Yes ☐ No ☐

Is this group non-profit? Yes ☐ No ☐

What district supplies/property/services are you asking to be supplied? (Subject to approval not all requests can be granted)

Date of Event: _____ **Time of Use**: _____ to _____ **Doors open to public**: _____
Day, Month/ Date/ Year (If requesting more than one day-list each day and time below)

Consecutive Dates: _____

Expected Attendance Number: _____ (Large groups will need to have security on premises see #6 below).

Regulations:

1. Application for use of facilities **must be made in advance** to the appropriate building principal with the understanding that: **a.** School activities take precedence over outside groups**. b.** The application may be rejected if the group, or activity planned by the group, can, in the opinion of the administration, create a problem for the school district. **c. If school is cancelled, dismissed early or after school events are cancelled, due to weather conditions, the building becomes unavailable for your event as well.**

2. **Proof of insurance to cover the activity will be required prior to any private use of the school facilities. Please attach a copy of certificate of liability insurance indicating Wallenpaupack Area School District as an additionally insured.**

3. Documentation must be provided evidencing that the school district shall be held harmless by the user. for any liability that arises from use of school facilities by the individual or group. (See attached)

4. When a group uses any equipment technically difficult to operate, it will be required that **district personnel** who has **knowledge** of such equipment must operate it, and that he/she will be paid for his/her services by the user group. The Cost for this service is $90 per hour.

   Cost of Service**: _____**

5. A maintenance person must be on duty when an activity is held in any building or athletic fields. School maintenance persons on duty are responsible for opening and closing the building, policing it, and cleaning the premises after use. The facilities should be left clean and be placed in order for the next school session. Additional maintenance services, if needed, must be paid for by the organization at the rate of $47 per hour.

   Cost of Service: _____

6. **When a renter requests use of special facilities such as gym, auditorium, etc**., the renter will be responsible for paying for security contracted by the school as deemed necessary by the administrators at a rate of $48 per hour. Cost of Service: _____
7. Rental Fee: Fee for using a Concession Stand: $_____

8. The renter is responsible for any damages caused by the group and will be charged accordingly for repairs or replacement.

9. **There shall be no smoking in school buildings or on school grounds**.

10. Adequate adult supervision must be provided for each activity. (1:30 ratio – adult: students)

11. Gambling, immoral, or unbecoming conduct will not be permitted all school properties. Alcoholic beverages are prohibited on all school properties.

12. Individuals shall not use, access, or enter upon any portions of the school facilities not specified in the approved written request form.

13. When advertising or promoting activities held at school facilities, individual and community groups shall clearly communicate that the activities are not being sponsored by the school district.

14. **The school district reserves the right to remove from the school district premises any individual or community group who fails to comply with the terms and conditions of this policy.**

15. In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school district property.

Please complete the following information: Date Submitted: _____
I agree to abide by the rules and regulations as listed in the Wallenpaupack Area School District's Use of Facilities Policy.

Name of Responsible Person: _____
(Please, print first and last name)
Signature of Responsible Person: _____

Mailing Address: _____ **State**: _____**Zip**: _____

Telephone Number: _____ **Cell Phone**: _____ **email: _____**

You will receive confirmation via one of the options provided above.
****
APPROVED BY: _____ **DATE**: _____
Total Estimated Maintenance Fee: $ _____ (see item #5)
Total Estimated Security Fee: $ _____ (see item #6)
Total Other Fees: $ _____ (see items # 4 & #7)

Send completed forms to
Brett Buselli
Wallenpaupack Area High School
2552 Route 6
Hawley, PA 18428
Email: busellbr@wallenpaupack.org or Fax to (570) 251-3187

Copies to: Head Custodian____ Representative____ Calendar____ Secretary _____

Wallenpaupack Area School District
HOLD HARMLESS AGREEMENT

I, _____ **as the requesting officer for group,** applies for permission to
(Print name)

use the Wallenpaupack Area _____ on _____
(building/facility) (Day, Month/Date/Year)

from _____ to _____ for the purposes of:
(Beginning time) (end time)

_____

In consideration for permitting the use of the named school facilities,

I, _____**as the requesting officer for the group**, hereby agree to be.
(Print name)
responsible for any damages to those or other school facilities or property resulting from or in connection with our use thereof.

I, _____**as the requesting officer for the group**, further agree to indemnity.
(Print name)

and hold harmless the Wallenpaupack Area School District from any claim, loss or damage arising from or by reason of any bodily injury, death or property damage resulting from or in connection with our use of school facilities or property.

Name_____
(signature)
Title _____

Date _____

Please note: If the district closes school, dismisses early, or cancels after school events, in the event of inclement weather, the building(s) become unavailable for your scheduled event. This information is made available through the local television and radio stations.

Appendix F

To All Groups Using WASD Concession Stands:

For everyone's health and safety, please follow these guidelines:

- Encourage frequent hand washing of those persons assigned to work in the Concession Stand.

- If concession stand workers choose to wear food-service or medical gloves while performing their duties, ensure that the gloves are latex-free, disposable and are changed frequently throughout the day/evening.

- Discourage concession stand workers from handling both food and money; work assignments should be delegated to ensure that one person handles money and others handle the preparation and distribution of food and beverages.

- Food items may not be stored in the concession stand unless they are appropriately contained, labeled with the Booster Club's name, and stored in refrigerators. Please take all other food items with you at the end of each game/use.

- All paper and plastic products may be stored in the back room of the HSN Concession Stand and designated areas of all other concession stands provided that they are placed in sealed, plastic storage containers and are labeled with the Booster Club's name. Beverage cases may also be stored in the back room of the HSN Concession Stand and designated areas of all other concession stands and should be labeled with the Booster Club's name. All stored items must be removed on the day following the sports teams' final home game or they will be discarded.

- Thoroughly clean all appliances, counters, and sinks after each use.

- Place all waste in the appropriate garbage or recycling receptacles.

- Please report the damage or malfunction of any Concession Stand equipment to the Athletics Department.

- Remove all locks from drawers at the end of each season and empty their contents. Thoroughly clean the drawers.

Thank you for your cooperation!!!

Appendix G

WASD Department of Athletics
Application for Non-Routine Interscholastic Athletics Team Travel

Team _____ Proposed Competition _____

Location _____ Date(s): _____

Expenses

Entry Fee _____

Transportation (Carrier(s)) _____

Lodging _____

Meals _____

Other _____

TOTAL PROJECTED EXPENSES: _____

Source of Funding _____

_____

Describe how this competition is educationally and physically sound for the athletes that are involved. How does it support the best interest of the individual sport? How does is support the overall athletics program? Please be specific; additional pages may be attached, if needed:

_____

_____

_____

_____

_____

_____

Appendix G (continued)

What is the qualifying criteria for entry? _____

_____

Which participant groups will attend? _____

_____

What is the itinerary for this travel proposal? _____

_____

_____

_____

_____

How many days of school will be missed? _____

Is this an appropriate level of competition for this squad? _____

Title XI balance? _____

Presented By: _____ Date: _____

Athletic Director: _____ Date: _____

_____ AD Approve Date: _____

_____ AD Disapprove Date: _____

Appendix H

PIAA By-Laws, Article II

Amateur Status and Awards

Section 1. Amateur Status Required

To be eligible to participate an in Inter-School Practice, Scrimmage, and/or Contest, a student must be an amateur in the sport involved. An amateur student is one who engages in athletic competition solely for the educational, physical, mental, social and pleasure benefits derived thereof.

Section 2. Loss of Amateur Status

A student loses amateur status in an interscholastic sport whenever:

A. The student the student's parent(s) or guardian(s), receives compensation, or other consideration, or an award not permitted under Section 3 hereof, for or related to the student's athletic ability, participation, performance, services, or training in a sport.
B. The student receives Consideration for becoming a member of an athletic organization or school.
C. The student plays on a professional team or as an individual professional athlete in that sport.
D. The student signs a contract whereby they agree to compete in any athletic competition for Consideration. It is not a violation for a high school student to attend, and participate in a professional try-out camp, provided that (1) no compensation or expenses are paid to the student; (2) the try-out lasts no longer than forty-eight hours; and (3) if in the sport of baseball, the student's participation is otherwise in conformity with the National Federation Major-Minor League Agreement.
E. The student sells or pawns the student's athletic achievement awards.

Section 3. Permissible Awards

A. **Member Schools**: A student may accept, from the student's school, or a school-affiliated booster club, items of apparel, a blanket, watch, ring, scroll, carry-on, or warm-up bag, photograph, medal, plague, or similar award, with appropriate institutional insignia or comparable identification, upon completion of a season of participation on a Team and/or for earning the official school letter or award.

B. **Sponsors of Athletic Events:** A student may accept from the sponsor or sponsors of an athletic event or group of athletic events, items of apparel, a blanket, watch, ring, scroll, carry-on, or warm-up bag, photograph, medal, plaque, or similar award with appropriate institutional insignia or comparable identification, if the student participated in the athletic event and/or earned an award for an athletic event or events. The fair market value of items provided to any such student may not exceed $500. Such sponsor or sponsors may also pay the expenses for a student to participate in educational programs, tours and field trips provided by the sponsor or sponsors in connection with the athletic event or events.

C. **Media and Other Public Recognition**: A student may accept, from a non-profit service organization approved by the Principal of the student's school, or the news media, items of apparel, a blanket, watch, ring, scroll, carry-on, or warm-up bag, photograph, medal, plaque, or similar award with appropriate institutional insignia or comparable identification in recognition of the student's athletic ability or performance, and present the same at a time appropriate to such recognition. The fair market value of items provided to any such student may not exceed $500.

D. **Banquets:** Students may also attend without charge of admission, athletic banquets sponsored by the institutions listed above in this Section 3.

E. **Participation Expenses:** A student may accept, from a school, and/;or the sponsor of an athletic event or group of athletic events, the reasonable and necessary expenses for transportation, lodging, and/or meals incurred by the student and/or the student's Team for participation in an athletic event or events. A school affiliated booster club may pay the reasonable and necessary expenses for their school students to attend a camp or clinic.

Appendix I

SPORTSMANSHIP: "THE ONLY MISSING PIECE IS YOU!"
PIAA Sportsmanship Program

The purpose of ***Sportsmanship: "The Only Missing Piece Is You!"*** program is to educate, to promote, and assist in the perception of and the practice of those qualities which are inherent in good sportsmanship.

The ideals of sportsmanship apply equally to all disciplines. Individuals, regardless of their roles in interscholastic athletics, are expected to be aware of their influence on the behavior of others and act in a responsible manner at all times.

What is Sportsmanship?

The American Heritage Dictionary defines sportsmanship as "one who abides by the rules of a Contest and accepts victory or defeat graciously. The Pennsylvania Interscholastic Athletic Association, Inc. (PIAA) defines sportsmanship as "those qualities which are characterized by generosity and genuine concern for others. Furthermore, an awareness is expected of the impact of an individual's influence on others' behavior."

The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life. However, its origin has been firmly established in sports, as conceptually and pragmatically a training ground for good citizenship and high behavioral standards. Sportsmanship is viewed by PIAA as a concrete measure of each school's and individual's understanding of their commitment to the educational nature of interscholastic athletics.

The responsibility for developing sportsmanship involves many different people. The complexity of this subject, in implementation, extends far beyond the boundaries of our definition. PIAA is philosophically and practically committed to the attainment and maintenance of all codes of behavior addressed in this manual.* While enforcement of these codes has priority status, the recognition of exemplary behavior is a major goal of this effort.

In recent years, the ideal of sportsmanship has often been relegated to a secondary role. A need exists to again make this role primary and to restore placement of interscholastic athletics in an educational perspective. The problems are quite evident and will require a maximum effort by everyone involved to achieve the desired outcomes. The modes of behavior contained in the manual explicitly define what is expected. Willful compliance by all concerned is necessary to achieve the goals of sportsmanship.

Athletics and their companion, competition, may be the last stronghold of discipline in our society. Athletics in particular are called upon to absorb more of their responsibility for teaching basic social values. Any contribution of this magnitude requires the development of positive, definitive programs. The behavior expected of any participant (direct or indirect) must be

explicitly spelled out; to that end comes the purpose of this manual.* The manual* provides the PIAA member schools with a comprehensive perspective on the rules of sportsmanship. It serves as a behavior guide for all groups involved with interscholastic activity, as well as a source of preventative information. The following material offers direction and guidance, along with expectations that correspond to the goals indicated.

"One man practicing good sportsmanship is better than 50 others preaching it."
-Knute Rockne

The Fundamentals of Sportsmanship:

1. GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST.

The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.

2. EXERCISE REPRESENTATIVE BEHAVIOR AT ALL TIMES.

A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

3. RECOGNIZE AND APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION.

Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but also reflects a true awareness of the Contest by recognizing and acknowledging quality.

4. EXHIBIT RESPECT FOR CONTEST OFFICIALS.

The officials of any Contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the Contest are a part of the Contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on a Contest official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

5. DISPLAY OPENLY A RESPECT FOR THE OPPONENT AT ALL TIMES.

Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, Team, or family. This fundamental is the Golden Rule in action.

6. DISPLAY PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY.

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

Guidelines for Behavior:

…SUPPORT GROUPS (BAND, BOOSTER CLUB, ETC.) ...

• Establish themselves as leaders in their conduct before, during and after Contests. Always provide positive support for your Team, rather than intimidating or ridiculing the other Team.
• Assist cheerleaders with cheers, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
• Treat opposing players, coaches, spectators, and support groups with respect and enthusiasm.
• Conduct themselves in an exemplary manner. Remember, you represent your school both home and away.
• Respect the integrity and judgment of Contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your group, your Team, and your community, in the eyes of all people at the event.
• Be an exemplary role model by positively supporting Teams in every manner possible, including content of cheers and signs.

…SPECTATORS...

• Remember that you are at a Contest to support and cheer for your Team and to enjoy the skill and competition; not to intimidate or ridicule the other Team and its fans.
• Remember that interscholastic athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
• A ticket is a privilege to observe the Contest, not a license to verbally assault others and be generally obnoxious.

• Learn the rules of the Contest so that you may understand and appreciate why certain situations take place.
• Show respect for the opposing players, coaches, spectators, and support groups. Treat them as you would treat a guest in your own home.
• Respect the integrity and judgment of Contest officials. Understand that they are doing their best to help promote the student-athlete and admire their willingness to participate in full view of the public.
• Recognize and show appreciation for an outstanding play by either Team.
• Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) before, and during Contests, and afterwards on or near the site of the Contest (i.e. tailgating).
• Use only those cheers that support and uplift the Teams involved.
• Recognize and compliment school and athletic administrators for their efforts in emphasizing the educational benefits of interscholastic athletics and the role of good sportsmanship to that end.
• Be a positive role model through your own actions and by censuring those around you whose behavior is unbecoming.

* The material presented in *Appendix I* is contained in Section VII of the PIAA® Handbook. For a complete copy of this section, log on to **http://piaa.org/resources/handbook**

Appendix J

TO: All Wallenpaupack Area School District Athletic Team Booster Club Presidents

FROM: Brett Buselli, Athletic Director

DATE: May 1, 2026

RE: Booster Club Reporting Accountability

Act 82 Article XVI-C: *Disclosure of Interscholastic Athletic Opportunities* requires that all public schools submit information regarding non-school resources including booster clubs, to the Pennsylvania Department of Education. This information must be reported on a yearly basis by the school district.

Please, complete the enclosed form by reporting all booster club revenue (receipts) and contributions (expenditures) for the 2026-2027 school year. Provide a brief description and dollar amount for each item on the form.

Please, submit the completed form to the athletic director in the high school Athletic Office no later than **May 30, 2026**. If you have any questions, please contact the athletic director at (570) 251-3018 or busellbr@wallenpaupack.org.

Thank you for your cooperation in this matter.

Cc: Travis Ey
Kerriann Horan

Name of Booster Club: _____ **Date:** _____

Wallenpaupack Area Athletic Department Accountability Form

ACT 82 Article XVI-C: Disclosure of Interscholastic Athletic Opportunities requires that all public schools submit information regarding non-school resources, including booster clubs, to the Pennsylvania Department of Education. Please, list all incoming revenue (receipts) and all contributions (expenditures) relative to booster club activity for the 2026 - 2027 school year.

REVENUE – Please list by line-item, a description of the revenue (receipt) accepted by the booster club and the item.

CONTRIBUTIONS – Please list by line-item, the contribution (expenditure) made by the booster club and the dollar amount for each Item.

Revenue (receipt)	Amount	Expenditure	Amount

TOTAL		**TOTAL**	

If needed, copy this form for additional space or use a separate form.

PLEASE SUBMIT TO THE ATHLETIC DIRECTOR BY May 30, 2026.

Wallenpaupack Athletic Office, Wallenpaupack Area High School, 2552 Route 6, Hawley, PA 18428

Submitted by: _____

Signature of person submitting the report

NAME, IMAGE AND LIKENESS (NIL)

FREQUENTLY ASKED QUESTIONS

PIAA recently amended its amateurism rules to include a provision to allow its student-athletes the opportunity to engage in certain commercial activities in their individual capacities. This provision is called the Name, Image and Likeness (NIL) provision and this set of FAQs is intended to help student-athletes and athletic administrators better understand PIAA's rule surrounding NIL activity.

STUDENT-ATHLETE

Q: What is Name, Image and Likeness and what are NIL activities?

A: Name, Image and Likeness ("NIL") is defined as the three components of a person's "right of publicity." A PIAA student-athlete may profit off the use of their own name, image, and likeness in certain permissible activities. Such permissible activities include commercial endorsements, promotional activities, social media presence, and product or service advertisements.

Q: What are the rules of NIL?

A:

- Students may not make reference to PIAA or PIAA member school.
- Students may not wear school uniform.
- Students may not endorse/promote 3rd party entities during team/school activities.
- Students may not wear apparel or display logo, insignia, or identifying mark of an NIL partner during any team/school activities unless it is a part of the uniform.
- Student must notify Principal or Athletic Director of their school within 72 hours upon entering into any type of NIL contracts/agreements.
- Students may not engage in any NIL activities involving, displaying, or endorsing products or services which are prohibited by PIAA By-laws.

Q: Which products or services are prohibited for NIL activities?

A:

- Adult entertainment products and services;
- Alcohol products;
- Casinos and gambling, including sports betting, the lottery, and betting in connection with video games, on-line games and mobile devices;
- Tobacco and electronic smoking products and devices;
- Opioids and prescription pharmaceuticals;
- Controlled dangerous substances;
- Weapons, firearms and ammunition.

Q: Can a student-athlete get paid to promote a product or service on social media?

A: Yes, so long as the student-athlete abides by the current rules and restrictions in place, then he or she will be able to promote a product or service on their social media accounts, including that of a social influencer.

Q: Can a student-athlete appear in a television or radio commercial for a local business?

A: Yes, so long as the student-athlete abides by the current rules and restrictions in place, then the student-athlete may appear in television and radio commercials.

Q: Can a student-athlete get paid to run a camp, clinic, or private lesson?

A: Yes, so long as the student-athlete abides by the current rules in place, then he or she will be able to run a camp, clinic, or lesson.

Q: Are there resources available to educate student-athletes/parents/guardians on NIL?

A: Yes, the NFHS Learning Center in collaboration with Advance designed the "Name, Image and Likeness" course to not only define NIL, but to also provide examples of how it can be leveraged by high school students, identify misconceptions that various stakeholders have about NIL, and highlight aspects that students and families should consider when interested in pursuing NIL opportunities.

MEMBER SCHOOLS

Q: Can coaches or administrators be involved in a student-athletes NIL activity?

A: No member school or anyone employed by a member school, including booster clubs, coaches, collectives, administrators and alumni may solicit, arrange or negotiate or pay for a student's use of their NIL. No one associated with or acting at the direction of a member school may use the promise of NIL opportunities to entice student-athletes to transfer or attend their school.

Q: If a school-issued uniform includes an item that a particular student has an NIL agreement with, may the student wear/use such item during team/school activities?

A: Yes, if the item/brand is a product of the school authorized uniform/equipment, the student may use without violation.

Q: **If an alumni of a member school owns a company that enters into an NIL partnership with a student that is currently enrolled at same school, is there a violation?**

A: There is no violation if the student is currently enrolled in that school and all other provisions of the rule are met.

Q: What are the consequences of violating the PIAA NIL provision?

A: The PIAA will review each instance on a case-by-case basis. Consequences could range from a warning to immediate suspension of eligibility. The student-athlete may be required to return any monies or goods received in violation of the rule.

Q: Could engaging in NIL activities impact a student's financial aid for college?

A: Yes, student-athletes and their families should be mindful that increased income may impact need-based financial aid and grants, including tax implications.

The following are a list of educational resources to assist individuals in the interscholastic community NIL education and highlight aspects that students and families should consider when interested in pursuing NIL opportunities.

PIAA www.piaa.org

NFHSLearn www.nfhslearn.com https://nfhslearn.com/courses/name-image-and-likeness

Advance www.advancenil.com https://advancenil.com/faqs/

WALLENPAUPACK AREA SCHOOL DISTRICT

Records Management Plan

2026 - 2027



Administration Office

2552 Route 6

Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. D r . Keith E. Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570- 226-4557 Ext. 3000.

Wallenpaupack Area School District

Record Retention and Disposition Schedule

Implementing Administrative Regulations
Pursuant to School Board Policies 830.1, 830, 800 and 216

Revised October 2023

Wallenpaupack Area School District Record Retention and Disposition Schedule

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Records Disposal Request
Records Disposal Log

1. Purpose

This Records Retention and Disposition Schedule provides guidelines to implement School Board Policies 800 Records Retention and 216 Student Records. The purpose of these guidelines is to provide a plan for managing the District's records and to provide continuing authority to dispose of records which are no longer needed or useful to the District. Retaining only necessary electronic and physical records will reduce cost and storage space needed for record retention, and will conserve the District's resources. Moreover, this schedule provides an orderly and systematic records retention system – providing a basis for an organized and functional use of District records.

2. Schedule Must Be Followed

This Records Retention and Disposition Schedule can only function effectively to conserve District resources and costs if followed by all of the District's employees. This schedule establishes the **minimum length of time** for retention of the records identified below. No records shall be intentionally destroyed in contravention of this schedule except as enumerated below.

3. Record Retention Officer

The Superintendent shall identify a "Record Retention Officer" as central point of contact for the District who will coordinate the retention and disposition of records in accordance with this schedule. No records identified herein may be destroyed without approval of the Record Retention Officer. The Record Retention Officer shall maintain a log of all records destroyed pursuant to this schedule.

4. Record Disposal Procedure

The following procedure must be followed for the destruction of any of the records identified in this schedule.

a) A request to dispose of a non-permanent record shall be submitted to the Record Retention Officer by the employee requesting permission to dispose of the record(s), or may be initiated by the Record Retention Office unilaterally, utilizing a Record Disposal Request Form (attached as Appendix A).
b) The Record Retention Officer shall review the destruction request and shall grant the disposal request upon verification that the applicable retention period identified herein has been met.
c) Upon review, the Record Retention Officer shall indicate approval or disapproval on the request form and return a copy to the employee who submitted the disposal request. If approved, the employee may then destroy the records identified on the request form.
d) If approved, the Record Retention Officer shall record the disposal of the records in the records disposal log that he or she maintains. (Attached as Appendix B)

5. Methods of Record Disposal

If records destroyed pursuant to this schedule may contain confidential information, care must be taken to ensure the continued security and confidentiality of that information. Paper and physical records that may contain confidential information shall be shredded or incinerated. Electronic records that may contain confidential information shall be overwritten or destroyed in such a manner that confidential information may not be readily recovered. Any records stored with a vendor or contractor that are disposed of pursuant to this schedule may be destroyed directly by the vendor or contractor with written assurances that the records have been destroyed.

6. Duplicate Records

This schedule applies to any form of the records identified herein (paper, digital, microfilm, book, other electronic media, etc.) and only applies to the one official record. Duplicate copies need not be retained. Wherever practicable, the original record shall be maintained as the official record.

7. Retention of Records Received Via Email

This schedule provides for the systematic retention of e-mail for a limited period of time. However, in many cases, other records identified in this schedule with longer retention periods may be received via e-mail (e.g. accident report received via e-mail; employee requests for leave; special education records, etc.) In such a case, it is the responsibility of the employee(s) receiving the e-mail record to retain the record in accordance with this schedule, even if that requires saving the record in a format other than via e-mail.

8. Litigation Hold Procedures

No record, that would otherwise be eligible for disposition pursuant to this schedule, shall be destroyed if the District becomes aware that the record may be needed for pending litigation.

Any District administrator, upon being notified of pending litigation and/or the need to preserve certain records for litigation, shall immediately notify the Superintendent and the Records Retention Officer in writing to ensure the preservation of the proper records and suspension of any record disposal activities for the records in question. The Records Retention Officer shall coordinate with the District Solicitor or Special Counsel to ensure that all required records are preserved for the duration of any litigation. Records retained pursuant to a litigation hold shall be retained until the final disposition of all litigation proceedings and upon the written instruction by the attorney for the District that the records may be destroyed.

9. Records NOT In This Schedule

Records not identified in this schedule may be disposed of without written approval by the Records Retention Officer **unless** the employee has been notified that the record is subject to a litigation hold or has been notified that the record is currently the subject of a Right to Know Request under Pennsylvania law. If the employee has been notified of such a request or litigation hold, the record shall not be destroyed except with permission by the Record Retention Officer

10. Exceptions

Requests for exceptions to this schedule should be submitted in writing to the Records Retention Officer. Upon review of the request, and only with approval of the Superintendent, the Records Retention Officer *may* grant an exception to this schedule so long as the exception does not substantially impede the overall purpose of this schedule as stated above.

11. Interpretation

Under certain circumstances it may be unclear which retention time period applies to a particular record. In such a case, the Records Retention Officer shall be responsible for interpreting the applicable retention period pursuant to this schedule.

12. Review

The Superintendent, or his or her designee, shall ensure that this Records Retention and Disposition Schedule is reviewed regularly to ensure full compliance with mandatory legal retention periods and to ensure that the schedule is achieving the Board's stated purpose enumerated above. Any suggested changes to this schedule should be submitted to the Records Retention Officer.

13. Calculation of Time Periods

Each school year shall begin July 1 and end on June 30. Records may be disposed of after June 30 of the year in which the retention period expires.

Examples:

A. Records retention period is until the conclusion of the school year. Record is dated Feb 2, 2013.



Records may be destroyed as of July 1, 2013.

B. Record retention period is one year. Record is dated Feb 2, 2013.



Record may be destroyed as of July 1, 2014.

14. Policy Availability

All employees shall be provided with a copy of this Records Retention and Disposition Schedule along with School Board Policy 800 Records Retention and School Board Policy 216 Student Records. The policies and the Record Retention and Disposition Schedule shall also be posted on the District's website.

15. Special Rules For Interpreting These Guidelines

These procedures are intended to establish internal expectations of the District for its staff in the implementation of District Policy 216 Education Records and District Policy 800 Records Retention. These procedures are not intended to establish legally binding norms or enforceable rights or causes of action in any individual, including students and their parents. The intent of these procedures is to enable the District to comply with existing legal record keeping requirements without retaining unnecessary records and documents. To the extent that any provision of these guidelines is determined to violate any law, that provision only shall be deemed void, and the remainder of these procedures shall remain in effect.

15. ADMINISTRATION RECORDS

Category	Description	Retention Period
Boundary Changes – District Map	Maps and any description of changes to District boundaries	Permanent
Building sign in / sign out documentation	Documents signed by students, parents, and other school visitors showing arrival and departure	Retain until the conclusion of the school year
Calendar (as adopted by School Board)	Official calendar reflecting number of days and length of school day, as well as scheduled District activities	Permanent
Census Records	Official census records conducted once per decade	Permanent
Election Records	Ballots or official reports, notifications, petitions, publications	Retain 1 year or 1 year after the conclusion of any challenge to election results, whichever is later
Correspondence / E-mail	All formal and informal correspondence **(including e-mails)** to or from school district employees	Retain 3 years
Litigation Records	Any records related to litigation filed against the District, its employees, or contracted parties, or anticipated litigation for which the District has been provided written notice.	Retain 3 years from the final disposition of litigation
Memoranda of Understanding	Records documenting responsibilities and relationships for multi-agency cooperatives (i.e. vo-tech, special education placements, etc.)	Retain 5 years from the conclusion of the arrangement
Minutes	Minutes of School Board and designated committee meetings	Permanent
Policies	Official School Board policies	Retain until 5 years after policy is changed or repealed
Publications	Official District publications including District and Student generated newsletters,	Permanent

	newspapers, and yearbook	
Recordings of Board Meetings	Digital and/or taped recordings of School Board and designated committee meetings	Retain only until board minutes are officially approved.
Reports to State Department of Education	Annual or other official reports generated by the District and submitted to PDE	Permanent
Security Recordings		***See* Health and Safety Records**

16. BUILDING RECORDS

Category	Description	Retention Period
Accident/Damage Reports	Reports of damage to, or accidents with school property	Retain 10 years
Building Maintenance Records		Retain until obsolete
Building and Construction Permits	Plans, inspection reports, and applications	Retain 10 years
Building and Grounds Records	Blueprints, specifications, abstracts, deeds, title papers, final inspection reports, and occupancy permits	Permanent
Building Equipment and Other Fixed Asset Records	Equipment, appliances, fixtures, materials, inventories, manuals, depreciation schedules	Life of the item

17. CURRICULUM RECORDS

Category	Description	Retention Period
Class Schedules	Schedule of classes for each school building	Retain 3 years Ref: 34 C.F.R. §80.42
Class Weight Schedules	Schedules explaining any weight given to AP or Honors classes in calculating grade point averages	Retain 21 years
Course Lists	List of middle school and high school courses with program descriptions	Retain 5 years Ref: 34 C.F.R. §80.42
Course records	Syllabi, course outlines and	Retain 3 years

	summaries, reading lists, handout materials	Ref: 34 C.F.R. §80.42
Curriculum development records	Program information, recommendations, program details, procedures, research basis for programming	Retain 5 years
Graduation Requirements	List of Courses required for graduation	Retain 21 years
International Baccalaureate Documentation	Program applications, progress reports, program requirements, records of certificates awarded	Retain program requirements for 21 years. For other enumerated records, retain until the conclusion of the school year and then transfer to the student's cumulative file.
Standardized Assessment Results	Group results of state, federal, and academic progress monitoring through standardized testing, as tabulated and reported by class, grade, or school. **[*See* Student Records for *individual* student test results]**	Retain 10 years
Student Handbooks		Retain 21 years
Textbook Adoption Records	Records related to the adoption and approval of textbooks	Retain 5 years
Textbook Order Records and Inventories	Order records and inventories of classroom issued textbooks	Retain 5 years

18. FINANCE RECORDS

Category	Description	Retention Period
Accounts Payable Records	Invoices, purchase orders, credit documents, freight bills/claims, acknowledgements/orders/shipping notices, purchasing contracts, travel expense documents, IRS 1099 forms, statements of services rendered	Retain 6 years
Accounts Receivable Records	Records and ledgers documenting monies owed and paid to the	Retain 6 years

	District, include tax revenue records, state and federal funds received, and others amounts received with the amounts and source	
Annual Financial Report	Annual school district financial report	Retain Permanently
Audit Reports	Any internal or external audit report	Retain Permanently
Bank Statements	Bank register of transactions, credits, debits, and checks, reconciliation statements	Retain 6 years
Bond Records	Any documentation related to the issuance of bonds including bond ledgers and registers, official statements and publications, and authorizing documentation	Retain 6 years after the debt is retired and final audit completed
Budget Records	Final budget approved by School Board	Retain Permanently
Budget Preparation Records	Records created and used during school district budget development including cost statements, estimates, justifications, spread sheets, and other background materials	Retain 6 years
Contracts for Services	Any contract in which the District is a party	Retain 6 years after the expiration or termination of the contract
Deeds, Title Papers, Mortgage Notes		***See* Building Records**
Employment Contracts		Retain 6 years after expiration or termination of the contract
Grant Documents	Grant applications, awards, budgets, expenditures, reimbursements, audits, and related papers	Retain 6 years from the closing of the grant, or retain the period of time required by the grant source (whichever is longer)
Insurance Policies & Claims	Health, dental, property, life, liability, etc. policies, waivers, amendments, and claims filed.	Retain 6 years beyond expiration of policy term
Insurance Documents	Insurance quotes or bids (accepted and rejected), research, correspondence to/from insurer	Retain 6 years
IRS W-9 Forms		Retain 6 years after final

		1099 is issued
Lease Agreements		Retain 3 years after expiration
Property Appraisals		Retain until superceded
Quotes	Successful and Unsuccessful	Retain 3 years Ref: 24 Pa. C.S. § 8-807.1
Sealed Bids	Successful and Unsuccessful	Retain 6 years
Student Activity Accounts	Bank statements, registers, cash receipts, cancelled checks and ledgers	Retain 6 years

19. FOOD SERVICE RECORDS

Category	Description	Retention Period
Audit Reports		***See* Finance Records**
Bids Received for Food and Supplies	Successful and unsuccessful bids received for food and supplies	Retain 6 years, or until the completion of any active audit, whichever is longer
Contracts / Written Agreements with Service Providers	Contracts and written agreements with food service vendors and suppliers	Retain 4 years, or until the completion of any active audit, whichever is longer
Daily Meal Count Records		Retain 4 years, or until the completion of any active audit, whichever is longer
Food Service Financial Records	Food service related purchase orders, invoices, state and federal income, records of payments made, registers, operating reports, and any other related financial records	Retain 4 years, or until the completion of any active audit, whichever is longer
Free / Reduced Price Meal Applications	All applications (whether approved or denied), verification records, notices to families regarding acceptance/denial, lists of eligible students	Retain 4 years, or until the completion of any active audit, whichever is longer
Inventory Records	Weekly, monthly, and yearly inventory records	Retain 4 years, or until the completion of any active audit, whichever is longer
Menus / Food Production Records	Menus and other records documenting daily food production	Retain 4 years, or until the completion of any active audit, whichever is longer

20. HEALTH & SAFETY RECORDS

Category	Description	Retention Period
Employee Accident Reports	Any report regarding an employee accident	Retain 6 years
Reports of Suspected Child Abuse	Written copy of any report of suspected abuse submitted pursuant to the PA mandatory reporting law	Retain until the conclusion of the school year in which the Student turns 50 years old
Security Tapes and Images	Any digital or video recording from school security cameras	Do not retain unless moved to a student records maintenance site. In such a case, retain until final disposition of any matter related to the recording or 3 years, whichever is longer
Student Health, Immunization, and School Nurse Records	Records of immunizations, allergies, documentation of care provided by school nurse, results of vision and hearing screenings, anecdotal notes	***See Student Records***

21. PAYROLL RECORDS

Category	Description	Retention Period
Garnishment Records	Notices and records related to garnishments of wages	Retain 3 years after expiration of the garnishment
Payroll Adjustment Records	Records with amounts withheld or paid for Federal and State taxes, insurances, retirement, and any other deductions or payments	Retain 3 years
Payroll Register	Includes name, address, DOB, occupation, rate of pay, salary history, compensation earned each week for the duration of District employment	Retain 3 years after final payment of benefits Ref: 29 C.F.R. § 1627.3(a)
Requests for Duplicate Checks	Requests for replacement for lost or missing checks	Retain 3 years
Time Sheets	Records of dates and hours worked for hourly employees	Retain 3 years
Withholding and Deduction Records	Employee requests for withholding, exemptions claimed (W-4 Form), union	Retain until 3 years after termination or retirement

	dues authorization, and any other records authorizing deductions	
W-2 Statements (employer copy)		Retain 3 years after termination or retirement

22. PERSONNEL RECORDS

Category	Description	Retention Period
Applications for Employment (NOT HIRED)	Includes job applications, resumes, interview documents, cover letters, other pre-employment records, and rejection letters	Retain 3 years or until final disposition of a discrimination charge, whichever is later Ref: 29 C.F.R. § 1602.14(a) 29 C.F.R. § 1602.40 29 C.F.R. § 1627.3(b)(1)
Arbitration Decisions and Mediation Records		Permanent
Discrimination Complaints	Any complaints regarding discrimination or sexual harassment	Retain until final disposition of the charge or action
Employee Medical Records	Includes medical and employment questionnaires or histories, medical exams, medical opinions, history of treatments, medications, medical complaints, requests for accommodations, documentation of exposure to toxins	Retain 30 years after termination or retirement Ref: 29 C.F.R. § 1910.1020
Equal Employment Opportunity Reports		Retain 3 years Ref: 29 C.F.R. § 1602.39
Immigration Records	Includes INS Form I-9: Employment Eligibility Verification Forms	Retain 3 years after the date of hire or one year after termination or retirement, whichever is later Ref: 8 C.F.R. § 274a.2
Labor Contracts & Negotiation Records	Contracts between School District Management and Various Bargaining Units including correspondence, salary schedules, personnel	Permanent

	policies	
Individual Employee Personnel Records	Includes job application, references, resume, health and life insurance records, background checks, performance evaluations, commendations, training records, credentials, contracts, letters of resignation, reprimands, vacation and sick leave, salary, separation records, etc.	Retain 3 years after employment ends, or until final disposition of a discrimination charge, whichever is later Ref: 29 C.F.R. 1602.14(a); 29 C.F.R. 1602.40; 29 C.F.R. 1627.3(b)(1)
Job Announcements and Advertisements, Job Descriptions	Narrative of job duties and responsibilities, advertisements and announcements	Retain 3 years for advertisements and announcements. For descriptions, retain current document plus one prior revision
Professional Development and Employee Training Records	Attendance records, agendas and instructional materials, certifications upon completion, etc.	Retain 3 years
Requests for Leave	Requests for Leave (Vacation, Sick, Family/Medical, etc.)	Retain 3 years or until final disposition of a discrimination charge, whichever is later
Seniority Lists and Merit Pay System Records		Retain 2 years beyond when the seniority list or merit pay system is no longer in effect Ref: 29 C.F.R. § 1627.3
Union Grievances	Employee reports or allegations of contract violations	Permanent
Worker's Compensation Claims	Injury reports, records, and correspondence about injuries sustained	Retain 30 years after termination or retirement. Ref: 29 C.F.R. § 1910.1020

23. STUDENT RECORDS

Category	Description	Retention Period
Accident Reports (Student)		Retain until the conclusion of the school year then transfer data to cumulative file

Attendance Records	Summary of yearly attendance by Student as recorded in cumulative file	Retain until the conclusion of the school year then transfer data to cumulative file
Attendance Excuse Records	Written excuses for non-attendance and/or tardiness	Where excuse is accepted: attendance excuse need not be retained after the absence is recorded as "excused" in attendance software Where excuse is rejected: retain written excuse for one year (or until the conclusion of any truancy proceedings, whichever is later)
Counseling Records	Guidance Records, School social worker records, and other documentation of individual or group counseling	Retain 6 years after the student ceases to be enrolled in the District.
Cumulative Student File	Cumulative electronic and/or physical file	Retain 6 years after the student ceases to be enrolled in the District.
Electronic Mail	Any e-mail containing the name or other personally identifiable information of a student including e-mails to/from a student	Not retained unless moved to a student records maintenance site, in which case retain for 6 years after the student ceases to be enrolled in the District.
Extra-Curricular and Co-Curricular Participation Records	Participation, contracts, team results, group photographs and/or videos	Retain until the conclusion of the school year and then transfer to student's cumulative file
Health, Immunization, and School Nurse Records	Records of immunizations, allergies, documentation of care provided by school nurse, results of vision and hearing screenings, anecdotal notes	Retain 6 years after the student ceases to be enrolled in the District.
Home & School Visitor Records	Any records related to referrals and home visits by the District home and school visitor	Retain 6 years after the student ceases to be enrolled in the District.
Homeschool Records	Any records related to a student being homeschooled including affidavits and portfolios	Retain 6 years after the student ceases to be enrolled in the District.
Special Education Records	IEPs and GIEPs, evaluation reports, §504 Service Agreements, progress	Retain 6 years after the student ceases to be enrolled in the District.

	monitoring, communication logs, NOREPs and NORAs	
Student Performance Records	Individual standardized test scores, curriculum-based assessment scores, yearly report cards	Retain until the conclusion of the school year then transfer data to cumulative file

24. TRANSPORTATION RECORDS

Category	Description	Retention Period
Accident & Incident Reports	Any reports or other documentation related to accidents involving or incidents occurring on District or contractor provided transportation	Retain 3 years
Contracts with Independent Contractors for Transportation Related Services		Retain 3 years after completion of contract
Correspondence and Reports from Independent Contractors	Any correspondence with, or records or reports provided by, independent contractors	Retain 3 years
Driver Eligibility Records	Records related to driver training, medical eligibility, and licensing	Retain 3 years after retirement or termination
Maintenance Records	Equip. Maintenance Records	Life of Equipment
Insurance Records		***See Financial Records***
Transportation Reimbursement Records	Any records related to state reimbursement of transportation expenses	Retain 3 years Ref: 22 Pa. Code §§ 23.31-23.40

WALLENPAUPACK AREA SCHOOL DISTRICT

RECORDS DISPOSAL REQUEST FORM

Person Making Disposal Request:	Building:
Department:	Location of Records:
Email Address:	Date of Request
Description of Record(s):	
Inclusive Dates of Records	Medium in Which Records Exist:
Page and Section in Schedule	Retention Period in Schedule
Quantity of Records:	

FOR USE BY RECORD RETENTION OFFICE

Request for Disposal:

☐ Approved ☐ Denied

Reason Request Denied:

_____ _____ _____

Records Retention Officer Signature Date Request Reviewed

IF APPROVED, THE RECORDS IN QUESTION MAY BE DESTROYED

Record Destruction Log

Record Title	Authorization for Disposal (Schedule § and Number)	Inclusive Dates Of Records	Format of Records	Date Disposal Authorized by Records Retention Officer

FOR USE BY THE DISTRICT RECORD RETENTION OFFICER

I, _____ hereby approve of the disposal of the records listed above as requested.
Record Retention Officer's Name

_____ _____
Record Retention Officer's Signature Date

Wallenpaupack Area School District

2026 – 2027

Middle School Handbook



Administration Office

2552 Route 6

Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Dr. Keith E. Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-(570)226-4557 ext. 3000

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District Information

Mission Statement

The Wallenpaupack Area School District's mission is to provide an educational environment that promotes excellence for all students, thereby developing life-long learners who are responsible citizens.

Introduction

The purpose of the Parent/Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Parent/Student Handbook cannot cover all issues or problems that may arise during the school year. In such instances, the administration and/or the School Board shall take administrative action which they believe, in their sole discretion, to be in the best interests of the students and the school community.

This handbook is arranged with general district information and policies first, followed by information specific to the grade level and/or building. Any policies referenced in this handbook can be found on the district web site, http://www.wallenpaupack.org.

Wallenpaupack Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504

District Phone: (570) 226-4557

District Website: http://www.wallenpaupack.org

WASD Administration

Board of Education

Mr. John F. Spall, President	Mrs. Genevieve Reese, Vice President	Mr. Michael Spencer, Treasurer
Mr. Roy Finney, Jr.	Mr. John Kiesendahl	Mr. Michael Romeo
Mrs. Kelly Obermiller	Mr. Paul Otway	Ms. Lisa Smith

Mrs. Jillian Klocko, Secretary (Non-Member)

Wallenpaupack Area Administration

Superintendent ..... Dr. Keith E. Gunuskey
Assistant Superintendent ..... Dr. Jay Starnes
Director of Curriculum, Instruction, and Assessment ..... Dr. Clay LaCoe
Director of Technology ..... Mr. Daniel Nalesnik
Director of Educational Technology ..... Dr. Diane Szader
Director of Food Services ..... Mrs. Heather Fedoryk
Director of Support Services ..... Mr. William Theobald
Director of Transportation ..... Mrs. Deanne Mausolf
Administrator of Federal Programs, Grants and Community Partnerships ..... Ms. Amanda Cykosky
Business Administrator ..... Mrs. Kerriann Horan
Coordinator of Alternative Education ..... Mr. Frank Williams
Technology Systems Administrator ..... Mr. Kraig Obermiller
Solicitor ..... Mr. R. Anthony Waldron III

Wallenpaupack Area Middle School

Principal ..... Mr. Jim Kane
Assistant Principal/Assistant Athletic Director ..... Mrs. Ashley Gross

Wallenpaupack Area Special Education

Director of Special Education ..... Dr. Tanya Carrelle
Assistant Director of Special Education ..... Dr. Sherman Bronson

Wallenpaupack North Primary School

Principal ..... Mr. Kevin Kromko

Wallenpaupack North Intermediate School

Principal ..... Mrs. Lisa Ussia

Wallenpaupack South Elementary School

Principal ..... Ms. Delia Pepiatt

Wallenpaupack Area High School

Principal ..... Mr. Travis Ey
Assistant Principal/Athletic Director ..... Mr. Brett Buselli
Assistant Principal ..... Dr. Amanda Schmalzle

WALLENPAUPACK AREA SCHOOL DISTRICT
2026-27
SCHOOL CALENDAR

Wednesday	September 2, 2026	Teacher In-Service – No School for Pupils
Thursday	September 3, 2026	Teacher In-Service – No School for Pupils
Tuesday	September 8, 2026	School Opens – Full Day for Pupils and Faculty
Monday	October 12, 2026	Teacher In-Service – No School for Pupils
Tuesday	November 24, 2026	*Parent Conferences – Early Dismissal for Pupils
Wednesday	November 25, 2026	Early Dismissal – Thanksgiving Recess Begins
Tuesday	December 1, 2026	School Re-opens
Wednesday	December 23, 2026	Early Dismissal – Winter Recess Begins
Monday	January 4, 2027	School Re-opens
Monday	January 18, 2027	Martin Luther King, Jr. Day—School Closed
Friday	January 29, 2027	Teacher In-Service – No School for Pupils
Monday	February 15, 2027	President's Day – School Closed
Friday	March 26, 2027	Spring Recess – School Closed
Tuesday	March 30, 2027	School Re-opens
PSSA Testing Dates: April 26-30, 2027: ELA Grades 3-8 May 3-14, 2027: Mathematics Grades 3-8, Science Grades 5 and 8, and Make Ups **Keystone Exam Testing Dates:** Winter: January 4-15, 2027: Grades 9-11 Spring: May 17-28, 2027: Grades 9-11 and Grade 8 Algebra		
Monday	May 31, 2027	Memorial Day – School Closed
Thursday	June 17, 2027	Teacher In-Service – No School for Pupils
Friday	June 18, 2027	Early Dismissal-Last Day of School
Friday	June 18, 2027	Graduation

Includes 6 Snow days

*Note: If there is a need for a delayed start on November 24th, it will become a full day of school for students and conferences will be re-scheduled for a later date.

The Board of Education will review the calendar, monthly, beginning in January, to amend if necessary

Emergency School Closings

At times during the school year, the District has to consider the possibility of inclement weather and the potential for early snow dismissals and late starts. Listed below are some of the radio and television stations that will carry information regarding late starts and early dismissals. The District website (http://www.wallenpaupack.org) will also post emergency school closing information. Please consider tuning to one of these stations in order to receive up-to-date information. School closing information is also available by calling the district office at (570) 226-4557.

RADIO	TELEVISION	SOCIAL MEDIA
WDNH – 95.3 FM	BRC – TV - 13	High School Facebook
	WYOU – TV – 22	Middle School Facebook
	WNEP – TV – 16	Elementary Facebook
	WBRE – TV – 28	

A one-hour late start means your child will get picked up at his/her bus stop one hour later than the normal hour. A two-hour late state indicates that your child will be picked up two hours later than the normal pick up time.

Please be aware that early dismissals may occur for a variety of reasons – snow, flooding, heating malfunctions, bomb threats, or other "local state of emergency" situations. When a "state of emergency" is declared, all authority rests with the fire department and state police. School personnel are no longer in charge. All personnel and procedures will be directed to ensure the students' safety. ALL STUDENTS WILL BE BUSSED ACCORDING TO P.M. DISMISSAL INSTRUCTIONS. The school will not be following normal dismissal procedures, i.e., no pick-ups, walkers, bus changes. ALL PARENTS SHOULD DISCUSS AN EMERGENCY PLAN WITH THEIR CHILDREN AND EXPLAIN TO THEM WHAT TO DO IN CASE SCHOOL IS DISMISSED AND NO ONE IS HOME TO WELCOME THEM. Again, each parent, not the school, is responsible for assuring that his/her child knows what they should do and where they should go if dismissed early. In homes where parents work, the family should make special arrangements with a neighbor or have some other safe back-up arrangements.

Family Educational Rights and Privacy Act (FERPA)

Student Records Policy Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Wallenpaupack Area School District receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Student Privacy Policy Office

   U.S. Department of Education

   400 Maryland Avenue, SW

   Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or

compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

For information about record retention, see also the District's student records Board Policy #216.

Questions regarding the above information or requests for a copy of the records policy may be referred to:

Dr. Jay Starnes, Assistant Superintendent

2552 Route 6

Hawley, PA 18428

Community Education

Wallenpaupack Area School District offers an extensive community education program year-round, with courses in many diverse areas, including financial management, local history, CPR, fitness, cooking, foreign language, and dog obedience training, to name a few. These courses are offered after regular school hours in one of the district's buildings, typically at a nominal fee or free of charge. Although fall and spring programs are typically geared to adult participants, many of the summer courses are specifically designed for children. Community Education bulletins are sent home with WASD students and offerings are also advertised in local newspapers. Further information may be found on the district's website: http://www.wallenpaupack.org/ - Community Education link. Our instructors are typically teachers and members of the community with special skills and areas of expertise they wish to share with others. Adults interested in offering a course are welcome to contact the district office.

Special Education

Wallenpaupack Area School District, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability.

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education can be made available. The types of disabilities that if found cause a child to need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness, and developmental delay for preschool age children. In addition, school age individuals with IEPs in correctional facilities are entitled to Free Appropriate Public Education, as are "Gifted" students, within the Commonwealth.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called screening activities. The activities include: Review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. Parents who suspect their child is eligible for special education services and programs may request an evaluation at any time through a written request to the building principal. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible for and in need of special education supports and services. An individualized educational program is developed and implemented only after parental approval.

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

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

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), the building principal may be contacted.

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

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

Translation and/or Interpretation Services

All students in the WASD will be provided translation/interpretations services when necessary. Requests for these services should be completed in a timely manner to provide the necessary time for the district to request and arrange for the services.

Communication with parents will be in the parent's preferred language. WASD will provide translation and/or interpretation services to parents of all children identified for participation in or participating in Title III and/or special education programs. Notification of identification for and placement in a language instruction educational program and/or a special education program will be provided to parents in the most commonly spoken languages of English learner student families. Interpretation services will be arranged, when necessary, by the building guidance department.

District Procedures and Guidelines

Assemblies / Audience Conduct

During an assembly or class meeting, students should conduct themselves as ladies and gentlemen. Respect should always be shown for speakers, visitors, and performers. Students should enter the auditorium quietly and quickly and be seated in the seats that they have been directed to take. Everyone should become quiet immediately when a speaker approaches the microphone. Students should demonstrate courtesy during a class meeting or assembly, whether or not the program is of interest to them.

Custody

It is the intent of the Wallenpaupack Area School District to remain neutral toward families split by divorce or separation. If you have a court decree that establishes you as legal guardian, please submit a copy for inclusion in the child's permanent record. This document will be used as a base for working with the custodial parent. In the absence of a specific court order, we cannot deny either parent access to his/her child.

Educational Trips

Upon written request, the school district will consider requests for educational trips if the student has not exceeded fifteen (15) absences and/or six (6) unexcused absences prior to the date of the trip during the current school year. This guideline may also be applied to school sponsored educational field trips. Exceptions will be considered for medical reasons. Applications for educational travel may be secured in the middle school main office or from the school's website.

Field Trips

The administration reserves the right to exclude any student from a field trip based upon a review of his/her academic, behavior, and attendance records.

While on class trips, students are expected to conform strictly to behavioral guidelines as if they were in school. Chaperones have the authority to send home any student involved in a disciplinary offense at parents' expense. In addition to consequences while on the trip, students may be subject to further disciplinary consequences upon their return to school. Participation in the following may be restricted:

- Extracurricular activities
- Class Officer or Student Council
- National Honor Society
- Assemblies

Refund Policy for Class Trips - The school cannot guarantee a refund to a student who fails to meet the school criteria to go on a class trip. Every attempt will be made to return the student's money if he/she fails to meet the criteria, but it should be understood that circumstances may arise which are beyond the school's control, and which may prohibit guaranteeing the return of the money.

Financial Obligation

Students are obligated to return or make restitution for all borrowed books, materials, and equipment, including iPads, chargers, and cases. Restitution is also required for damage caused by student carelessness, negligence or vandalism. The penalty for failure to resolve obligations by the end of the school year includes, but is not limited to, the withholding of student privileges.

Health Services

Students becoming ill during school hours are to report to their classroom teacher who will issue a pass to the school nurse. If the nurse is not available, the student should report to the middle school office. Reporting anywhere else will be considered a class cut. The school nurse, or an administrator, will excuse students from school when necessary. Students should not call home and ask for someone to excuse them from school without the knowledge of the school nurse**.**

Students who require the use of crutches, wheelchairs, or elevators should provide a doctor's note to the office substantiating such a need.

Health Care and Confidentiality of Student Health Information

- The school nurse maintains health records for each student. Parents or guardians are responsible for notifying the school nurse, in writing, for medical needs that may affect a student while in school. Parents/guardians are expected to update this information regularly, especially when a student's needs change. In accordance with School Code Section 14-1409, to the extent necessary to protect the health and safety of a student, staff members will be notified of health conditions that may adversely affect student learning or present a danger to the students. Medical information will only be disclosed by the nurse's office to school staff to the extent necessary to ensure the safety of a student.
- The nurse will administer student vision, hearing, height, weight, and dental screenings each school year without parental consent. Parents will be notified if results are below normal as defined by the Pennsylvania Department of Health.
- Physical examinations are required by the state for students at initial entry, at sixth grade and at eleventh grade. Dental exams are required on initial entry into school and in third and seventh grade. If physical and dental examinations are done privately, reports/forms are to be returned to the school nurse by the first week of October. If completed in school, parent/guardian will be informed of any abnormal results.

- Students are encouraged to consult with the school nurse about health concerns and interests, however, ongoing health concerns should be directed to the student's primary health care provider.
- Accurate emergency contact information must be submitted to the school and kept current. It is the responsibility of the student, parent/guardian to notify the school if and when this information changes during the school year.
- When it appears that emergency medical attention is necessary, the student shall be taken immediately to the nearest medical facility deemed appropriate by the emergency medical team.

Medication Guidelines

- All medications (prescription and non-prescription) must be registered with, kept and administered by the school nurse.
- Parents/guardians should transport all medications to school and deliver them to the school nurse. The container must be properly labeled with the amount of medication to be dispensed, the exact time of medication and route of administration of drug.
- Students will not be given non-prescription medications on a routine bases, unless a written order from the attending physician is on file.
- Medications must be picked up by a parent/guardian by the last day of school. Any medications left in the nurse's office will be properly disposed.
- Ingestion of any prescribed or legal drugs or proprietary materials to the point of observable disorientation or physical harm is prohibited for all pupils on school property or at school functions.
- Students who do not follow the medication guidelines may be subject to disciplinary action under the school's drug and alcohol procedures.

Asthma / Allergies

For children with asthma and/or allergies – special treatment is available, if needed. Please contact the school nurse for more information.

BMI

Pennsylvania mandates schools to participate in a Growth Screening Program. As part of this program, all children enrolled in Pennsylvania schools will have their weight and height measured. This information will be used to calculate the child's Body Mass Index (BMI). BMI information will be mailed to parents/guardians each spring.

Illness and Injuries

In major accidents or illnesses, substantial effort will be made to contact the parents immediately. **It is important that you complete the student information reports carefully with a reliable phone number where you or another designated person may be reached. Should any of the information on the emergency information change during the school year, it is imperative that the school be notified of such changes.** A concerted effort will be made to safeguard the health of your child.

The following illness procedures will be strictly enforced, for the health, well-being and safety of all concerned: **Sick Children**: Under no circumstances may a parent bring a sick child to school if the child shows any signs of illness (see *Symptoms Requiring Removal of Child from School* below) or is unable to participate in the normal routine and regular day school day. Sick children may expose all children and staff members they encounter during the school day. If other children become ill due to exposure to your sick child, either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

In the event a child becomes ill at school and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be contacted and asked to come pick the child up. In the event a child complains about not feeling well during the school day, the parent will be contacted.

Symptoms Requiring Removal of Child from School:

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally. A child needs to be fever-free for a minimum of 24 hours before returning to school. This means the child is fever-free without the aid of any other fever reducing substance.
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24-hour period. Please do not bring your child to school the next day, if he/she has vomited during the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without affecting the health, safety, or well-being of the other children in our care.

Immunizations

State law requires evidence of immunization for diphtheria, tetanus, polio, mumps, measles, rubella, hepatitis B and varicella upon the child's initial entry into Pennsylvania schools. **The MCV and Tdap vaccinations are required by seventh grade.**

Homeless Youth

The main objective of the McKinney-Vento Homeless Education Assistance Improvement Act of 2001 (Public Law 107-110, Subtitle B) is to make sure homeless youth have access to appropriate education while removing barriers that homeless children face. Its goal is to minimize interruptions to the education of homeless youth. The Wallenpaupack Area School District is committed to working collaboratively with families and local agencies to support homeless youth in our school community. If you believe you fall into the category of children in youth experiencing homelessness or know of someone who is please contact the homeless liaison listed below.

The Homeless Liaison of the Wallenpaupack Area School District is:

Dr. Tanya Carrelle
Wallenpaupack Area School District Special Education
Department 500 Academy St., Building C
Hawley, PA 18428
Phone: (570) 226-4557 ext. 3081
Email: carrelta@wallenpaupack.org

The Regional Coordinator for Education of Children and Youth Experiencing Homelessness is:

Mr. Jeff Zimmerman
368 Tioga Avenue Kingston, PA 18704
Phone: (570)718-4613
Email: jzimmerman@liu18.org

This Act ensures educational rights and protections for children and youth experiencing homelessness. These rights and protections include:

- School stability
- School access
- Support for academic success

This is a federal law that supersedes conflicting state laws or local policies.

School Selection

- School Districts must continue the education in the school of origin (School of origin is the school the child attended when permanently house or was last enrolled) or enroll the child in school in any public school that non-homeless students who live in the attendance area where the child is actually living are eligible

to attend

- To the extent feasible, Districts must keep children in their school or origin unless it's against the wishes of the parent/guardian or unaccompanied youth.
- The child's right to attend their school of origin extends for the duration of their homelessness and remainder of the year
- Provide written explanation as to why attending school of origin is not in best interest (when applicable)
- If the child becomes permanently housed during the school year, they can finish the remainder of the year in the school of origin and the district must transport
- If a child becomes homeless in between school years, they are entitled to attend their school of origin for the following year
- Written explanation to the parent required (from the District) if they send the child to another school, along with right to appeal
- In the case of unaccompanied youth, prioritize youth's wishes
- Placement must be made regardless if the child is with or without parent
- Presume keeping student in school of origin is in student's best interest
- Districts must immediately enroll the child despite lack of records
- "Enroll" and "enrollment" are defined to include attending classes and participating fully in school activities
- Enrolling school must immediately contact previous school for records (academic records, immunizations, IEP's, etc.)
- If the child lacks immunizations or immunization records, the school must refer them to the homeless liaison who shall help obtain what is necessary (30 days)
- Homeless families do not have to prove residency regarding school enrollment
- Enrollment must not be delayed because of fees owed for textbooks or any other debt the student owes
- Absences caused by homelessness must not be counted against students
- Enrollment deadlines are superseded by the McKinney-Vento Act which requires immediate enrollment
- District policies concerning enrolling children with a criminal past would take effect if the child is seeking enrollment
- McKinney-Vento Act does not prohibit school from requiring parents to submit emergency contact information

Insurance - Bus Accident

In the Commonwealth of Pennsylvania, insurance regulations are established under the no-fault provisions. Therefore, in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or which just the school bus itself is involved. There are no options to permit filing a claim directly with the Wallenpaupack Area School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim, which you submit. If you have any questions concerning the no-fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

Insurance - Children's Health Insurance Program (CHIP)

All uninsured children and teens not eligible for Medical Assistance have access to health insurance in the state of Pennsylvania. The name of the program to apply for is called CHIP—or *Children's Health Insurance Program.* It does not matter how much money your family makes. Many will get it free--others, at a low-cost. Your child may be enrolled in Medical Assistance if family income is below CHIP guidelines. To learn more about the CHIP program, please visit the website: http:/www.chipcoverspakids.com/

Insurance - Student Accident

Students are not covered by the school district in the event of an accident. School insurance is available for purchase at a reasonable price for both school-time coverage and 24-hour coverage. This information will be sent home with the student early in the school year. If interested, parents/guardians may purchase this insurance coverage.

Library Books

The Wallenpaupack Area School District believes that parents/guardians should be able to restrict their children's access to books in the school library. Our library management system can limit the loaning of books to specific students. Restrictions can be made based on a specific book title, author, or subject matter. Please contact the school librarian if you would like to restrict your child's access to specific library books, or if you would like to inquire about our library having a specific book.

Loud, Abusive and/or Profane Language or Behavior

It is the policy of the Wallenpaupack Area School District to prevent disruptions to school district operations, school-sponsored functions, and the instructional process. Thus, all persons, including but not limited to students, parents, employees, visitors, and members of the general public are prohibited from the use of loud, foul, profane, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others.

All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

Procedures Involving Law Enforcement

A cooperative effort shall be maintained between the officials of the School District and law enforcement agencies. It is paramount that rights of the school, the home, the civil authorities, and of the individual be clearly understood and protected.

When a law enforcement officer wishes to speak to a student, the officer shall request to confer with the student at a time when he/she is not under school jurisdiction, if at all possible. However, when it is impractical for the law officer to do otherwise, based upon the facts of the case or the nature of the contact, an officer may confer with the student during school hours.

If a member of a law enforcement agency requests an interview with a student during school hours, district personnel will cooperate with the agency but must also protect the rights of the student involved. To that end the following guidelines are established:

a. The school shall first contact the parents or guardians of the student to be interviewed and advise them of the circumstances. Request that the parent or guardian be present at the interview.

b. If the parent or guardian cannot be present for the interview and should they not wish their child be interviewed at school, then so advise the officer.

c. In the event that a parent or guardian cannot be contacted, school officials will act “in loco parentis.”

d. School authorities shall not permit a student to leave the school with an officer of the law unless the student’s parent or guardian is present and consents or unless a formal arrest is made.

e. If a parent or guardian cannot be present but agrees, school officials will act “in loco parentis.”

If a warrant for the arrest of a student has been issued, and a constable or other law enforcement official has been sent to locate that student to execute the warrant, the student may be removed from school grounds so as to not cause unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify them of the student’s status. The school cannot hold the student or refuse removal of the student from the premises.

Reasonable Physical Force

Reasonable physical force may be used by teachers and school authorities in the following situations: to quell a disturbance, to obtain possession of weapons/other dangerous objects, for the purpose of self-defense, for

the protection of persons or property, or when deemed necessary in the judgment of the principal or assistant principal. Examples of the use of reasonable physical force to quell a disturbance or for protection of persons or property would include, among others: for direct defiance of a reasonable request and to cease obscenities or abusive language directed at another person.

School Equipment and Property

Any student who vandalizes school equipment and/or property will be required to pay replacement costs. Restitution is also required for damage caused by student carelessness/negligence.

Student Technology Participation

Wallenpaupack Area School District provides every student with the opportunity to utilize technology for educational purposes. All students in Kindergarten through 12th grade are issued an iPad as part of our 1:1 Technology program. Students are expected to bring the issued device to and from school each day.

Each student must have a signed Acceptable Use form to participate in the program. iPads will be issued in working condition, along with a keyboard case. Students who are new to the 1:1 program will be issued a complementary charging adaptor to use and keep at home. Students who have previously participated in the 1:1 program will not be issued a new charging adaptor.

Families may choose to opt-in to an insurance program that covers student iPads against damage. iPads that are not covered by the optional insurance program will be subject to repair fees for any damage incurred.

The Apple iPad and related accessories are the property of WASD and are to be used as a tool for learning. When in class, students are expected to use iPad devices as directed by their teachers. Detailed responsibilities can be found by opening the “WASD iPad Info” application on all school issued iPads.

The district's Internet content filter will function on all iPad devices used within the district. It will also continue to function on all district-issued devices when off campus. Students should not attempt to bypass the filters using any technology available.

Students may not:

- Violate any School Board Policies, including but not limited to WASD Acceptable Use Policy 815 or any public law.
- Record or take photographs or audio or visual recordings of anyone without their explicit permission.
- Illegally install or transmit copyrighted photos, videos, audio and/or text.
- Send mass or inappropriate emails.
- Download inappropriate apps such as those that involve adult-related content, gambling, violence, etc.
- Share their device or password/login credentials with anyone, unless directed by an administrator.
- Overtly misuse the iPad in any way.

All students are expected to fully engage in schoolwork while using devices. If a student violates any part of the above guidelines or behaves or interacts in ways that are not consistent with the WASD Student Handbook, the WASD Acceptable Use Policy, or any other district policy, appropriate disciplinary action will be taken.

Any Acceptable Use Policy violation is subject to prosecution by local, state, and or federal entities, based on the extent of the violation.

All students participating in the 1:1 program will return issued iPads and cases immediately upon withdrawing from WASD, transferring to an outside educational placement program, or upon graduation. All iPads will be collected at the conclusion of the 2026-2027 school year.

Student Contact

Parents/Guardians should call the school for any emergency situation. The school will in turn contact the student in question as soon as possible and appropriate. **Parents/Guardians shall not contact student by cell phone or other device.**

Students Leaving School Property - Restrictions

No student, for illness or any other reason is permitted to leave the building during the school day without proper permission. The school day includes after-school hours/activities. Violators may be suspended. Students leaving school will leave in one of three ways: Bus/district provided transportation, parent/parental consent for pick up, or under the direct supervision of administrator/teacher/aide. The administration shall not permit a pupil to leave school in the custody of anyone other than the person or persons in position of *in loco parentis*. **Students are not permitted to walk to the High School or walk off campus for any reason.**

Transportation / Busing

The school will assign each child to a specific bus. Pupils are expected to conform to normal standards of acceptable behavior when riding on a school bus and all school rules apply from the time they step foot onto a district vehicle in the morning until they step off a district vehicle in the afternoon." **Video cameras may be placed on all district transportation. All students are subject to being audio and videotaped on district transportation at any time. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action. Any student willfully attempting to block the view of a camera will be subject to disciplinary consequences.**

Questions regarding transportation should be directed to the district administration office at (570)226-4557 ext. 3006.

Conduct and Regulations

Each pupil transported on a school bus, van or automobile under contract to the Wallenpaupack Area School District shall comply with the following regulations:

- The pupil shall at all times sit in the seat assigned by the school bus driver and shall not leave that seat while the bus is in motion.
- Personal audio/video players or cell phones are permitted on buses. These devices may not interfere with other students or the driver. Video recording or picture taking is not permitted on the school bus.
- The pupil shall not at any time use foul, loud or offensive language, nor be involved in rude or discourteous conduct.
- The pupil shall promptly observe instructions given by the school bus driver.
- The pupil shall wait for the school bus to come to a full stop before boarding the bus and shall then immediately proceed to his/her assigned seat.
- The pupil shall not project any part of his/her body out of the school bus window nor throw any object from a school bus.
- Throwing of any object within the school bus is prohibited.
- The pupil shall not at any time place books, musical instruments or other obstructions in the school bus aisle, nor shall the pupil bring articles aboard the school bus that pose a threat to the health, safety, or welfare of the driver or other students.
- No pets or animals on the bus.
- The pupil shall not interfere with nor tamper with any equipment on or off the school bus, or destroy any property on the school bus. In the event that property is damaged, repair costs must be paid by offender.

- The pupil shall at all times observe accepted standards of health and cleanliness and shall assist the school bus driver in keeping the bus neat and orderly.
- The pupil shall not at any time fight, push or engage in any form of horseplay.
- The student is not at any time to light matches or use tobacco products or smoke on the bus. No alcoholic beverages or controlled substances will be permitted.
- Water guns, pistols and balloons are prohibited.
- Bus drivers are not obligated to wait for a student who habitually runs to the bus at the last minute. Students must be at the bus stop five minutes before pick-up time.
- Students are not to eat or drink on the bus.
- Students are expected to meet proper standards of behavior while at the bus stop. They are to wait in an orderly manner and refrain from running, or other such horseplay.
- Late buses leave from the middle school loading area at 5:20 and the high school at 5:30 P.M. Only students participating in a school activity are eligible to ride a late bus. Students remaining after school for extra-curricular activities, clubs, intramurals, academic work, library, or detention, may ride home on an activity bus. Students are not permitted to stay after school as spectators or observers for any event or activity without a parent present or without being in the direct charge of a staff member.
- Students who wish to temporarily ride a bus other than their assigned bus must request permission to do so. Written parent request, indicating the reason, should be given to the homeroom teacher one day in advance. The Principal or the Assistant Principal will review the request; permission may be denied based on bus capacity, urgency of reason, etc.
- All transportation discipline problems should be referred to the Principal's office at the appropriate school.
- Parents are not allowed on the school bus at any time.

Discipline Procedures

- For minor infractions, the bus driver will do the following in sequence:
  1. warn the student – driver documents the incident/date
  2. change the student's seat, if possible – driver documents the incident/date
  3. contact the parent/guardian – driver files an incident report
- For major or repeated minor infractions, the bus driver will turn the offense in to the Discipline Committee/Principal immediately. In keeping with the school discipline code, each case will be handled accordingly by the Discipline Committee/Principal. Consequences for inappropriate behavior on the school bus will be determined by an administrator or designee and may include bus suspension, suspension from school, detention, community service, citations, expulsion, or any other consequence deemed appropriate by the administrator or designee. Citations filed with the district magistrate will be issued for smoking or possession of tobacco products, disorderly conduct, vandalism, and any other applicable offense. In addition, the administrator or designee will notify the parent/guardian. A copy of the misconduct report will be sent to the supervisor of transportation.
- In the event of serious or repeated violation of bus regulations, the district may suspend the student's bus riding privilege for a period of 1 to 10 days or permanently remove the student's bus riding privilege without going through the previous steps. Also, inappropriate behavior or conduct on the bus can result not only in suspension of the bus riding privileges but in suspension from school as well.
- During any suspension of bus privileges, it will be the parents' responsibility to transport the children to and from school. Student absence from school because of suspension of bus privileges is under Pennsylvania law considered illegal/unexcused.

- If students are behaving inappropriately at the bus stop, parents and/or others should refer incidents to the appropriate police agency.

Bus Transfers

Be advised that your child will always be picked up and dropped off at the designated bus stop unless the school approves a properly executed bus transfer. Bus transfers will be allowed **for emergency only**.

Bus Accidents

In the event of a school bus accident, students are not to leave the scene of the accident unless they are being transported for emergency medical care. School officials, other than the bus driver, may release students to their parents only after the students have been accounted for and examined. Students will not be released to neighbors and/or friends. It is normal school district procedure for all students on the bus/van to be examined by EMT personnel on the scene. EMT personnel will determine which, if any, students should be transported to the school, unless released to their parents at the scene, and rechecked by the school nurse. Parents will be notified of the accident, as well as the location and condition of their child. If parents wish to, they may accompany their child for additional medical examinations. The cost incurred for all medical expenses will be addressed by the parents' automobile accident insurance. Should the parents not have insurance, or incur expenses beyond their coverage, they should contact the school district's business manager.

Video Surveillance

Video cameras are placed throughout the building. All students are subject to being videotaped on school property at any time. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action. Any student willfully attempting to block the view of a camera will be subject to disciplinary consequences.

Middle School Student Services

Cafeteria Information for 2026-2027 School Year

Free snacks are available for Afterschool Programs; 2 items are offered and must be taken for the free snack.

We are pleased to inform you that the Wallenpaupack Area School District will be continuing the Community Eligibility Provision (CEP) in the 2026-2027 school year. All enrolled students of the Wallenpaupack Area School District are eligible to receive a nutritional breakfast and lunch at school each day at no charge to your household. A complete breakfast is free and must have 3 components, one being at least ½ cup fruit/juice. A complete lunch is free and must have 3 of the 5 components, one being at least ½ cup fruit or vegetable. The components are meat/meat alternative, grains, fruit, vegetable, milk. A milk alone is not free; the cost is $0.50.

Middle School Breakfast

Students wishing to eat breakfast at school should report directly to the cafeteria starting at 7:45 a.m. Student breakfast is **free for all students** for the upcoming school year.

- Lunch procedures also apply to those students wishing to eat breakfast before school.
- Students arriving to school after 8:00 a.m. should check in with their homeroom teacher and then report to the cafeteria for breakfast. Eating breakfast is not an acceptable excuse for lateness.

Middle School Lunch

In the daily schedule, three lunch periods are provided. Hot lunches and a la carte lunches are available. Student lunches are **free for all students** for the upcoming school year.

- Students are required to report directly to the cafeteria for their assigned lunch period and remain there during the lunch period. There will be no running in the hallways or cafeteria.
- Students may report to lockers on the way to the cafeteria, or upon leaving the cafeteria on the way to their next class.

- Students are expected to conduct themselves in an orderly, respectful manner in the cafeteria. Screaming, yelling or other loud noises, cutting in line, and/or disrespectful conduct will lead to disciplinary action.
- Students should properly discard trash and return trays to the appropriate cafeteria area.
- Students are expected to inspect their eating area upon arrival and immediately report any condition in need of attention to a cafeteria supervisor. Conditions not reported at the beginning of the lunch period become the responsibility of the students eating that period. When it is impossible to determine the specific individual responsible for a condition in need of attention, all students seated in the area will share the responsibility.
- Students are not permitted to bring glass containers into school.
- Students who throw food or any object in the cafeteria may be considered guilty of disorderly conduct.
- Upon finishing their lunch, students will bring trays to the disposal area and then return to their tables.
- Students are to abide by the directives of the cafeteria staff.
- Students wishing to use the restroom must sign out in the appropriate area, and use the lavatory in the main hallway. Students wishing to leave the cafeteria for any other reason must request a pass from the teacher in charge.
- The teacher in charge will dismiss students from the cafeteria at their discretion.
- Students are not to leave the building during their lunch period. Specifically, students may not leave the Middle School to buy food to be consumed on school premise or utilize a food delivery service.
- School personnel reserve the right to assign seats in the cafeteria, if student behavior warrants it.
- All students must submit to the scanning/pin pad procedures in order to facilitate the student lunch accountability system.

School Counseling

Each student has an assigned school counselor to provide academic and personal services for education-related issues. One counselor has been assigned to each grade level and will “loop” with these students for their entire middle school career.

For the 2026-2027 school year, Mrs. Olving is assigned to 6th grade, Mrs. Mangan to 7th grade, and Mr. Heinly to 8th grade. The school counseling service is designed to give systematic aid to pupils in adjusting the type of problems, which they must meet: health, education, vocational, social, civic, moral and personal. Whatever your questions, the counselors will be glad to discuss them confidentially.

Parents should call the School Counseling Office, (570) 226-4557 x3055, to make an appointment with the appropriate counselor. If they wish to talk to any teacher it can be arranged at the time the appointment is made. It is the desire of the school to help the pupil understand him/herself as an individual and as a member of society and enable him/her to make the most progress that his/her ability will permit.

The School Counselor Staff is responsible for a large number of widely diversified activities, all of which have a common goal: to assist all students in obtaining the educational background necessary for future success in life. Middle school counselor personnel advise individual students with educational and personal concerns; interpret standardized test results to students and parents; schedule students for classes; process student enrollments and withdrawals. In addition, the School Counseling Department works in concert with referral agencies such as Mental Health and drug and alcohol treatment programs.

Students are not permitted to go to the School Counseling Office during a scheduled class except in an emergency.

School Police Officers (SPOs)

To maintain the safety and order of district buildings, SPOs are assigned to each building, and are therefore, considered a part of the school faculty. Students and parents should anticipate SPOs to interact with the student body on a daily basis. SPOs will implement the SPO Triad, including law enforcement, teacher/guest instructor, and informal counselor.

Student Assistance Program (SAP)

The Student Assistance Program of Wallenpaupack Area Middle School (WAMS) provides ways for educators to identify and help students who have serious problems that interfere with their achieving success in school. This support system is not a treatment program. Rather, its purposes are to recognize students in crisis, provide direction and support for them, refer them to appropriate community agencies or support groups, provide communication lines among teachers, parents and students, create a school environment where all students can learn, and help to assist in minimizing the disruptions in school caused by a student's serious personal crisis.

The heart of the program is a core group of school personnel who are specially trained to work with these students to help overcome barriers to education including substance abuse, suicide, anger, child abuse, divorce, pregnancy, eating disorders, etc.

If you have a concern about yourself or any other student in WAMS, you can talk to a member of the SAP Team. The members of the SAP Team are Mr. Kane, Mrs. Gross, Mrs. Mangan, Ms. Igoe, Mr. Pittsman, Mr. Hannon, Mrs. Hohfeler, Mrs. McCue, Mrs. Olsheski, and Mrs. Bannan.

The Wallenpaupack Area School District recognizes that a wide range of problems not directly associated with school can have an effect on a student's school performance. In many instances, the student will overcome such personal problems independently and the effect on school performance will be negligible. In other instances, minimal assistance from teachers or other school personnel will serve either as motivation or guidance by which such problems can be resolved so the student's performance will return to an acceptable level. In some cases, however, neither the efforts of the student nor school personnel will have the desired effect of resolving the student's problems and unsatisfactory performance will persist over a period of time, either constantly or intermittently.

The Wallenpaupack Area School District believes it is in the interest of the student, the student's family and the school to provide a student assistance program that deals with such persistent problems. It is the policy of this School District to handle student problems within the following framework:

- The school recognizes that almost any human problem can be successfully treated provided it is identified in its early stages and referral is made to an appropriate modality of care. This applies whether the problem is one of psychological or emotional illness, family distress, alcohol and drug abuse, alcoholism, or other concerns.
- The purpose of this program is to assure students that if such personal problems are the cause of unsatisfactory school performance, that they will receive careful consideration and an offer of assistance to help resolve such problems in an effective manner.
- The substance abuse problems causing unsatisfactory school performance will be handled in a forthright manner within the school's established administrative procedures, and all Student Assistance Program records will remain confidential except with full written consent of the student and/or family.
- Students who have a substance abuse problem which they feel may affect school performance are encouraged to voluntarily seek counseling and information by contacting the designated diagnostic and referral resource.
- Students referred to the SAP by school personnel may be required to secure adequate medical, rehabilitative counseling or other services as may be necessary to resolve their problems.
- It will be the responsibility of the student to comply with the referrals for diagnosis of his/her substance abuse problem and to cooperate and follow the recommendations of the diagnostician or counseling agent.

- In cases involving administrative discipline action, a student's failure to seek or accept diagnosis and treatment for a substance abuse problem will be brought to the attention of the principal for appropriate administrative action.
- For further information regarding SAP and services please contact Mr. George Pittsman at (570)226-4557 ext. 4317.

Middle School Attendance Policy

Student Absence Procedure

Parents/guardians are to call the school when their son/daughter is absent from school. Parents/guardians should call the school at (570)226-4557 x3057 between 7:30 a.m. and 8:30 a.m. Parents/guardians may also fax the Middle School at (570)251-3165 or send an email to our attendance officer (wasdmsattend@wallenpaupack.org). Parents/guardians are responsible for providing excuses for each day that a student is absent from school. All excuses must be received in our office within five school days of the absence. When a student has missed fifteen (15) days of school during the school year, the school shall notify parents that all additional absences shall require a written doctor's note. Absences in excess of fifteen (15) days that are not covered by a doctor's note shall be considered unexcused absences. Further information is available on our website (www.wallenpaupack.org/WAMS).

Excused Absence

After an absence, parents/guardians must provide an excuse or doctor's note to the office within five school days, or the absence will be changed to an unexcused absence. Acceptable forms of excuse documentation include written note, telephone call, email, fax, or excuse card.

Excused absences include the absence of a student for reasons such as:

- Illness
- Quarantine
- Death in the immediate family
- Impassable roads
- Pre-approved observance of religious holidays

Unexcused Absence

Unexcused absences include the absence of a student for such reasons as, but not limited to:

- Truancy
- Shopping
- Absence through parental neglect (i.e. car trouble, oversleeping, etc.)
- Employment

Unlawful Absence

Unlawful absence is unexcused absence for all students under 17 years of age. All unexcused absences after the third unexcused absence become subject to fines and court costs.

Unexcused Absences

After **three unexcused absences**, a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **five unexcused absences**, an administrator or designee will call the parents/guardians. He/she will

invite the parents/guardians to a School and Family Conference to develop a School Attendance Improvement Plan (SAIP) and will inform the parent of:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of non-compliance

In addition, a letter will be mailed home, serving as official notice of their child's fifth unexcused absence. The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **six unexcused absences**, an administrator or designee will call the parents/guardians and mail home a letter. He/she will apprise them of the severity of the situation and invite them to a School and Family Conference to develop a SAIP unless one was already conducted during the current school year. If a parent refuses a meeting, the meeting will still be held, and the student's attendance information will be forwarded to the magistrate's office. The letter will serve as official notice of his/her child's sixth unexcused absence. The letter will state that the parent has two school days to respond and set up a School and Family Conference, or the school will reach out to the family. Referral to the SAP Team is at the discretion of the school counselor who will be copied in the letter. A copy of the letter will be sent to Children and Youth Services, as authorized by the building administrator.

Excessive Absences
After **eight absences** a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **twelve absences**, an administrator or designee will call the parents/guardians. He/she will invite the parents/guardians in for a School and Family Conference to develop a SAIP, unless one was already conducted during the current school year, and will inform the parents/guardians of:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance

In addition, a letter will be mailed home. The letter will serve as official notice of their child's twelve absences. The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- District policy on excessive absences, including information that after the fifteenth absence, a doctor's note is required for each additional absence
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **fifteen absences**, an administrator or designee will call the parents/guardians. He/she will apprise them of the severity of the situation and invite them to a School and Family Conference to develop a SAIP unless one was already conducted during the current school year. A letter will be mailed home. The letter will serve as official notice of their child's fifteenth absence. It will be strongly recommended that the parent/guardian set up a School and Family Conference to address this issue unless one was already conducted during the current school year. The family has two days to contact the school for the SAIP before the school initiates contact with a phone call. The letter will also state that any subsequent absence without a doctor's note will be considered unexcused and may be forwarded to the magistrate's office. Referral to the SAP Team is at the discretion of the school counselor who will be copied in the letter. A copy of this letter will be mailed to Children and Youth Services, as authorized by the building administrator.

Student Early Dismissal

As much as possible, students should schedule medical and other appointments after school hours. If, however, it is necessary to request an early dismissal on any given day, a written parental request **MUST** be submitted to the homeroom teacher during homeroom on the day that early dismissal is requested. This request should contain:

- Student's name and homeroom
- Specific reason for request
- Time and date of requested excusal

Any parent or guardian who finds it necessary to call the school to request early excusal will be required to sign out the student at the office when he/she is picked up. No student, no matter his/her age, may sign himself/herself out. Parents will be contacted by the nurse or designee if a child is being dismissed due to illness or injury. It is understood that students who have an early excusal from school due to illness are not to return to the school building or property for the remainder of the day. That includes during school time, when school dismisses, or at night to participate in, or be a spectator at an extra-curricular activity or sporting event.

Tardiness

Students who arrive to school late will be marked tardy. The daily bulletin will carry a list of those students and will indicate whether the tardiness was excused or unexcused. Unexcused tardiness includes, but is not limited to, lateness because of the following:

- parental neglect
- oversleeping
- shopping
- traffic/car trouble
- employment
- truancy

Excused tardiness includes family emergency, verifiable medical or dental appointment, illness, attendance at funerals, impassable roads, or participation in religious services/holidays.

Only unexcused tardiness will be recorded on the student's report card.

Late to school is after 8:00 a.m. Upon the third unexcused tardy, a written warning will be issued to the student. Further disciplinary consequences may be administered for subsequent tardiness. Students who arrive before 8:00 a.m. should report directly to their assigned homeroom. Any student who arrives to school after 11:14 a.m. will be charged with a half-day absence. Any student who leaves before 11:14 a.m. will be charged with a half-day absence. Any student who leaves after lunch will be credited for a full day. If a student arrives in school after 11:14 a.m. on the day of an activity, he or she will be ineligible

to participate. Only an absolute emergency will prevent the enforcement of this rule with administrative approval.

Attendance at Activities

Any student absent from school or who arrives at school after 11:14 am will not be allowed to attend any school functions on that day or evening, unless approval is granted by the principal or his/her designee. This includes, but is not limited to, athletic events and concerts.

Arrival Procedures

- Arriving students must use the designated entrance to the building. Students who arrive at school prior to 7:50 a.m. are to report directly to the cafeteria.
- Students are NOT to open any outside doors and admit ANYONE into the building, whether or not the students know the person or persons.
- Under no circumstances are students permitted to visit other buildings on campus without written permission for visitation.
- Students must conduct themselves in a safe, orderly manner and use walkways and steps provided.
- Unless granted prior permission by a staff member, students must not enter any classroom prior to 7:50 a.m.
- Students are not allowed to visit unscheduled rooms or teachers unless the student has a pass from the teacher they wish to visit.
- Beginning at 7:50 a.m., students may proceed to their homeroom.
- All students must have a pass signed by the teacher when not in their assigned area.
- All students should check in with their homeroom teacher by 8:00 a.m.
- Loitering in the parking lot is not permitted. (After school - considered trespassing)
- Students may not walk to school unless they are identified as a “walker” and have a Non--Transportation Walker Form on file in the main office.
- CROSSING ROUTE 6 IS PROHIBITED. Students are to stay on the Middle School side of Route 6.
- For security and safety reasons, all doors will be locked at 8:15 a.m. A designated door will be open next to the Main Office for visitors.
- Students are not allowed to walk off campus, even after the normal school day has ended, without permission from administration. This includes students who must attend an after-school event at the high school. Students who must attend a practice or event at the high school after school must take their normal bus transportation down Atlantic Avenue to cross Route 6.

Middle School Building Procedures

Student Responsibilities & Rights

Student responsibilities include regular attendance, conscientious effort in classroom work and conformance to school rules and regulations. Students, administration, and faculty share the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

- Students must keep their hands, feet, etc., to themselves at all times, including transportation to and from school. Students should not be touching or taking others’ belongings.
- No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

- Students should express their ideas and opinions in a respectful manner.
- It is the responsibility of the students to conform with the following:
  - Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
  - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
  - Only water will be permitted in classrooms in a container that can be sealed. **Energy drinks are not permitted in the building.**
  - Assist the school staff in operating a safe school for all students enrolled therein.
  - Comply with Commonwealth and local laws.
  - Exercise proper care when using public facilities and equipment.
  - Attend school daily and be on time at all classes and other school functions.
  - Make up work when absent from school.
  - Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  - Report accurately and not use indecent or obscene language in student newspapers or publications.

Backpacks, Book Bags and Book Sacks

Students shall be allowed to carry a sensibly sized and appropriate backpack or book bag for purposes of bringing books, supplies and other allowed and appropriate items to school, to classes, and from school. Purses are allowed for personal items.

Class Cutting

Students are required to attend all scheduled classes, study halls, and lunch, unless properly excused. "Cutting" is defined as being absent from an assigned area or class without the knowledge of the person(s) charged with responsibility for that area. A "cut" of any class will result in a grade of zero for all work missed, a denial of school privileges, and a detention and/or suspension. The policy on cutting will be strictly enforced.

Class Procedures

Promptness to Class

- Students are required to arrive to class and be seated in their assigned area by the time the late bell rings or the time designated for the beginning of class by the classroom teacher.
- Students who may arrive late for class must obtain a note from the staff person who detained them. This note must be presented to the teacher upon late arrival.
- Except in emergencies, students will report to class before visiting the nurse, counselor, office personnel or any other non-scheduled area. The teachers will issue a pass if leaving the class is judged to be necessary and/or appropriate.
- Students who miss any class work for unexcused reasons may be given a zero for the missed work.
- Teachers may assign personal detention for lateness to class.

- If a student fails to report to class during the scheduled class period and has not been excused from the class, the absence must be reported on a discipline referral.
- Students will be warned for arriving late to class on the 1st and 2nd instances. Any subsequent lateness may result in lunch detention, after school detention, parental contact, suspension, or any combination of consequences.

Conduct in Class

Courtesy must be observed at all times and in all situations. There can be no exception to this rule. Discourtesy and disrespect will not be tolerated. Courtesy also involves the use of appropriate language in a school setting. Profanity is never acceptable. The use of profanity by any student will result in detention(s) and/or suspension. Disruptions in class, or in any other areas in and around school, will result in immediate disciplinary action.

Procedure for Leaving Class

- Except in extreme emergencies, students must obtain permission from a teacher or other school authority before leaving class.
- Any student leaving a class during the class period must have the proper documentation to leave class. The student must also sign out/in of the classroom using the QR code indicating the student's full name, destination, time of departure, and arrival time returning to class.
- Lavatories are to be used for their intended purposes only. Students are not allowed to use the lavatory during transition times between classes without permission.
- Students should request permission to leave class early only for emergency reasons and should make a sincere effort not to disrupt the learning environment.
- Students who, in the judgment of an administrator, have demonstrated a high frequency of emergency requests for leaving class may be required to present a note from a medical authority indicating a need for such frequent requests.

Dismissal Procedures

- Announcements will be made at 2:35 p.m. followed by bugle. Dismissal from school is at approximately 2:41 p.m. The buses depart at approximately 2:45 p.m. Upon dismissal, all students, after visiting their lockers, will proceed immediately to their bus or after school activity.
- Students scheduled for detention or any after school activity must visit their lockers following the last period and report directly to the area of the detention or other after school activity.
- Walkways provided must be used when traveling to the bus loading area.
- Loitering in the bus loading area is not permitted. Students are required to proceed immediately to their buses.
- Parents or legal guardians may pick up their child from school by following the Raptor sign-in procedures, **photo ID required.** The office will notify the classroom teacher and the child will be called to the pick-up area. Other adults or acquaintances cannot pickup students unless the parents or guardians grant permission and this information is provided, in writing, to the main office.
- All rules and regulations in effect within the school are also in effect on all school property and on the way to and from school.
- If you are going to pick up a student at dismissal, you must send a note. For security reasons, if someone other than a parent or guardian is picking the student up, you must state the name of the person in your note. ***If we do not have a note, the student will be placed on their assigned bus home.***
- In order to facilitate the safe, orderly, efficient, and timely exit of buses from school property at the conclusion of the school day, all traffic will be stopped during the time period when buses are in motion.

- Students requesting a pass to ride a different bus or depart at a different stop from their regular bus must present a note to the main office with the following information: student name, regular bus number, requested bus number, specific bus stop or student he or she is departing with, and a parent signature. As per our bus regulations, please remember bus pass requests should only be made for emergency situations only. Parents/students should not request transportation changes to accommodate social arrangements (i.e. sleepovers, parties, etc.) The principal and/or assistant principal will review the request; permission may be denied based on bus capacity, urgency of reason, etc.
- Late buses leave the middle school parking lot at 5:20 p.m. daily.
- ***Any student who remains in the building or on school grounds after dismissal must be under the supervision of a teacher or coach.***
- Students leaving school will only leave in one of three ways: Bus/district provided transportation, parent/parental consent for pick up, or under the direct supervision of administrator/teacher/coach/aide. ***Students are not permitted to walk to the High School or walk off campus for any reason. Students are not permitted to be dropped off at the High School to meet friends, siblings, see a sports event, or for any other reason.***

Dress Code and Grooming

The Wallenpaupack Area School District (WASD) administration, faculty, and staff have the right to question and regulate any mode of dress that in any manner jeopardizes the health, welfare and/or safety of an individual student and/or other students. Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Students may be required to wear certain types of clothing while participating in physical education classes, extracurricular activities or other situations when special attire may be required to ensure the health or safety of the student. Students may be required to wear specific attire when representing the school for certain events and activities. Students have the responsibility to keep themselves, their clothes and their hair clean.

The following items are allowed:

- Shirts with collars (including golf-style and button down), turtlenecks, and t-shirts with (finished) long or short-sleeves. Shirts must touch the top portion of the lower garment at all times. The necklines of all upper garments must be modest. Low cut necklines are prohibited. Shirts with hoods are permitted but must allow the student's face and ears to be visible to the staff at all times.
- Jeans or pants (any style), that are worn at or above the waistline and that do not expose the undergarments or hips/groin/buttocks.
- Shorts, skorts, skirts, or dresses that are worn at or above the waistline and that do not expose the undergarments or hips/groin/buttocks.

The following items also apply:

- All items permitted in this dress code must be clean and made of material that is not sheer or see-through.
- Footwear must be worn at all times. Any footwear that poses a safety hazard is not permitted.
- Sunglasses are not permitted unless there is a documented medical issue (i.e. a concussion).
- Smart glasses, including Meta/Ray-Ban Smart Glasses and any eyewear equipped with cameras, microphones, recording, communication, or AI enabled features, are prohibited during the school day.
- Clothing, patches, buttons, pins, and/or jewelry are permitted but they must not do any of the following: display sexually suggestive writing/pictures; advocate violence; advertise and/or promote the use of tobacco, alcohol and/or drugs; display double-meaning wording and/or obscene language; use disrespectful language; suggest gang affiliation or activities.

Dress code violations may require a change of clothing, removal from class or removal from school.

Students may call home for proper clothing.

Elevator Usage

Students who require the use of crutches, wheelchairs, and/or the elevator must submit a doctor's note to the office substantiating such a need. The office will issue an elevator key to those students possessing a medical excuse. Those granted use of the elevator should comply with the established regulations. Student's friends are not permitted to "go along for the ride."

Emergency/Evacuation Procedures

- All students are to follow procedures as directed by announcement or by a teacher.

Fighting

All students, no matter what the circumstances, should make every effort to avoid fighting. Instead, students should seek help from the professional staff of the school, including the FAME Team. Law enforcement will be notified when fights occur. Students involved in fights will be suspended from school and school-related activities and may face further disciplinary action including placement in an alternative setting or expulsion.

iPad Procedures

Students are expected to bring their iPads to school every day. If a student must borrow an iPad from the office, it is the student's responsibility to return the iPad before the end of the school day. Failure to return a borrowed iPad may result in consequences.

Gambling / Games

All forms of gambling are not allowed in school, on school buses or during any school sponsored activity. Dice, playing/trading cards are not allowed in school. Students who violate this rule will be subject to disciplinary action.

Hall Passes / Restricted Movement

For lavatory and other errands when class is in session, students must adhere to the sign-in/sign-out procedures. There will be no group passes. Chronic abuse of hall passes will result in the student being placed on restrictive movement. Students are not permitted to use the lavatory between classes without permission.

Lockers

Hallway lockers will be utilized in the 2026-2027 school year. Students are expected to maintain a clean locker. Personal electronic devices should be powered off and stored in lockers or otherwise put away for the entire school day. Coats and jackets are also expected to be stored in student lockers.

Personal Property

Students should refrain from bringing valuable personal property or large quantities of money to school. Students are not permitted to buy, sell, or trade personal property on school grounds or buses. The school and its employees are not responsible for personal property brought to school by students. The following items are not permitted in school: blankets, pillows, and stuffed animals.

Show of Affection (Public Display of Affection – PDA)

Public displays of affection are not appropriate in a Middle School setting. Handholding, kissing and close physical contact in a school is not acceptable behavior. Violators may receive disciplinary actions.

Restrooms

The restrooms are provided for convenience and comfort, not as a lounge. The school will make every reasonable attempt to keep them clean and functioning as well as maintain the proper supplies for use. Please

help us keep these areas clean and as pleasant as possible. Smoking/vaping, writing on walls and partitions, and other actions that damage property will result in disciplinary action.

Aerosols or any other sprays are prohibited in the restrooms, buses, or anywhere on school grounds. Students should not be in possession of any aerosols or sprays while on school property.

Textbooks

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable depreciation is expected as a result of daily use. Unreasonable damage to textbooks or any school issued materials will result in a fine. Lost textbooks or any school issued materials must be paid for and replaced immediately. In the event books are lost and/or damaged, students will receive a second copy. Cost for the additional and/or damaged textbook must be absorbed by the student. Any monies paid must be verified by a receipt. Book value is based on replacement cost.

Working Papers

All students between 14 and 18 years old need working papers to work in Pennsylvania. Obtain an "Application for Employment Certificate or Transferable Work Permit" from the main office staff or download the form from the High School's website under the "Student Information" section.

Corridor Courtesy

- Do not block traffic by standing in groups. Students are not permitted to loiter in the halls.
- All students should walk on the right of the hallways.
- Pass through the halls quietly. Yelling in the halls is not permitted.
- Discard trash in containers: place chewing gum in a piece of paper and discard in trash container.

Library / Media Center

The library is open from 7:50 a.m. to 2:39 p.m. each school day. It provides every student with the resources and services needed to complete course assignments. A variety of print and non-print materials is available, and most may be signed out for home use. Specific library rules and regulations will be provided for all students.

Lost and Found

Students who find lost articles are asked to take them to the main office. These articles are placed in a Lost and Found Rack in the cafeteria. Lost items, which are not claimed within a reasonable time, will be given to a charitable institution.

Memory Book

The WAMS Memory Book is ordered and paid for during the fall semester of each school year. Those who order in advance are guaranteed a memory book in June. Students who do not order in advance may purchase a memory book on a first-come, first-served basis; extra memory books are limited.

Newsletters, Calendars, Menus

Weekly school calendars and menus are available the Wallenpaupack Area Middle School website (http://www.wallenpaupack.org/wams). Additional copies are available for students to pick up from their homeroom and take home. Every effort is made to keep parents informed of developments, coming events, program dates, and registration deadlines.

Telephones/Communication Devices

A phone is located in the main office. The phone may be used only in case of an emergency and under the supervision of a school official. Messages and deliveries from home should be left in the main office. Students will be called out of class only in the case of an emergency. Parents are asked not to call the school to leave

messages except in an emergency situation. Please note that flowers and balloons will not be allowed in the building during the school day. *For more information, refer to pages 50 & 51 of the handbook.*

Postings and other Media Releases

All materials to be posted in the building must have attached the name of the student or student group sponsoring the material. The school principal or his/her designee must approve all material to be posted. Materials should only be posted in designated areas. It is the responsibility of the sponsoring group to remove material in a timely fashion.

Recording / Photographing (Audio and Video)

Students are not permitted to photograph, video tape, or audio tape any person or class without administrative permission. This includes using a school-issued device to do so. Disciplinary action will be taken if students take pictures, video or audio recordings during the school day without permission.

Solicitation

Wallenpaupack Area Middle School does not allow any form of solicitation (including flyers, handouts, and newspapers) to be distributed on school property without prior administrative approval.

Transfer Procedures

Prior to the date of your move, parents or guardians must come to the School Counselor Office to complete a transfer form, stating the probable date of the move, your new address, and if known, the school district into which you will move.

Visitors to School

In order to ensure a safe environment for students and staff, all visitors must report to the vestibule outside of the main office. Visitors may not be in the school building or on the school grounds unless they have permission from school administrators and display a visitor's pass. Student visitation during the school day is not permitted.

Middle School Academics

Academic Integrity

Academic Integrity is essential to the success of an educational community. Students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit MUST be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, multiple submissions, and other forms of dishonest or unethical behavior, is prohibited. Any form of academic dishonesty will be subject to disciplinary consequences, change in grade or both.

Expectations of Students

Each student will maintain academic integrity by the following:

- Students will complete all assigned work, activities, and assessments in a responsible manner that avoids all cheating, lying, and stealing.
- Students will consult with their teacher regarding any concerns or questions when the student is unclear about expectations or requirements of an assignment.

Violations of Academic Integrity

Cheat: "To deprive of something through fraud or deceit; to violate rules dishonestly" "Cheat." *The Merriam-Webster Dictionary.* 2004. Print.

- Students will not utilize any form of communication to provide or prompt answers during assessments (i.e., cheat sheets, marks/writing on body or clothing, electronic devices).

- Students will not send nor receive any verbal or nonverbal forms of communication during assessments (i.e., showing/looking at another's assessment, hand gestures, facial gestures, or signals such as tapping or coughing).

Plagiarize: "To present the ideas or words of another as one's own." "Plagiarize." *The Merriam-Webster Dictionary.* 2004. Print.

- Students will not copy the language, ideas, thoughts, opinions, theories, or images of another without providing proper acknowledgements or citations.
- Students will not purchase another's work or partial work and submit it as their own.

Misconduct: "Intentional wrongdoing; improper behavior." "Misconduct." *The Merriam-Webster Dictionary*. 2004. Print.

Students will not commit dishonest acts or academic misconduct or assist other students in the committing any of the following acts.

- Stealing, giving, buying, or selling any portion of an exam (including answers and essay topics)
- Fabricating an excuse to receive an extension on an assignment/assessment
- Compromising the integrity of an assignment/assessment by revealing questions or topics to students who have not yet be given the assignment/assessment

Wallenpaupack Area Middle School appreciates and acknowledges Radnor High School in Radnor, PA, St. Joseph's High School in Trumbull, CT, and the website of The School for Ethical Education whose Academic Integrity Policies were reviewed and assisted in the creation of this section of the Student/Parent Handbook.

Sixth Grade Courses

Core Courses: ELA 6, Math 6, Science 6, Social Studies 6, Wellness 6

Related Arts: Art 6, Computers 6, Family/Consumer Science 6, Music 6, Technology Education 6, Library

Electives: Band 6 and Chorus 6

Seventh Grade Courses

Core Courses: ELA 7, Math 7 or Pre-Algebra, Science 7, Social Studies 7, Wellness 7

Related Arts: Art 7, Computers 7, Family/Consumer Science 7, Music 7, Technology Education 7, Library

Electives: Bell Choir, Chorus 7/8, Band 7

Eighth Grade Courses

Core Courses: ELA 8, Math 8 or Algebra I, Science 8, Social Studies 8, Wellness 8

Related Arts: HS 101 and (Choice of 3): Art 8, Computers 8, Garage Band, Family/Consumer Science 8, Musical Theater, Technology Education 8, STEM 8, Multimedia Design 8, Business and Entrepreneurship 8

Electives: Bell Choir, Chorus 7/8, Band 8, Jazz Band

Orientation

Orientation programs are conducted each spring for incoming sixth graders from the North Intermediate and South Elementary schools. Students are given the opportunity, during the regular school day, to learn about the school from the counselors, teachers, administrators, and present middle school students.

Use of Special Tools, Equipment and Materials

In some curricular areas the use of specialized tools, equipment, and materials is required. To ensure the safety of all students and staff, detailed rules regarding the use and maintenance of these items shall be enforced. It is the responsibility of the student to be familiar with these classroom-specific rules and to follow the procedures as outlined by the teacher. Although they may differ slightly per curricular area, the policies regarding these items state:

- No tool or equipment is to be removed from a classroom by a student.
- Students must use tools and equipment of a sharp or potentially dangerous nature in a safe manner and the use of these tools and equipment requires teacher supervision.

Violation(s) of these and rules will result in disciplinary action.

Assessment

Purposes for Assessment and Grading

The primary purpose of any system of reporting to parents is to strengthen the home-school partnership and to inform parents concerning the child and his/her progress. Frequently, school districts are also required to report student achievement to post-secondary institutions and employers. Secondary purposes for assessment/grading include: 1) providing teachers with information for instructional planning; and 2) providing teachers, administrators, parents, and students with information for placement and selection.

Core Beliefs

Three issues must be considered before determining assessment practices and grades. They are fairness, motivation, and accuracy and consistency (O'Connor, 2007).

- Fairness – is about "equity of opportunity" (O'Connor, 2007). All students should be given an equal opportunity to demonstrate what they know and can do.
- Motivation – best classroom practices maximize intrinsic motivation and minimize extrinsic motivation. Teachers help students understand that what matters is what you learn and how you use it (O'Connor, 2007).
- Accuracy and Consistency – assessment and grading must reflect a shared understanding of PDE's academic standards which results in defensible and credible assessments (O'Connor, 2007).

WASD Academic Grading Key

Grades 6-8 all areas

Numeric Grading	Letter Conversion
96 – 100	A+
90 – 95	A
86 – 89	B+
80 – 85	B
76 – 79	C+
70 – 75	C
67 – 69	D
66 or below	F
I – Incomplete	Incomplete reports that a grade could not be assigned due to missing assignments. The student will be given a specific timeframe in which to make up work. After that

	time, missing assignments will become zeroes if the teacher has not changed the grade.
P – Working to Potential	Working to potential is used for students who are working to the best of their ability. Students will receive credit for the course.

PowerSchool®/Schoology®

The Wallenpaupack Area School District believes it is extremely important that parents and teachers work together to provide the best educational experience possible for our students. As such, the District offers on-line home/school communications services, *PowerSchool*® and *Schoology*®, available via the district's website. Through a secure login and password provided by WASD, parents and students may view schedules, grades, daily/weekly bulletins and menus, and upcoming tests and projects. Information regarding *PowerSchool*® and *Schoology*® is provided during school open-houses, parent meetings and through your child's homeroom teacher.

Grading

- Student achievement of stated learning goals shall be the basis for grades. Grading procedures shall be related directly to stated learning goals.
- Teachers shall set due dates and deadlines for all marked work that will be part of a student grade.
- Absent students shall be given make-up opportunities for all missed work and assignments.
- Teachers shall provide timely feedback to students on formative assessments.
- Grades shall be calculated to ensure that the grade each student earns is an accurate reflection of his or her performance. GPA's will not be rounded.
- Teachers shall use assessment instruments consistent within grade levels/subject areas.
- Teachers shall discuss assessment with students, in an age-appropriate manner, at the beginning of instruction.
- Students and/or parents may have access to course objectives, student responsibilities, scoring scales and methods of assessment.
- Grades earned by students with Individual Education Programs shall be based on their ability, programs, and accommodations.

A student receiving a grade of I must complete the necessary course requirements within two weeks to obtain a grade. Students failing to do this will receive an F.

Report cards are distributed to students after each nine-week marking period. Typically, report cards are distributed in mid-November, late January, early April and late June. The first three report cards are distributed to students in school. The final report card is mailed to parent/guardians.

Parents are strongly encouraged to utilize PowerSchool® and Schoology®, the District's web-based grading/homework/project networks, throughout the school year, to better ascertain student performance and upcoming projects/assignments.

NOTE: If parents wish to have a conference with any teacher, the School Counselor Office should be called at (570)226-4557 ext.3055.

Physical Education Regulations

The State of Pennsylvania's laws require that each student participate in physical education class. If there is any reason for a student to be excused from participating on a particular day, the student must report to the Nurse's Office before 8:10 A.M. with a written excuse. **A doctor's excuse is necessary for a student to be *completely* excused from participation.** A note from a parent/guardian will enable a student to take a *limited* physical education class, which includes dressing and participating to the extent possible. The note must state specifically the reason the student would be excused. Any student who repeatedly refuses to participate in

physical education class without an acceptable excuse will be subjected to disciplinary action and failure of the class. Physical education attire must be neat and clean.

Make-up Work

- Students who miss school for legal reasons will be allowed as many days to make up any missed work as they were absent. As an example: If a student misses five days of school, he or she will have five school days to make up the work beginning when they return and not counting any days they are subsequently absent.
- Students who are on homebound are generally expected to be current with their schoolwork upon their return, but some latitude may be given in individual circumstances.
- **Students who have unexcused absences may receive a zero for the day and are not allowed to make up work.**

Progress Reports

Progress reports are given to those students who are experiencing difficulty in, or who are in danger of failing a class. The first progress report is mailed but subsequent reports can only be found on PowerSchool. Acknowledgement of these reports is appreciated and contact to the teachers is strongly suggested.

As stated earlier, parents are strongly encouraged to utilize PowerSchool, the District's web-based grading/homework/project network, throughout the school year, to better ascertain student performance and upcoming projects/assignments.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors, or principal by telephoning the school office. Conferences can be arranged by calling the School Counselor Office; however, several days' notice is generally required to arrange joint conferences with several teachers. Also, one day is set aside in November for parent/teacher conferences.

Honor Roll

Students in seventh or eighth grade who maintain an average of 90% - 95.99% will be named to the honor roll. Students who maintain an average of 96% or higher will be named to the high honor roll, there is no rounding. Honor roll percentages are determined by a formula with weighting prioritizing academic courses. It is not an average of all class grades. ***Making the honor roll/high honor roll does not guarantee membership in the National Junior Honor Society.***

National Junior Honor Society

Membership in the National Junior Honor Society is based on Scholarship, Service, Leadership, Citizenship, and Character. Membership in the National Junior Honor Society is a privilege and not a right. Students in grades seven and eight may be considered for membership if they satisfy the following requirements:

- Maintain a cumulative, weighted average of **95** or above, beginning with the first marking period of seventh grade.
- Document on a "Student Activities Information Form" active involvement in school and/or community activities, demonstrating the qualities of leadership, service, and citizenship. These forms will be distributed to qualifying students during the third marking period.
- Show positive attitude toward the school and its regulations. Any student who has one or more disciplinary infraction(s) on file in the middle school office from the current school year may be ineligible for membership consideration.

A five-panel faculty council appointed by the principal will review the information on all qualifying students. Those students who meet the above requirements will be inducted into the National Junior Honor Society in the spring of the current school year.

Golden Torch awards will be given to 8th graders who have been on High Honor Roll for ***every*** quarter since their first quarter in seventh grade.

Any member who falls below the eligibility requirements will be placed on probation for two consecutive marking periods. If the deficiency is not improved, the student may face dismissal. Any drug or alcohol violation will result in removal from the National Junior Honor Society.

Promotion & Retention Policy / Tutorial Remediation

A student will be promoted or retained only after all the following applicable criteria have been considered:

- Chronological age
- Social development
- Physical development
- Standardized test scores
- Parent/guardian conferences
- Psychological test results
- Excessive absences
- Grades

Please note that remediation is incorporated into our daily schedule.

Request for School Records

Parents of Middle School students have a right to review their child's official school records. The release of confidential student information to individuals or agencies outside the school staff without the knowledge and consent of the student and/or parents is prohibited. Contact the School Counselor Office to make an appointment to review records.

Scheduling Eighth Graders for Ninth Grade

The scheduling process for ninth grade begins in early February. Counselors and Administrators from the High School present a program to all eighth graders. At that time, course selection guides are given to each student. The parents of all eighth graders are then invited to attend an evening program in the high school designed to familiarize them with high school scheduling and policies. School Counselors visit every eighth-grade class to discuss in small groups the scheduling process and to help the students make their class selections based on grades, interests and long-range goals. Students are given a week to take all information home and discuss their plans with their family. Course selection sheets are then returned with a parent signature, and the counselors then enter the choices made by the students into the scheduling system. Each schedule is reviewed closely by the counselors. Eighth graders and their families have every opportunity to discuss concerns with the counselors. If there are any scheduling conflicts, the counselors speak individually with students. Students have until early June to make changes to their ninth-grade schedule.

Scheduling for Seventh and Eighth Graders

The scheduling process for the next school year begins in January with the distribution of the Course Selection Guide. Students will have the opportunity to review this information with their counselor. A course selection sheet with student course requests and a parental signature must then be submitted so that the schedule can be finalized.

Summer School

If a student has failed a course and an approved summer school course is available, the student is allowed to take the course if he/she has a grade of 55 or administrative approval. All students who fail ELA, Math, and/or Science must attend summer school. If a student fails more than two classes, summer school will be under

administrative review. Successful completion of a course will result in a maximum grade of 67. Students/families will be responsible for the cost of summer school.

Tutorial/WIN

Sixty minutes per day is available for students to be with their academic core team of teachers. In addition, various clubs will be offered during tutorial. Student participation will be allowable based upon the student's academic performance. Tutorial is an opportunity for students to get extra help with their work and/or get caught up on assignments missed due to absences. The following guidelines will be followed during this assignment:

- All students will report to their assigned tutorial room at the scheduled time.
- The time allotted for this study is to be used as such. ***This is not a rest period or a social gathering***.
- Students will be excused from the assigned room with a properly completed pass. When a teacher wishes to have a student excused from the room for an assignment, the student is responsible to show this pass to the study room teacher and have his/her signature before leaving the assignment room.
- Appointments with a School Counselor may be made by signing up in the School Counselor Office in the morning.
- Students may go to the library or computer room on a reference pass from their teacher.
- During WIN (What I Need) sessions, all students will be assigned to a teacher for targeted academic intervention/enrichment/acceleration. During WIN, no clubs/activities will be offered.

Middle School Student Activities

After School / Extracurricular Activities

The school administration reserves the right to eliminate a student from participation or attendance at an extracurricular activity such as assemblies, dances, clubs or field trips. Elimination will be determined by a review of a student's discipline and academic records.

The co-curricular and extracurricular programs sponsored by the school are designed to supplement academics, provide enrichment experiences, entertainment, or service to the student body. In addition, students who participate receive personal enjoyment and satisfaction and develop desirable character traits such as cooperativeness, initiative, self-confidence, tolerance, and creativeness.

Extracurricular Eligibility

- Grades of students participating in extra-curricular activities will be reviewed on a weekly basis. If the student/athlete is failing one full credit, or the equivalent, he/she will be ineligible for a minimum of one week.
- Students applying for leadership positions (student council, class officers, etc.) must be in good academic standing, demonstrate good citizenship, and have been active in class activities. Student leaders must continue to display these positive characteristics during their term in office.
- Student Council will oversee class elections.
- If a student fails one credit for the first semester, that student is ineligible for the first fifteen (15) school days of the second semester.
- If a student fails one credit for the second semester, that student shall be ineligible for the first fifteen (15) school days in September.
- If the student makes up the subject that he/she fails, he/she shall become eligible.
- A student will be ineligible to compete or practice if he/she arrives in school after 11:15 a.m. unless approved by the athletic director.

Attendance at Activities

Any student absent from school or who arrives at school after 11:15 am will not be allowed to attend any school functions on that day or evening, unless approval is granted by the principal or his/her designee. This includes, but is not limited to, athletic events and concerts.

Students are allowed to stay after school for supervised activities provided they follow these procedures:

- **SPORTS** - Athletic activities are available for middle school students. Eligibility rules are outlined in the Middle School Athletic Policy. Students must sign up for sports at the beginning of tryouts. Students must then report to and remain in the gymnasium or appropriate area immediately after school.
- **TUTORING** - Students must sign up for tutoring each week and receive a temporary late bus pass from the teacher. Students must then report to and remain under the supervision of the teacher.
- **DETENTION** - Students will be notified about detention by the main office.
- **AWAITING PICK-UP BY PARENT OR GUARDIAN** - Students who will be picked up by parents/guardians will wait in the main office area for their ride.

UNDER NO CIRCUMSTANCES are students allowed to walk off school property except for those approved by the Administration.

Athletics

The varsity sports program is designed to help each participant develop an agile, coordinated and healthy body, and appreciation of the need for cooperative effort, and a spirit of competitiveness and fair play.

Programs

A middle school program with seventh and eighth grade participation is offered in the following sports:

- Baseball
- Basketball
- Cheer
- Cross Country
- Field Hockey
- Football
- Golf
- Soccer
- Softball
- Tennis
- Track
- Wrestling

Athletic Regulations

The following regulations will govern participation in varsity sports and cheerleading:

- Each student must have on file a PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) for the current school year. **The CIPPE may not be performed earlier than May 1st of each school year** and shall be effective, regardless of when performed during a school year, until the next April 31st. **Students involved in subsequent sports in the same school year must complete a Section 5 of this CIPPE and submit before being eligible to participate in a subsequent sport**. If it is determined by the information supplied in the Section 5 that the student must be medically cleared by a physician the Section 6 will need to be completed before the student is eligible to participate in an athletic program.
- **Parents should be aware that there is no automatic "school district insurance." The Wallenpaupack Area School District carries an insurance policy for those students participating in interscholastic sports** including band, cheerleaders, color guard, student trainers, and student managers **during their individual season as established by the Pennsylvania Interscholastic Athletic Association (PIAA).** This policy is activated only after the family's primary insurance plan is exhausted. Parents are encouraged to enroll students in the Student Accident Insurance Program offered by the District. This insurance program should be viewed only as an addition to the family's primary medical insurance plan and not as a substitute plan.
- Each student/athlete is required to complete a Co-Curricular Drug & Alcohol Policy Form, which is co-signed by his/her parent/guardian. This form outlines the consequences of violating the District's Policy.

- A student will be ineligible to compete if he or she is absent on the day of the game unless approved by an administrator or designee.
- A student will be ineligible to compete or practice if he or she arrives in school after 11:15 unless approved by an administrator or designee.
- It is expected that the student body will demonstrate good sportsmanship. **Unsportsmanlike conduct will not be tolerated.**
- The WAHS Athletic Program is a member of the Pennsylvania Interscholastic Athletic Association, Inc. and all PIAA rules will be followed.

Athletic Transportation Policy

- All transportation to and from games and practices will be provided by the school district. EXCEPTION: The golf coaches will transport all golfers to and from practices and games.
- No student will be permitted to drive his/her vehicle to any practice or game without special permission from the administration.
- Any student who leaves the school in his/her vehicle will be considered leaving for home and, therefore, not allowed to practice.
- At least one coach per sport program will be responsible to chaperone the bus to and from practice. All coaches should ride the bus to and from games. The head coach shall be responsible (along with the bus driver) to see that the bus is cleaned after returning from an away game.
- Coaches and students will return from Hawley by late bus to the High School.
- Students will not be allowed to leave a practice or game with anyone except a parent, guardian, or designated school personnel unless a Travel Release Form (available on the school's website) is completed by the parent/guardian.
- Teams using the Middle School athletic facilities will be supervised to and from games or practices. The team may pick up the late bus at the Middle School.

Co-Curricular and Extra-Curricular Activities Drug and Alcohol Policy

Students involved in school activities must adhere to the Wallenpaupack Area School District Drug and Alcohol Policy while in and out of school (when students are not under the jurisdiction of the school). When it has been determined with reasonable certainty that any student participating in a co-curricular or extra-curricular activity is found to be in violation of the student's drug and alcohol policy, he/she will be subject to the following consequences (a student attending a party, but not consuming will be subject to the same penalties unless the student leaves the party immediately):

- **First Offense**: Fourteen (14) calendar days of ineligibility and SAP referral. A student may attend practice if the student follows the recommendations of the SAP team.
- **Second Offense**: Minimum of one (1) year of ineligibility from participation in any co-curricular or extra-curricular activity if the second offense occurs within one calendar year of the first offense, otherwise, the violation shall be thirty (30) days of ineligibility from participation.
- **Third Offense**: When it is determined that any student is in violation of the school's drug and alcohol policy for the third time, then he/she shall be permanently ineligible for participation in any co-curricular or extra-curricular activity.

In order for any Wallenpaupack Area Middle School student to participate in a co-curricular or extra-curricular activity, both the student and a parent/guardian must sign the participation form supplied by the advisor or coach and return the form within five (5) school days of the first meeting date.

Athletic Policy

All interscholastic athletic programs shall be conducted in accordance with regulations of the State Board of Education and the Pennsylvania Interscholastic Athletic Association.

Consent of Parent

All parents are required to have successfully completed and uploaded sections 1-6 of the PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form, which includes parent/guardian consent forms, to their student athlete's Arbiter account.

Physical Examination

No pupil shall be eligible to represent his/her school in any interscholastic contest unless a certified physician has examined him/her before his/her first sports season of that academic year. Before each subsequent sports season, a certified physician must recertify the pupil.

Clubs and Activities

The co-curricular and extra-curricular programs sponsored by the school are designed to supplement academics, provide enrichment experiences, entertainment or service to the student body. In addition, students who participate receive personal enjoyment and satisfaction and develop desirable character traits such as cooperativeness, initiative, self-confidence tolerance and creativeness. The following clubs/activities are offered at WAMS:

- Fitness Club
- National Junior Honor Society
- Paupack United
- Robotics Club
- Science Olympiad
- Student Ambassador Program
- Student Council
- Yearbook
- WAHS Jr. Players

Additional co-curricular offerings may be available as the school year progresses.

Dances

Periodically the school will sponsor dances **for WAMS students only**. Sixth grade dances are held immediately after school until late buses. Seventh and eighth grade dances are generally held on Friday evenings from 6:00 to 8:00 p.m. with some exceptions. Students must arrive no earlier or later than ten minutes before or after the posted starting time of the dance. Students arriving too late will not be admitted to the dance. Students may not leave the dance unless specifically excused by the chaperones.

Parents should pick up students no later than fifteen (15) minutes after the dance is over at the designated drop-off/pick-up point in front of the North Intermediate School (students not picked up within this 15-minute time frame may be denied admission to the next dance). Students are not permitted to walk off school grounds under any circumstances. Students will be denied dance privileges for reasons of attendance and/or discipline. Students who are absent on a dance day are not permitted to attend the dance on that evening.

Middle School Discipline

Parent Responsibilities

A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship parents are urged to:

- Exemplify an enthusiastic and supportive attitude toward school and education.
- Build a good working relationship between themselves and their child, his or her teachers and the school.
- Teach their child self-respect, respect for the law and respect for others and public property.
- Insist on prompt and regular attendance.
- Listen to views and observations of all parties concerned before making a decision.
- Recognize that teachers deserve the same consideration and respect that parents expect from their children.

- Encourage their child to take pride in his/her appearance.
- Insist that their child promptly bring home all communications from school.
- Cooperate with the school in jointly resolving any school-related problems.
- Set realistic standards of behavior for their children and be firm, fair, and consistent in applying them.
- Help their child learn to deal effectively with negative peer pressure.
- Provide a place conducive for study and completion of homework assignments.
- Use *PowerSchool*® on a consistent basis and communicate with teachers, as needed.

Parents should be aware that they are responsible for any financial obligation incurred by their child in school. This includes lost books, damage to property, etc.

Student Misconduct

The Wallenpaupack Area School District is committed to the belief that all students are entitled to the best education possible. The Wallenpaupack Area Middle School has developed the following discipline policy in order to ensure that all students receive their education in an educational environment that is safe, orderly, and conducive to learning. The school's discipline policy shall apply to students at any time a student is on school property or transportation as well as on any school sponsored trips where school personnel are present.

Authority to act in an administrative capacity regarding disciplinary matters has been delegated to a Discipline Committee composed of teachers directly responsible to the administration. The discipline committee may assign various consequences, or combinations thereof, to students who have violated school regulations.

State police will be notified, and charges will be filed for serious violations of school rules. Such offenses include, but are not limited to, fighting, assault, theft, violation of drug and alcohol policy, vandalism, disorderly conduct, possession of weapons and/or look-alikes.

At the Wallenpaupack Area Middle School the civil rights of students are respected, and students are held accountable for their civil responsibilities. Students who commit criminal offenses while under the jurisdiction of the school will be referred to the appropriate civil authorities. Consequences for infractions include, but are not limited to: detention, in-school suspension, out-of-school suspension, expulsion, prosecution and/or fines.

Referral and Administrative Actions

Referral Procedure

- The adult referring the student will complete a Discipline Referral Form as soon as possible stating, in writing, the reason(s) for the referral.
- Students referred will be informed of the charges and given an opportunity to state their view(s) of the event(s), which took place.
- In order to further the school investigation, school administrators or designees reserve the right to interview and question students without parents being present or notified beforehand.
- An administrator or faculty member will collect information pertinent to the event and discuss it with the student during their discipline hearing.
- If it is determined that the student has violated the school rules, appropriate disciplinary action will be taken by the administrator.
- Teachers, school counselors, and administrators have the authority to maintain appropriate student conduct and discipline while students are under school supervision, including during travel to and from school, consistent with applicable laws and district policies.

Consequences

- In each incident, the administrator will decide on an individual basis which action will best meet the needs of the student, the School District, and/or the employees of the School District.

- Disciplinary actions which may be taken include, but are not limited to:
  - Parental conference
  - Referral to counselor
  - Denial of privileges
  - Design of a student behavioral contract
  - Restricted movement
  - Referral to psychological service staff
  - Lunch detention
  - Bus suspension
  - Detention
  - Liability for damages or financial loss
  - Conference suspension
  - In-school suspension
  - Out-of-school suspension
  - Alternative placement
  - Referral to appropriate local, county, and/or state agencies and/or institutions
  - Expulsion
  - Civil and/or criminal prosecution

Students and parents share the responsibility to review the contents of this publication to become familiar with the rules and regulations governing the school.

Discipline Committee

When the principal is unavailable, the discipline committee acts as designee. Authority to act in an administrative capacity regarding disciplinary matters has been delegated to a Discipline Committee who is directly responsible to the administration. The discipline committee may assign various consequences or combination thereof, to students who have violated school regulations.

Detention Procedures

- Detention(s) will be assigned as a consequence of violating school regulations.
- Detention will be held after school from 2:50 to 5:15 p.m.
- Students will receive 24-hour notice of all after-school detentions to be served.
- Only a building administrator may excuse a student from detention.
  - Detention can be rescheduled for medical or dental appointments but the student/parent must provide verification from a doctor to the main office on the next day.
  - Serving a detention takes precedence over all school activities.
  - Students will not be excused from detention to participate in extra-curricular activities.
  - Students who have work responsibilities must make arrangements to serve the detention(s) on the day(s) assigned.
  - Parents who wish to have students excused from detention must submit a request in writing prior to noon of the day of detention.

- Students excused from detention must report for detention on the next day detention is held unless other plans are made with an administrator.

- Students who, without permission, do not report for a scheduled detention will be considered guilty of defiance and are subject to further disciplinary action.
- Students scheduled for detention may visit their locker and then report directly to detention.
- Students arriving late for detention must submit a signed note to the detention monitor. Unexcused lateness for detention will result in further disciplinary action.
- Students will not be excused from the detention room while detention is in session except in cases of extreme emergency as judged by the detention monitor.
- Students must report to detention with sufficient school related work for the entire time of detention.
    - Students who report without sufficient work will be assigned work to do by the detention monitor. The amount of work assigned is the sole decision of the detention monitor.
- Any student who is disruptive in detention or who fails to follow the specific instructions of the detention monitor will be considered insubordinate and will be referred to an administrator.
- Detentions missed because of absence from school are served immediately upon return to school by attending the next scheduled detention(s).
- Any student who receives three (3) detentions in a school year will go to in-school suspension for all misbehavior following the third detention.

Detention Rules

- Students who are reporting to detention should bring all the items they need to take home. Students will not be permitted to go to lockers or to other school locations after detention.
- The atmosphere of detention will be one of individual study. Students are not permitted to sleep. Failure to bring appropriate work or to remain on task may result in the assignment of another detention. Students should use time to complete homework assignments, study notes, or read.
- Disruption in detention will result in further disciplinary consequences.

Exclusion from School – Suspensions and Expulsions

- Exclusion from school may be based on a single incident or a culmination of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion from school can occur in the following forms:
    - Suspension - exclusion from school for a period of up to ten (10) school days.
    - Expulsion - exclusion from school by School Board action for a period of over ten (10) days.
- Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective.
    - A hearing is not required prior to a suspension of up to three (3) days.
    - An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student's misconduct may result in consequences beyond a 3-day out of school suspension. In the event that a student commits a violation that may result in a recommendation to the school board for expulsion from the Wallenpaupack Area School District, the student shall have the right to request an administrative review within three (3) school days of the date of the offense. Such requests shall be made in writing to the principal of the school that the student is attending. The purpose of an administrative review is to discuss all relevant information regarding the student, including information related to the offense in question, the student's prior academic, disciplinary and attendance record at the school, and information regarding possible disciplinary action which may be taken against the student including referral to the Board of School Directors with a recommendation for expulsion. Administrative review shall not be deemed to be disciplinary action and shall not be considered action in lieu of suspension or expulsion. In the event that the student fails to elect administrative review, the administration shall

proceed with disciplinary action including, if appropriate, a referral to the Board of School Directors with a recommendation for expulsion.

- Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform or supply information requested by the parent or guardian.
- The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.
- A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
- A student receiving a conference suspension will be suspended from school for a maximum of three (3) school days. However, if a parent comes in for a conference as soon as possible, the student will be allowed to remain in school at the conclusion of the conference.
- Students who are suspended are not permitted to attend any school functions during or after school hours during the period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespass laws.
- It is the student's responsibility to fill out a Homework Request Form. All out-of-school suspension homework is due the day the suspended student returns to school.
- All student privileges are revoked when a student is suspended from school.
- A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
- Cases of chronic disregard for school rules or student misconduct that is violent or dangerous may result in alternative placement.
- A student will be excluded from school for more than ten (10) days pending a board hearing when, in the opinion of an administrator, the continued presence of the student represents a threat to the health, safety, morals, or welfare of others. Alternative education will be provided following the 10th consecutive day of exclusion from school.
- Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school.
    - The responsibility for placing the student in school rests with the student's parent(s) or guardian(s).
    - If the student is unable to secure an alternative educational placement, the Wallenpaupack Area School District will make provision (s) for some form of education through alternative instruction at the discretion of the school district.
- Initiating a Bomb Scare will result in permanent expulsion from the district.

In-School Suspension (ISS) Procedures

1. The Middle School Administrator who assigns a student to ISS will notify the parents/guardians of that student.
2. Each student will receive a handout regarding the ISS rules and procedures ***NOTE: It is expected that students will become familiar with the rules and procedures regarding ISS.**
3. On the day(s) of ISS students will report to the Discipline Office, NOT TO HOMEROOM.
    a. Students assigned to ISS must arrive in the Discipline Office immediately upon entering the school building.
    b. Following their arrival to the Discipline Office, students assigned to ISS will be given the opportunity to have breakfast from the cafeteria.
    c. Personal electronic devices must remain in the Discipline Office for the day. Electronics will be turned in to a school administrator or designee.
    d. Students will be permitted to bring breakfast and lunch to ISS, or they may purchase either from the cafeteria. Meals purchased from the cafeteria will be delivered to the ISS room.

ISS Rules

1. Students must remain in ISS for the entire day.
2. The following consequences apply to students who miss assigned time in ISS.
    a. If a student is absent for a day of assigned ISS, he/she will serve the assigned day of ISS on the first day that he/she returns to school.
    b. **If a student arrives late to school on a day that he/she has been assigned ISS,** he/she will serve the remaining portion of the assigned day. **In addition, the student will be assigned make-up time for the portion of time missed.**
    c. If a student is dismissed early for an appointment or illness, he/she will be assigned make-up time for the portion of the time missed.
    d. If the school schedule is disrupted due to inclement weather, the following procedures will be followed:
        i. If school is cancelled, the student will serve ISS on the first day that school resumes.
        ii. If there is a delayed opening (2-hour delay), the student will serve ISS on the scheduled day and follow the amended schedule.
        iii. If there is an early dismissal, students will not make up time lost due to being released early.
3. Students must bring all texts/materials needed to complete assignments.
4. All school rules apply in ISS.
5. Students are to remain seated in their assigned seats during ISS.
6. Students are permitted to do the following while serving ISS.
    a. Complete class work assigned by classroom teachers.
    b. Complete behavioral assignments associated with the reason ISS is being served.
    c. Read appropriate materials.
    d. Request the attention of the ISS monitor by raising their hand.
7. The following behaviors are not permitted:
    a. **Sleeping**
    b. **Talking**
    c. **Using personal electronic devices (electronic devices should be left in the Discipline Office)**
    d. **Eating (with the exception of lunchtime). Students will be permitted to have a water bottle.**
8. Violation of the ISS rules may result in more ISS time, OSS, or elimination of ISS as an option for disciplinary action.
    a. If a student does not successfully complete ISS on a given day due to inappropriate behavior, he/she may be assigned more time in ISS as determined by an administrator.
    b. If the student continues to misbehave in ISS, he/she will receive OSS, however, the student will return to ISS following the OSS until his/her ISS assignment has been successfully completed.
9. Students assigned to ISS may not participate in or attend after school activities on the days of the scheduled ISS.
10. Completion of assigned work is a condition of successful ISS program completion. If a student refuses to complete assigned work, he/she will be subject to further disciplinary consequences.

Warrants

If a warrant for the arrest of a student has been issued, and a constable or other law enforcement official has been sent to locate that student to execute the warrant, the student may be removed from school grounds so as to not cause unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify them of the student's status. The school cannot hold the student or refuse removal of the student from the premises.

APPENDIX - Board Policies

Acceptable Use of the Computers, Networks, Internet, Electronic Communications and Information System

The increased use of technology and the district's information technology systems (IT Systems) and the possible misuse, abuse, and increased district liability requires that the district more closely maintain, monitor, and limit the use of the district's IT systems. All users are required to sign an acknowledgement and consent form in order to use and access the district's IT systems. WASD's IT systems must be used for education-related purposes and performance of district job duties. Users may not use their personal computers or other technology devices to connect to the WASD's intranet, Internet or any other IT System. Access to the WASD's IT systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the WASD, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The WASD will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the IT systems. Users have no privacy expectation in the contents of their personal files or in the use of the WASD's IT systems. The WASD reserves the right to monitor, track, log and access IT systems user accounts and to monitor and allocate fileserver space. WASD reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, the WASD operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. No person may have access to material that is illegal under federal or state law.

For more information, see Board Policy No. 815

Bullying / Cyberbullying

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting or outside a school setting that is severe, persistent, or pervasive. Bullying is a pattern of abuse over time and involves being "picked on." Bullying can take many forms and can include many different behaviors including, but not limited to, intimidation, humiliation, ridicule, defamation, extortion, oral or written threats, teasing, put downs, name-calling, threatening gestures or actions, cruel rumors, false accusations, and social isolation.

When a student believes that she/he is being bullied, intimidated, or in physical danger, the student should immediately inform the bully that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall follow the established complaint procedure.

For more information, see Board Policy No. 249

Communication Devices

Student use of communication devices shall be prohibited from the beginning of the educational day to the end of the educational day; such devices shall be turned off or made inoperable. This includes the use of a cell phone or communication device to take photographs and/or audio and/or video recordings. While in the school facility and /or when participating in a school-sponsored event during the educational day, unless otherwise approved by the building principal or designee, it will be a policy violation if a communication device can be seen or heard. A student may not make a call or receive a call, send or receive a text message, and/or take, send or receive an electronic image and the communication device is to be turned off at all times, even if the device is stored in a backpack, locker or other out-of-sight location. Communication devices are prohibited for use in health suites and/or lavatories at all times. Parents/Guardians should call the school for any emergency situation. The school will in turn contact the student in question as is possible and appropriate. Parents/Guardians shall not try to contact students by cell phone or other device.

During the 2026-2027 school year:

Cell phones/personal electronic devices should not be seen or heard during the school day. Upon entering the building, cell phones must be powered off and stored in student lockers or back packs. Smart watches and ear buds/headphones should not be connected to devices or used during the school day. Phones are available in the

main office for students that need to contact home. If parents/guardians need to get emergency information to students during the school day they should contact the main office and we will notify the student.

Students that violate this policy are subject to disciplinary action, including confiscation of devices until the end of the school day or until a parent/guardian can pick up the device.

For more information, see Board Policy No. 237

Destruction of Property

Students shall attempt to keep the school campus, buildings and furnishings clean and in good order at all times. Students who deface the building, grounds, or equipment or destroy school property or the property of school district employees or other students in any way will be appropriately disciplined and the student and parent(s)/guardian(s) will receive a bill for all damages. In extreme cases or in the case of a repetitious offender, referral to law enforcement authorities may be initiated.

For more information, see Board Policy No. 218

Controlled Substances/ Paraphernalia

Pupils are prohibited from the use or possession of any unauthorized drugs, controlled substance and/or alcoholic beverages in school buildings or on school property. This includes "look-alikes." This prohibition includes all school events on or off school grounds, as well as in route to or from school. Any pupil found using, in possession of or under the influence of a controlled substance and/or intoxicating beverage will be subject to disciplinary action, including expulsion.

For more information, see Board Policy No. 227

Flag Salute

Opening of school activities includes the recitation of the Pledge of Allegiance and/or playing of the National Anthem. All students will be encouraged to participate in this patriotic activity. Students whose personal beliefs prohibit such actions are not required to participate in this activity provided the school is notified of such, in writing, by the parents or legal guardians. However, non-participating students must not disrupt or otherwise infringe upon the rights of others to participate in this action. Disruption of this ceremony, by any student, will result in disciplinary action.

For more information, see Board Policy No. 807

Freedom of Expression

Students have the right to express themselves in any manner that does not directly interfere with the educational process, threaten harm to the school or community, or encourage unlawful activity. Students have the responsibility to obey the laws regarding obscenity and libel and to be aware of the full meaning of their expression. They also have a responsibility to be sensitive to the feelings and opinions of others and to give others an opportunity to express their views.

For more information, see Board Policy No. 220

Fundraising / Selling

Students are not allowed to sell any items on school grounds without the Principal's permission.

For more information, see Board Policy No. 229

Gang Activity

Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process. Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited. Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which substantially disrupt, or are likely to substantially disrupt, the school

environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious type/category.

For more information, see Board Policy No. 218.3

Hazing

The school district does not condone any form of initiation or harassment, known as hazing, as part of any school-related student activity. No student, coach, sponsor, volunteer, or school district employee shall plan, direct, encourage, assist, or engage in any hazing activity. The school district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

For more information, see Board Policy No. 247

Homebound Instruction

Students who request homebound education must present evidence supporting the need, such as a doctor's note specifying the need and the duration for homebound or a court placement ordering homebound. Request for Homebound Form may be obtained from the School Counselor Office.

For more information, see Board Policy No. 117.

Homework

Homework is defined as written or non-written tasks assigned by teachers to be completed by students outside of class time. The purposes of homework are to practice newly taught skills, to review mastered skills, to develop independent study habits, and to extend and enrich the curriculum. Homework is related to the curriculum of the school and assignments are made according to the ability of the student. Parents are encouraged to support their children with the homework process. Failure to complete homework is not a disciplinary issue. It is academic in nature and should be addressed by the classroom teacher. Homework should not be used as a form of punishment.

For more information, see Board Policy No. 130

Search of School Property

The District supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use of or possession of illegal substances.

It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances:

The administration shall authorize the search and have a designee on hand while the search is taking place.

Parents and students are notified of this policy through its inclusion in the student and/or parent handbook.

All school property such as lockers, classrooms and storage areas may be searched.

Individual(s) shall not be subjected to a search by dogs.

For more information, see Board Policy No. 226

School Visitors

Any person, not a school employee or student, is required to report to the office immediately upon entering the building.

For more information, see Board Policy No. 907

Student Expression/Distribution and Posting of Materials

Students may distribute and/or post non-school materials, provided that the form of expression and/or the use of public-school facilities and equipment is/are in accordance with policy, these procedures and the school dress code, if applicable.

For more information, see Board Policy No. 220

Terroristic Threats/Acts

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

For more information, see Board Policy No. 218.2

Tobacco and Vaping Products

In compliance with the legislated mandate, and pursuant to the authority of the district to develop post and implement policy to regulate tobacco use, it shall be the policy of the District that students are not permitted to possess tobacco, tobacco paraphernalia or to smoke in any school district building, school vehicle, other school district vehicle, or on any school property owned by, leased by, or under the control of the District. The Superintendent is authorized and directed to designate appropriate District Officials to be responsible for the enforcement of this policy. School personnel shall confiscate such products and assign appropriate punishment.

For more information, see Board Policy No. 222

Unlawful Harassment

All forms of unlawful harassment of students and/or third parties by students are prohibited. Harassment includes: verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion. A student shall report harassment to the school principal and/or school staff. Those witnessing harassment are responsible to report it to the principal and/or school staff.

For more information, see Board Policy No. 248.

Weapons

A student shall not possess, handle, or transmit any "weapon." The definition of "weapon" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, ammunition, any explosive including firecrackers, matches, lighters, mace, pepper spray and any tool, instrument, or implement capable of inflicting serious bodily injury including look-alikes. Weapons and/or any other endangering items are never allowed (1) on school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any time when the school is being used by a school group, (3) off the school grounds at any school activity, function, or event, or (4) on school transportation. A student who violates this rule commits a misdemeanor of the first degree if he/she possesses a weapon and will be subject to suspension, possible expulsion and prosecution under the Crimes Code of Pennsylvania.

For more information, see Board Policy No. 218.1

Wellness Plan

The primary goals of the WASD Wellness Plan are:

- To promote a healthy environment.
- To facilitate student learning of lifelong healthy habits.
- To increase student achievement.

The plan includes a commitment to physical activity, health education, and proper nutrition. Annual student health screenings require that height, weight, and BMI information be provided for the parents. These reports are mailed to the family each spring.

For more information, see Board Policy No. 246

Wallenpaupack Area School District

Virtual Academy

Handbook

2026-2027

Administration Office
2552 Route 6
Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Dr. Keith Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA 18428. Telephone 570-226-4557 ext. 3000.

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Wallenpaupack Virtual Academy

In 2019, Wallenpaupack Area School District partnered with Virtual Learning Network (VLN), a Pennsylvania based online education provider, to create the Wallenpaupack Virtual Academy (WVA). VLN has been providing a virtual option to schools around the state since 2005 and is continually updating their curriculum to provide an online environment that utilizes a rigorous, standards-based, courseware that is facilitated by highly qualified educators. VLN's curriculum covers grades K-12 and has a diverse selection of core courses and electives at the high school level.

Unlike other cyber charter schools, students in the Wallenpaupack Virtual Academy are still Wallenpaupack students and are welcome to participate in school activities as well as a limited number of academic classes within the buildings. Upon successful completion of all coursework, students will graduate with a Wallenpaupack diploma. To help track student progress and answer any questions or concerns, Wallenpaupack has dedicated several teachers and an administrator to this program. Both are an integral part in communicating with parents and students and are available during school hours via phone, email, or in-person. Each student is assigned to the same guidance counselor he or she would have if they were in the building. Students enrolled in WVA receive weekly progress information, access to content-area teachers and academic support, asynchronous coursework, feedback on assignments, and technical assistance. Current support hours and contact information will be provided during orientation and posted through the WVA communication system.

This handbook provides general information and requirements for students enrolled in the Wallenpaupack Virtual Academy. WVA operates in accordance with applicable federal and state law, District Board policy, and each student's IEP or Section 504 Plan. If this handbook conflicts with an applicable law, Board policy, IEP or Section 504 Plan, the controlling requirement shall govern. Families should contact WVA staff with questions concerning an individual student's program.

When selecting classes, please be aware that some classes are required under WASD grade promotion and graduation progress policies. There are other times when classes can be chosen by the student/parent/guardian. School counselors and WVA staff are happy to assist in course selection and in guiding the student toward courses that will be beneficial in the attainment of career and post-secondary goals.

Enrolling in the Wallenpaupack Virtual Academy

Before enrolling in the Virtual Academy, the student and parent/guardian will meet with a school counselor, administrator and/or one of the Virtual Academy staff. The goal of this meeting is to discuss program expectations and assure that an online option is the best fit for the student's learning needs and style. Once enrolled in the WVA, the student and parent/guardian will meet with the program staff to complete the necessary forms, obtain the required materials, and complete the program orientation.

Enrollment in WVA does not prevent a later return to the student's assigned school building. A student, parent or guardian, or WVA staff member may request an Academic Program Review when virtual instruction no longer appears to meet the student's educational needs.

Technology Requirements

Students must have reliable internet access to participate in WVA. The District will provide a device for completing schoolwork, although students may use an approved personally owned device. Families should notify WVA promptly when internet or equipment problems interfere with participation. Students and families are financially responsible for the repair or replacement cost of District-issued devices that are lost, not returned or damaged beyond normal wear.

Program Orientation

Prior to starting schoolwork, all students must complete the online orientation program. Parents/guardians should also view the orientation program with their student.

Academic Expectations and Student Success

Success in WVA requires a consistent schedule, timely completion of coursework, regular communication and use of available academic support.

1. **Schedule:** Students shall establish and follow a daily school schedule. A sample schedule and blank template are included at the end of this handbook. Schedules may be adjusted to meet individual needs, but all work must be completed by the applicable deadlines.

2. **Work Completion:**

    - Students shall complete and submit all required tasks assigned in each course for each instructional week. A task shall be considered complete when the student submits all required components and makes a substantive, good-faith attempt to satisfy the task requirements. The grade earned shall not determine whether the task was completed.
    - Blank, placeholder, copied, unrelated or otherwise nonresponsive submissions shall not satisfy the work-completion requirement. A student who experiences difficulty completing a task should utilize VLN's Office Hours for assistance before the applicable deadline.
    - Students are expected to maintain the pacing established for each course. Missing or incomplete work may result in parent contact, required conferences, tutoring, increased teacher contact or development or revision of a Student Success Plan.

3. **Submission Deadlines and Late Work:**

- Work is assigned weekly and must be submitted by the published deadline. Late work is subject to a 10% grade reduction and will not be graded until the student meets with the homeroom teacher.
- Unless an extension is approved, late work must be submitted within two weeks of the original deadline. Work not submitted within that period will receive a zero. These penalties do not apply when an extension is approved for a lawful absence, required accommodation or other extenuating circumstance.

4. **Student Success Plan:** A student experiencing continued difficulty maintaining academic progress may be required to participate in a Student Success Plan meeting with a parent or guardian and WVA staff. The plan will identify the concerns, available support, student responsibilities and follow-up expectations. Continued lack of satisfactory academic progress after reasonable supports have been provided may result in an Academic Program Review.

5. **Instructional Setting:** When a student does not demonstrate adequate academic progress or meet WVA participation requirements despite available supports and interventions, the District may determine that full-time in-person instruction provides a more appropriate instructional setting. A student or parent may also request a return to in-person instruction. Any change shall be made in accordance with applicable law, District policy and the student's IEP or Section 504 Plan, when applicable.

Attendance

Regular participation is required for students enrolled in WVA. Attendance shall be determined through weekly work completion, daily academic engagement, required homeroom participation and other documented instructional contact. Grades alone shall not determine attendance.

1. **School Calendar:** Students shall participate on each scheduled day that WVA is in session and shall follow the WVA calendar.

2. **Course Access:** WVA courses are generally available 24 hours a day, seven days a week. This flexibility does not change attendance requirements, assignment deadlines or other scheduled obligations.

3. **Daily Participation:** Students shall meaningfully engage in coursework on each scheduled school day unless all work assigned for that week has already been completed. Meaningful engagement may include working within a course, completing or submitting a task, participating in an instructional meeting or communicating with a teacher about coursework. Merely logging into the system does not establish attendance.

4. **Weekly Attendance Determination:** Attendance shall be reconciled after the conclusion of each instructional week. A student who completes all required work assigned for the week shall ordinarily be recorded as present for all scheduled school days that week. If the weekly work is not completed, WVA shall review the student's daily engagement records. A scheduled school day with documented meaningful academic engagement shall be

recorded as present. A day with no documented academic engagement shall be recorded as absent. Attendance records may be corrected when additional information becomes available.

5. **Academic Program Review:**

    - If a student is not making satisfactory academic progress in WVA, the student, parent or guardian, or WVA staff may request a review of whether virtual instruction continues to meet the student's educational needs. The review may consider course performance, work completion, pacing, response to academic support and the student's overall educational needs.
    - Following the review and consultation with the student, parent or guardian, school counselor and other appropriate staff, the student may remain in WVA with additional supports or transition to the assigned school building or another appropriate District program. The District may require a transition when the available information demonstrates that another instructional setting is reasonably expected to improve the student's academic success.
    - A transition under this subsection shall be based upon academic need and program suitability and shall not be imposed as a disciplinary consequence for truancy. Decisions involving a student with an IEP or Section 504 Plan shall be made in accordance with applicable law and the student's plan.

6. **Homeroom:** Students shall attend all scheduled virtual homeroom sessions with their cameras activated and shall remain visible to the homeroom teacher unless an alternative has been approved. Students shall respond through the designated chat feature or other method directed by the teacher. Homeroom attendance shall be used to satisfy the District's weekly wellness-check requirement but remains required on each scheduled school day. Homeroom attendance is one indicator of participation. Missing homeroom shall not automatically result in an absence when other records demonstrate meaningful academic participation. Because homeroom is brief, attending homeroom alone may not establish attendance for an entire day when no other academic participation is documented.

7. **Reporting an Absence:** A parent or guardian shall notify WVA as soon as possible when a student is unable to participate. Notification shall include the student's name, date of absence and reason for the absence. Telephone notification must be followed by a written excuse submitted within five days of the absence.

8. **Excused and Unexcused Absences:** Absences shall be classified in accordance with District Policy 204. An absence shall be treated as unexcused until an acceptable written excuse is received. WVA shall provide prompt notice to the parent or guardian when an unexcused absence is recorded.

9. **Weather-Related Closures:** WVA shall remain in session during District weather-related closures unless students and families are notified otherwise. When WVA remains in session, homeroom and academic participation requirements continue to apply.

10. **State Assessments:** Students shall report to the designated District location for all required state assessments.

11. **Truancy:** A student of compulsory school age becomes truant after accumulating three school days of unexcused absences during the current school year. The District shall provide the notice required by law, including the consequences of habitual truancy, available attendance resources and notice that a habitually truant student may not transfer during the school year to a Pennsylvania cyber charter school unless approved by a judge. A student becomes habitually truant after accumulating six school days of unexcused absences. School Attendance Improvement Conferences, School Attendance Improvement Plans and further interventions shall be conducted in accordance with District Policy 204 and applicable law.

In-Person Learning

Students are eligible to attend certain courses in the building during the school day. Course selections are limited and students must have their own transportation to and from school.

School Policies

Students must adhere to all WASD School board policies, procedures, and regulations. The WASD school board policy for Attendance will be reviewed at the orientation meeting. The WASD Acceptable Use Policy will be signed by both the student and parent/guardian at the orientation meeting. The entire Board policy is located on the district's webpage: https://www.wallenpaupack.org/board-of-education

Materials

The Virtual Academy provides all equipment and textbooks necessary to participate in the program. Students/families may choose to use their own technology, but textbooks are required for most courses.

- **Returning Materials:** At the end of the school year, or when a student withdraws from the Virtual Academy, all equipment and materials must be returned within one week.
- **Late Fees:** Any textbooks or technology not returned within one week will be subject to a late fee of $10.00 per week until all items are returned.
- **Damaged materials:** In the event a book or piece of technology is damaged or broken, VLN and a Virtual Academy point of contact should be contacted immediately. **Do Not** replace any damaged items as VLN cannot accept them back. VLN shall determine if reimbursement is required. VLN will invoice the district, and, in turn, the district will bill the parent.
- **Note: All materials must be returned by the third Thursday in July or parents/guardians will be billed for the reimbursement cost.**

Honor Roll, Honor Society, GPA

At the high school level, students may take courses that are standard weight, CCR (Career & College Ready), Honors, and AP (Advanced Placement). Course weights are used when calculating GPA as well as eligibility for Honor Roll and Honor Society.

Coursework and Assistance

Students are encouraged to use the online tutoring and one-on-one sessions through both Wallenpaupack School District's and VLN's portal. Additionally, students are encouraged to attend on-campus labs when available during and/or after school.

Graduation Requirements

Students must satisfy the District and Pennsylvania graduation requirements applicable to their graduating class.

1. **District Credit Requirements:** Students must earn 27 credits in the following areas:
   - 4 English credits
   - 4 Mathematics credits
   - 4 Social Studies credits
   - 3 Science credits
   - 2 Physical Education credits consisting of four courses
   - 2 Seminar credits consisting of four courses
   - 8 Elective credits

2. **Pennsylvania Graduation Requirements:** In addition to District credit requirements, students must satisfy one of Pennsylvania's statewide graduation pathways. Students must participate in the Keystone Exams in Algebra I, Literature and Biology unless an applicable exception applies. Students should consult their school counselor or WVA staff regarding available graduation pathways and any applicable accommodations or exceptions.

3. **Pennsylvania Career Readiness:** Students shall complete career-readiness evidence according to the following state benchmarks:
   - Grade 5: Six pieces of evidence completed between kindergarten and grade 5.
   - Grade 8: Six additional pieces of evidence completed between grades 6 and 8, including an individualized career plan.
   - Grade 11: Eight additional pieces of evidence completed between grades 9 and 11, including at least two pieces demonstrating implementation of the student's individualized career plan.

   WVA will provide opportunities for students to create the required evidence through their assigned courses and other approved activities.

4. **FAFSA Requirement:** Beginning with the Class of 2027, each graduating senior must complete the Free Application for Federal Student Aid (FAFSA) or submit a signed opt-out form in accordance with Pennsylvania law. The District will not withhold a diploma solely because the FAFSA requirement has not been completed.

State Assessments

WVA students shall participate in all state-mandated assessments unless excused in accordance with applicable law and District procedures. Students in grades 3 through 8 take the PSSA in English Language Arts and Mathematics. Students in grades 5 and 8 also take the PSSA in Science. Students enrolled in Algebra I, Literature or Biology shall take the corresponding Keystone Exam at the completion of the course.

State assessments are administered at a District-designated location. Families will be notified of the required dates, times and locations. A student who misses a scheduled assessment may be required to attend a make-up session. Required accommodations will be provided in accordance with the student's IEP, Section 504 Plan or English learner plan.

Withdrawal Procedures

Students considering withdrawing from the WVA are urged to contact one of the program staff and discuss the possibility of withdrawal. Students should also meet with the student's school counselor to create a building schedule. Withdrawals are ordinarily done at the end of the marking period for elementary and middle school students and at the end of the semester for High School students. An earlier transition may be approved or required through the Academic Program Review process or when otherwise warranted by the student's individual circumstances.

Students wishing to withdraw from the WVA are required to return all books/equipment to the WVA program staff within one week of withdrawal from the program. Failure to return all books/equipment will result in a late fee. Late fees start accruing on the 8th day after the student withdraws, and every 7th day after that. The late fee is $10.00 per week until all materials are returned.

Students wishing to withdraw from the district must do all of the above and meet with the district registrar to complete the appropriate district withdrawal forms.

Students who withdraw from the WVA and/or school district will be held responsible for reimbursing the school district for any damaged or missing materials.

Contact Information

Mrs. Sutton, Case Manager
(570) 251-3150
suttonje@wallenpaupack.org

Mrs. Seagraves, Case Manager
(570) 226-4557 x1215
seagraka@wallenpaupack.org

Mrs. Peet, Case Manager
(570) 226-4557 x1100
peetju@wallenpaupack.org

Ms. Delevan, Special Education Teacher, Case Manager
(570) 226-4557 x1201
delevani@wallenpaupack.org

Mrs. Hager, Special Education Teacher, Case Manager
(570) 226-4557 x5215
hageram@wallenpaupack.org

Mr. Williams, Administrator
williafr@wallenpaupack.org
(570) 251-3024

Guidance

Dial 570-226-4557 and use the appropriate extension below to connect to the guidance secretary.

High School: 3049

Middle School: 3055

North Intermediate: 3073

North Primary: 3093

South School: 3088

Virtual Academy Contract

Student/Parent Contract

Wallenpaupack Virtual Academy 2026-2027

Student Agreement

Student requirements include, but are not limited to the following:

1. Acquire transportation to and from school for required meetings, state assessments, etc.
2. Attend Virtual Homeroom sessions on school days.
3. Submit all required work by the required deadline.
4. **Students must remain in the Virtual Academy until the end of the current semester.**
5. Check the school website to keep updated on district activities, events, etc.
6. Students who are not successful in WVA may be reassigned to full-time in-person instruction.

Leased Materials Agreement

1. All usage of materials must be school related. Students must abide by the district's Acceptable Use Policy when using district issued devices. A copy of the AUP is available in your student handbook, which can be accessed on the district website or from our Schoology page.
2. Do not install your own or any other software on the provided device.
3. **Students/families are responsible for the full replacement cost of any textbooks/equipment lost or damaged while in your possession.** A detailed inventory is on the reverse of this page; your overall costs are listed here:

iPad Issued:	0	$ 443.00	iPad:	$	-
Textbooks Issued:	0	$ 75.00	Textbook Value:	$	-

Total Value of Materials: $ -

4. Students are required to return **all** textbooks/equipment to the WVA program staff within one week of withdrawal from the program. Failure to return all books/equipment will result in a late fee. Late fees start accruing on the 8th day after the student withdraws, and every 7th day after that. The late fee is $10.00 per week until all materials are returned.
5. In the event of a problem with the equipment during your loan period, please contact Technical Support. Do NOT attempt to fix any hardware problems yourself as this could invalidate the warranty and leave you liable for damage/replacement costs.
6. Materials and equipment are **NOT** transferrable. You must personally return all materials/equipment back to a Wallenpaupack Virtual Academy point of contact in person within one week of exiting the program so the equipment can be inventoried and inspected for any visible damage.
   By signing below, I agree to the terms and conditions set forth above.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Acceptable Use Policy (AUP)

**Acceptable Use of the Computers, Network, Internet,
Electronic Communications, Information Systems and iPads**

Acknowledgment and Consent Form

The Acceptable Use Policy is reviewed and revised annually. The full policy is available on the district web site, www.wallenpaupack.org. If you would like a paper copy of the handbook, please contact the appropriate building office.

Students

I have read, and I understand the Acceptable Use of the Computers, Network, Internet, Electronic Communications, Student iPad Program, and Information Policy #815, and will comply with it. If I have questions, I will ask the building principal. Additionally, I understand that if I violate the policy, I am subject to the School District's discipline code and could be subject to ISP, as well as local, state and federal legal recourse.

_____

Name of Student (Last, First – please print) Grade

_____

Signature of Student Homeroom Teacher

_____

Date of Signature

Parent(s)

As the parent of a student of the School District, I have read, and I understand the Acceptable Use of the Computers, Network, Internet, Electronic Communications, Student iPad Program, and Information Policy. In addition, I reviewed this policy with my child and answered questions he or she asked. If either my child or I have further questions I will ask the building principal. I agree to have my child abide by the requirements of the policy.

_____

Name of Parent (please print)

_____

Signature of Parent

Wallenpaupack Virtual Academy Calendar

Note: The WVA calendar differs from the calendars followed by the District's school buildings. The dates listed below are the approved dates for WVA students.

Tuesday	TBD	Material Distribution
Wednesday	TBD	Material Distribution
Tuesday	September 8	First Day of School
Monday	October 12	Teacher in-Service -School Closed
Monday	November 23	Thanksgiving Recess -School Closed
Monday	November 30	School Re-opens
Wednesday	December 23	Winter Recess -School Closed
Monday	January 4	School Re-opens
Monday	January 18	Martin Luther King Day -School Closed
Monday	January 25	Semester Break -School Closed
Monday	February 1	School Re-opens
Monday	February 15	President's Day -School Closed
Monday	March 22	Spring Recess-School Closed: Homeroom in session M-Th
Monday	March 29	School Re-opens
Monday	May 31	Memorial Day -School Closed
Friday	June 4	**Last day for seniors to turn in work**
Friday	June 11	Last day of Homeroom
Sunday	June 13	**Final Day for grades K-11 to turn in work**
Tuesday	June 15	Material Collection
Wednesday	June 16	Material Collection
Friday	June 18	Graduation
Tuesday	June 22	Materials Ship back to VLN
Thursday	July 22	Final Day to Return Materials or Payment for Reimbursement of Materials

Due Dates

- **K–8:** Most K–8 courses are full-year courses. Students should use the Full Year column for those courses. Students enrolled in a half-year elective should use the .5 Credit Block column.
- **High School:** Due dates are based on the credit value of each course. Students enrolled in a one-credit course should use the two 1 Credit Block columns. Students enrolled in a one-half-credit course should use the .5 Credit Block column.

Semester 1				
Sunday Due Date	1 credit Block		.5 credit block	Full Year
September 13, 2026	1	2	1	1
September 20, 2026	3	4	2	2
September 27, 2026	5	6	3	3
October 4, 2026	7	8	4	4
October 11, 2026	9	10	5	5
October 18, 2026	11	12	6	6
October 25, 2026	13	14	7	7
November 1, 2026	15	16	8	8
November 8, 2026	17	18	9	9
November 15, 2026	19	20	10	10
November 22, 2026	21	22	11	11
November 29, 2026	Recess: No Mods Due			
December 6, 2026	23	24	12	12
December 13, 2026	25	26	13	13
December 20, 2026	27	28	14	14
December 27, 2026	Recess: No Mods Due			
January 3, 2027	29	30	15	15
January 10, 2027	31	32	16	16
January 17, 2027	33	34	17	17
January 24, 2027	35	36	18	18

Semester 2				
Sunday Due Date	1 credit Block		.5 credit block	Full Year
January 31, 2027	Semester Break			
February 7, 2027	1	2	1	19
February 14, 2027	3	4	2	20
February 21, 2027	5	6	3	21
February 28, 2027	7	8	4	22
March 7, 2027	9	10	5	23
March 14, 2027	11	12	6	24
March 21, 2027	13	14	7	25
March 28, 2027	Recess: No Mods Due			
April 4, 2027	15	16	8	26
April 11, 2027	17	18	9	27
April 18, 2027	19	20	10	28
April 25, 2027	21	22	11	29
May 2, 2027	23	24	12	30
May 9, 2027	25	26	13	31
May 16, 2027	27	28	14	32
May 23, 2027	29	30	15	33
May 30, 2027	31	32	16	34
June 6, 2027	33	34	17	35
June 13, 2027	35	36	18	36

Sample Schedule

The following schedule is a sample of how to plan a day. Some students may only be able to focus for 20 minutes before needing a break, others may sit for several hours non-stop and be very productive. Age and maturity play a large role in determining your child's ability to focus over time. Trial and error will help you find your child's best time of day for academics as well as how long he or she can sit and learn before needing a break. Start by making a schedule and modifying it over the first two weeks until you have something that works well.

Time	Task	Time Allotted	Details
7:00	Wakeup routine	1 hour	Shower, get dressed, breakfast
8:00	School work	1 hour	English
9:00	Break	10 minutes	Stand up, move around
9:10	School work	1 hour	Math
10:10	Break	15 minutes	Snack
10:25	School work	1 hour	Science
11:25	Lunch Break	1 hour 5 minutes	Lunch, break time
12:30	School work	1 hour	Social Studies
1:30	Break	5 minutes	Stand up, move around
1:35	School work	55 minutes	Specials, electives
2:30	Break	10 minutes	Snack
2:40	School work	50 minutes	Specials, electives
3:30	Free time	2 hours	
5:30	Dinner	1 hour	Eat, help clean up
6:30	Free time	2 hours	
8:30	Quiet time	1 hour 30 minutes	Non-screen time, reading, etc.
10:00	Bed time	30 minutes	Brush teeth, pajamas, etc.

On the next page there is a blank template for you to make a schedule. Start times can be much earlier, or later depending on the existing schedule in your house. Work with your child to create a schedule so he or she has some input. Post the completed schedule in the area where your child will be completing their schoolwork and don't be afraid to make adjustments as necessary.

Time	Task	Time Allotted	Details

Homeless Students

The main objective of the McKinney-Vento Homeless Education Assistance Improvement Act of 2001 (Public Law 107-110, Subtitle B) is to make sure homeless youth have access to appropriate education while removing barriers that homeless children face. Its goal is to minimize interruptions to the education of homeless youth. The Wallenpaupack Area School District is committed to working collaboratively with families and local agencies to support homeless youth in our school community. If you believe you fall into the category of children in youth experiencing homelessness or know of someone who is please contact the homeless liaison listed below.

The Homeless Liaison of the Wallenpaupack Area School District is:
Dr. Tanya Carrelle
Wallenpaupack Area School District Special Education
Department 500 Academy St., Building C
Hawley, PA 18428
Phone: (570) 226-4557 ext. 3081
Email: carrelta@wallenpaupack.org

The Regional Coordinator for Education of Children and Youth Experiencing Homelessness is:
Mr. Jeff Zimmerman
368 Tioga Avenue Kingston, PA 18704
Phone: (570)718-4613
Email: jzimmerman@liu18.org

This Act ensures educational rights and protections for children and youth experiencing homelessness. These rights and protections include:

- School stability
- School access
- Support for academic success

This is a federal law that supersedes conflicting state laws or local policies.

School Selection

- School Districts must continue the education in the school of origin (School of origin is the school the child attended when permanently house or was last enrolled) or enroll the child in school in any public school that non-homeless students who live in the attendance area where the child is actually living are eligible to attend
- To the extent feasible, Districts must keep children in their school or origin unless it's against the wishes of the parent/guardian or unaccompanied youth.
- The child's right to attend their school of origin extends for the duration of their homelessness and remainder of the year
- Provide written explanation as to why attending school of origin is not in best interest (when applicable)
- If the child becomes permanently housed during the school year, they can finish the remainder of the year in the school of origin and the district must transport
- If a child becomes homeless in between school years, they are entitled to attend their school of origin for the following year
- Written explanation to the parent required (from the District) if they send the child to another school, along with right to appeal
- In the case of unaccompanied youth, prioritize youth's wishes
- Placement must be made regardless if the child is with or without parent
- Presume keeping student in school of origin is in student's best interest

- Districts must immediately enroll the child despite lack of records
- “Enroll” and “enrollment” are defined to include attending classes and participating fully in school activities
- Enrolling school must immediately contact previous school for records (academic records, immunizations, IEP’s, etc.)
- If the child lacks immunizations or immunization records, the school must refer them to the homeless liaison who shall help obtain what is necessary (30 days)
- Homeless families do not have to prove residency regarding school enrollment
- Enrollment must not be delayed because of fees owed for textbooks or any other debt the student owes
- Absences caused by homelessness must not be counted against students
- Enrollment deadlines are superseded by the McKinney-Vento Act which requires immediate enrollment
- District policies concerning enrolling children with a criminal past would take effect if the child is seeking enrollment
- McKinney-Vento Act does not prohibit school from requiring parents to submit emergency contact information

WALLENPAUPACK AREA SCHOOL DISTRICT

Elementary Student Handbook

2026 – 2027



Administration Office

2552 Route 6

Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Dr . Keith E. Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570- 226-4557 Ext. 3000.

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District Information

Mission Statement

The Wallenpaupack Area School District's mission is to provide an educational environment that promotes excellence for all students, thereby developing life-long learners who are responsible citizens.

Introduction

The purpose of the Parent/Student Handbook is to give school district students and their parents/guardians an understanding of the policies, procedures, and regulations for attending and receiving an education in our schools.

The Parent/Student Handbook cannot cover all issues or problems that may arise during the school year. In such instances, the administration and/or the School Board shall take administrative action which they believe, in their sole discretion, to be in the best interests of the students and the school community.

This handbook is arranged with general district information and policies first, followed by information specific to the grade level and/or building. District policies referenced in this handbook can be found on the district web site,http://www.wallenpaupack.org, or in the school's office.

Wallenpaupack Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

District Phone: (570) 226-4557
District Website: http://www.wallenpaupack.org

Board of Education

Mr. John F. Spall, President	Mr. John Kiesendahl	Mr. Michael Romeo
Mrs. Genevieve Reese, Vice-President	Mr. Roy Finney, Jr.	Mrs. Lisa Smith
Mr. Michael Spencer, Treasurer	Mr. Paul Otway	Mrs. Kelly Obermiller
Mrs. Jillian Klocko, Secretary (Non-Member)		

Administration

Superintendent ..... Dr. Keith E. Gunuskey
Assistant Superintendent ..... Dr. Jay Starnes
Director of Educational Technology ..... Dr. Diane Szader
Director of Curriculum, Instruction and Assessment ..... Dr. Clayton LaCoe, III
Director of Technology ..... Mr. Daniel Nalesnik
Administrator of Federal Programs, Grants and Community Partnerships ..... Ms. Amanda Cykosky
Director of Support Services ..... Mr. William Theobald
Coordinator of Alternative Education ..... Mr. Frank Williams
Director of Food Services ..... Mrs. Heather Fedoryk
Director of Transportation ..... Mrs. Deanne Mausolf
Technology Systems Administrator ..... Mr. Kraig Obermiller
Business Administrator ..... Mrs. Kerriann Horan
Solicitor ..... Mr. R. Anthony Waldron III

Wallenpaupack Area Special Education

Director of Special Education ..... Dr. Tanya Carrelle
Assistant Director of Special Education ..... Dr. Sherman Bronson

Wallenpaupack North Primary School

Principal ..... Mr. Kevin Kromko

Wallenpaupack North Intermediate School

Principal ..... Mrs. Lisa Ussia

Wallenpaupack South Elementary School

Principal ..... Ms. Delia Peppiatt

Wallenpaupack Area Middle School Principal ..... Mr. Jim Kane
Assistant Principal/Assistant Athletic Director ..... Mrs. Ashley Gross

Wallenpaupack Area High School

Principal ..... Mr. Travis Ey
Principal/Athletic Director ..... Mr. Brett Buselli
Assistant Principal ..... Dr. Amanda Schmalzle

WALLENPAUPACK AREA SCHOOL DISTRICT
2026-2 SCHOOL CALENDAR

Wednesday	September 2, 2026	Teacher In-Service – No School for Pupils
Thursday	September 3, 2026	Teacher In-Service – No School for Pupils
Tuesday	September 8, 2026	School Opens – Full Day for Pupils and Faculty
Monday	October 12, 2026	Teacher In-Service – No School for Pupils
Tuesday	November 24, 2026	*Parent Conferences – Early Dismissal for Pupils
Wednesday	November 25, 2026	Early Dismissal – Thanksgiving Recess Begins
Tuesday	December 1, 2026	School Re-opens
Wednesday	December 23, 2026	Early Dismissal – Winter Recess Begins
Monday	January 4, 2027	School Re-opens
Monday	January 18, 2027	Martin Luther King, Jr. Day—School Closed
Friday	January 29, 2027	Teacher In-Service – No School for Pupils
Monday	February 15, 2027	President's Day – School Closed
Friday	March 26, 2027	Spring Recess – School Closed
Tuesday	March 30, 2027	School Re-opens
PSSA Testing Dates: April 26-30, 2027: ELA Grades 3-8 May 3-14, 2027: Mathematics Grades 3-8, Science Grades 5 and 8, and Make Ups **Keystone Exam Testing Dates:** Winter: January 4-15, 2027: Grades 9-11 Spring: May 17-28, 2027: Grades 9-11 and Grade 8 Algebra		
Monday	May 31, 2027	Memorial Day – School Closed
Thursday	June 17, 2027	Teacher In-Service – No School for Pupils
Friday	June 18, 2027	Early Dismissal-Last Day of School
Friday	June 18, 2027	Graduation

Includes 6 Snow days

*Note: If there is a need for a delayed start on November 24th , it will become a full day of school for students and conferences will be re-scheduled for a later date.

The Board of Education will review the calendar, monthly, beginning in January, to amend if necessary

Emergency School Closings

At times during the school year, the District has to consider the possibility of inclement weather and the potential for early snow dismissals and late starts. Listed below are some of the radio and television stations that will carry information regarding late starts and early dismissals. The District website (http://www.wallenpaupack.org) will also post emergency school closing information. Please consider tuning to one of these stations to receive up-to-date information. School closing information is also available by calling the district office at (570) 226-4557.

RADIO	RADIO	RADIO	TELEVISION
WDGD – 94.3 FM	WARM – 93.0 FM	WSUL – 98.0 FM	WYOU – TV – 22
WKRZ – 98.5 FM	WEJL – 63.0 FM	WDLC – 96.7 FM	WNEP – TV – 16
WDNH – 95.3 FM	WVPO – 84.0 AM	WVOS – 95.9 FM	WBRE – TV – 28
WYCY – 105.3 FM			

A one-hour late start means your child will get picked up at his/her bus stop one hour later than the normal hour. A two-hour late start indicates that your child will be picked up two hours later than the normal pick up time.

Please be aware that early dismissals may occur for a variety of reasons – snow, flooding, heating malfunctions, bomb threats, or other "local state of emergency" situations. When a "state of emergency" is declared, all authority rests with the fire department and state police. School personnel are no longer in charge. All personnel and procedures will be directed to ensure the students' safety. ALL STUDENTS WILL BE BUSSED ACCORDING TO P.M. DISMISSAL INSTRUCTIONS. The school will not be following normal dismissal procedures, i.e., no pick- ups, walkers, bus changes. ALL PARENTS SHOULD DISCUSS AN EMERGENCY PLAN WITH THEIR CHILDREN AND EXPLAIN TO THEM WHAT TO DO IN CASE SCHOOL IS DISMISSED AND NO ONE IS HOME TO WELCOME THEM. Again, each parent, not the school, is responsible for assuring that children know what they should do and where they should go if dismissed early. In homes where parents work, the family should make special arrangements with a neighbor or have some other safe back-up arrangements.

Family Educational Rights and Privacy Act (FERPA)

Student Records Policy Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Wallenpaupack Area School District receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Student Privacy Policy Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

For information about record retention, see also the District's student records Board Policy #216.
Questions regarding the above information or requests for a copy of the records policy may be referred to:
Dr. Jay Starnes, Assistant Superintendent
2552 Route 6
Hawley, PA 18428

Community Education

Wallenpaupack Area School District offers an extensive community education program year-round, with courses in many diverse areas, including financial management, local history, CPR, fitness, cooking, foreign language, and dog obedience training, to name a few. These courses are offered after regular school hours in one of the district's buildings, typically at a nominal fee or free of charge. Although fall and spring programs are typically geared to adult participants, many of the summer courses are specifically designed for children. Community Education bulletins are sent home with WASD students and offerings are also advertised in local newspapers. Further information may be found on the district's website: http://www.wallenpaupack.org – Community Education link. Our instructors are typically teachers and members of the community with special skills and areas of expertise they wish to share with others. Adults interested in offering a course are welcome to contact the district office.

Special Education

Wallenpaupack Area School District, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability.

Child find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education can be made

available. The types of disabilities that if found cause a child to need services are Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness, and developmental delay for preschool age children. In addition, school age individuals with IEPs in correctional facilities are entitled to Free Appropriate Public Education, as are "Gifted" students, within the Commonwealth.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called screening activities. The activities include review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. Parents who suspect their child is eligible for special education services and programs may request an evaluation at any time through a written request to the building principal. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible for and in need of special education supports and services. An individualized educational program is developed and implemented only after parental approval.

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

District Procedures and Guidelines

Assemblies/Audience Conduct

Interesting and worthwhile assembly programs are held at various times throughout the year. Assembly programs may be held in the gymnasium or auditorium for the entire school, particular grade levels, or designated groups. Almost all assemblies have educational value and are an important part of the academic or student activity programs. During an assembly or class meeting, students should be attentive and conduct themselves in a polite manner. Respect should always be shown for speakers, visitors, and performers. Students should enter the auditorium quietly and quickly and be seated in the seats that they have been directed to take. Everyone should become quiet immediately when a speaker approaches the microphone. Students should demonstrate courtesy during a class meeting or assembly, whether the program is of interest to them. Students are to respect patriotic gestures.

Audio-Video Recording/Photographing

Students are not permitted to photograph, video tape, or audio tape any person or class without administrative permission.

Birthdays

Your child's birthday is a time to celebrate. Building principals and/or classroom teachers will provide guidelines for classroom celebrations which align with the District's Wellness Plan and health guidelines for students with food allergies.

Busing

The school will assign each child to a specific bus. Pupils are expected to conform to normal standards of acceptable behavior when riding on a school bus and all school rules apply "door to door." Video cameras are placed on all buses. All students are subject to being audio and videotaped on the school bus at any time. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator

for disciplinary action. Any student willfully attempts to block the view of a camera will be subject to disciplinary consequences. Questions regarding transportation should be directed to the District Administration Office at 226-4557 ext. 3006.

Conduct and Regulations

Each pupil transported on a school bus, van or automobile under contract to the Wallenpaupack Area School District shall comply with the following regulations:

- The pupil shall always sit in the seat assigned by the school bus driver and shall not leave that seat while the bus is in motion.
- Personal audio/video players or cell phones are permitted on buses. These devices may not interfere with other students or the driver.
- The pupil shall not at any time use foul, loud or offensive language, nor be involved in rude or discourteous conduct.
- The pupil shall promptly observe instructions given by the school bus driver.
- The pupil shall wait for the school bus to come to a full stop before boarding the bus and shall then immediately proceed to his/her assigned seat.
- The pupil shall not project any part of his/her body out of the school bus window nor throw any object from a school bus.
- Throwing of any object within the school bus is prohibited.
- The pupil shall not at any time place books, musical instruments, or other obstructions in the school bus aisle, nor shall the pupil bring articles aboard the school bus that pose a threat to the health, safety, or welfare of the driver or other students.
- No pets or animals on the bus.
- The pupil shall not interfere with nor tamper with any equipment on or off the school bus or destroy any property on the school bus. If property is damaged, repair costs must be paid by offender.
- The pupil shall always observe accepted standards of health and cleanliness and shall assist the school bus driver in keeping the bus neat and orderly.
- The pupil shall not at any time fight, push or engage in any form of horseplay.
- The student is not at any time to light matches or use tobacco products or smoke on the bus. No alcoholic beverages or controlled substances will be permitted.
- Water guns, pistols and balloons are prohibited.
- Bus drivers are not obligated to wait for a student who habitually runs to the bus at the last minute. Students must be at the bus stop **five** minutes before pick-up time.
- Students are not to eat or drink on the bus.
- Students are expected to meet proper standards of behavior while at the bus stop. They are to wait in an orderly manner and refrain from running, or other such horseplay.
- Late buses leave from the middle school loading area at 5:20 and the high school at 5:30 p.m. Only students participating in a school activity are eligible to ride a late bus. Students remaining after school for extra-curricular activities, clubs, intramurals, academic work, library, or detention, may ride home on an activity bus. Students are not permitted to stay after school as spectators or observers for any event or activity without a parent present or without being in the direct charge of a staff member.
- All transportation discipline problems should be referred to the principal's office at the appropriate school.
- Parents are not allowed on the school bus at any time.

Discipline Procedures

- For minor infractions, the bus driver will do the following in sequence:
    - Warn the student – driver documents the incident/date.
    - Change the student's seat, if possible – driver documents the incident/date.
    - Contact the parent/guardian – driver files an incident report.
- For major or repeated minor infractions, the bus driver will turn the offense in to the Discipline Committee/Principal immediately. In keeping with the school discipline code, each case will be handled accordingly by the Discipline committee/Principal. Consequences for inappropriate behavior on the school bus will be determined by an administrator or designee and may include bus suspension, suspension from school, detention, community service, citations, expulsion, or any other consequence deemed appropriate by the administrator or designee. Citations filed with the

district magistrate will be issued for smoking or possession of tobacco products, disorderly conduct, vandalism, and any other applicable offense. In addition, the administrator or designee will notify the parent/guardian a copy of the misconduct report will be mailed to the student's parent/guardian. A copy of the misconduct report will be sent to the supervisor of transportation.

- In the event of serious or repeated violation of bus regulations, the district may suspend the student's bus riding privilege for a period of 1 to 10 days or permanently remove the student's bus riding privilege without going through the previous steps. Also, inappropriate behavior or conduct on the bus can result not only in suspension of the bus riding privileges but in suspension from school as well.
- During any suspension of bus privileges, it will be the parents' responsibility to transport the children to and from school. Student absence from school because of suspension of bus privileges is under Pennsylvania law considered illegal/unexcused.
- If students are behaving inappropriately at the bus stop, parents and/or others should refer incidents to the appropriate police agency.

Bus Passes

Be advised that your child will always be picked up and dropped off at the designated bus stop unless the school approves a properly executed bus pass. Bus passes will be allowed for permanent custody, after school care, or emergencies only. Written parent/guardian requests should be submitted to the building office indicating the reason for the request in advance. The request will be reviewed and the family will be notified of the determination.

Bus Accidents

In the event of a school bus accident, students are not to leave the scene of the accident unless they are being transported for emergency medical care. School officials, other than the bus driver, may release students to their parents only after the students have been accounted for and examined. Students will not be released to neighbors and/or friends. It is normal school district procedure for all students on the bus/van to be examined by EMTpersonnel on the scene. EMT personnel will determine which, if any, students should be transported to the school, unless released to their parents at the scene, and rechecked by the school nurse. Parents will be notified of the accident, as well as the location and condition of their child. If parents wish to, they may accompany their child for additional medical examinations. The cost incurred for all medical expenses will be addressed by the parents' automobile accident insurance. Should the parents not have insurance, or incur expenses beyond their coverage, they should contact the school district's business manager.

In the Commonwealth of Pennsylvania, insurance regulations are established under the no-fault provisions. Therefore, in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or which just the school bus itself is involved. There are no options to permit filing a claim directly with the Wallenpaupack Area School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim, which you submit.

If you have any questions concerning the no-fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

Custody

It is the intent of the Wallenpaupack Area School District to remain neutral toward families split by divorce or separation. We do not want to take sides with one parent against the other where there may be possible conflict over children attending school in this district. If you have a court decree that establishes you as legal guardian, please submit a copy of such a document for attachment to the child's permanent record. This document will be used as a base for working with the custodial parent. In the absence of a specific court order, you must be aware that we cannot deny either parent access to his/her child. The school cannot withhold information or refuse to see or work with the other parent, nor will the other parent be prohibited from picking up his/her child from school.

The Wallenpaupack Area School District wants to protect all children from emotionally upsetting situations. Whatever the parents can settle outside school to avoid confrontations should be pursued. The school counselors will work with you toward this end if you so desire.

Five Day Cycle

In order to provide consistent delivery of special area curriculum, the WASD elementary schools function on a five-day cycle. Days are counted one to five, with the first day of school considered Day 1. The progression of days will not be disrupted by any change in the school calendar.

Fire/Emergency Drills

Fire drills are held regularly to ensure the safety of all people, particularly the children. In leaving the building, time is of the essence, but panic should be avoided at all costs. Students are instructed in understanding signals, exits to use, procedures for leaving rooms, areas in which to assemble and procedures for returning to the building.

Field Trips

Sometimes during the school year, students may go on an approved field trip. Before the trip, you will be informed of the nature of the trip and your signature indicating approval will be required to allow your child to go on the trip. All school rules apply to students attending field trips.

Financial Obligations

Students are responsible for reimbursing the school for fines, damages or lost books/equipment. Students who fail to satisfy their financial obligations place their student privileges or other student services in jeopardy. All financial obligations must be satisfied.

Homeless Youth

The main objective of the McKinney-Vento Homeless Education Assistance Improvement Act of 2001 (Public Law 107-110, Subtitle B) is to make sure homeless youth have access to appropriate education while removing barriers that homeless children face. Its goal is to minimize interruptions to the education of homeless youth. The Wallenpaupack Area School District is committed to working collaboratively with families and local agencies to support homeless youth in our school community. If you believe you fall into the category of children in youth experiencing homelessness or know of someone who is please contact the homeless liaison listed below.
The Homeless Liaison of the Wallenpaupack Area School District is:

Dr. Tanya Carrelle
Wallenpaupack Area School District
Special Education Department
500 Academy St., Building C
Hawley, PA 18428.
Phone: (570)226-4557 ext. 3081
Email: carrelta@wallenpaupack.org

The Regional Coordinator for Education of Children and Youth Experiencing Homelessness is:
Mr. Jeff Zimmerman
368 Tioga Avenue
Kingston, PA 18704.
Phone: (570)718-4613
Email: jzimmerman@liu18.org

This Act ensures educational rights and protections for children and youth experiencing homelessness. These rights and protections include:

- School stability
- School access
- Support for academic success

This is a federal law that supersedes conflicting state laws or local policies.

School Selection

- School districts must continue the education in the school of origin (school of origin is the school the child attended when permanently house or was last enrolled) or enroll the child in school in any public school that non-homeless students who live in the attendance area where the child is actually living are eligible to attend.

- To the extent feasible, Districts must keep children in their school or origin unless it's against the wishes of the parent/guardian or unaccompanied youth.
- The child's right to attend their school of origin extends for the duration of their homelessness and remainder of the year.
- Provide written explanation as to why attending school of origin is not in best interest (when applicable).
- If the child becomes permanently housed during the school year, they can finish the remainder of the year in the school of origin and the district must transport.
- If a child becomes homeless in between school years, they are entitled to attend their school of origin for the following year
- Written explanation to the parent required (from the District) if they send the child to another school, along with right to appeal
- In the case of unaccompanied youth, prioritize youth's wishes.
- Placement must be made regardless of if the child is with or without parent
- Presume keeping student in school of origin is in student's best interest.
- Districts must immediately enroll the child despite lack of records.
- "Enroll" and "enrollment" are defined to include attending classes and participating fully in school activities.
- Enrolling school must immediately contact previous school for records (academic records, immunizations, IEP's, etc.).
- If the child lacks immunizations or immunization records, the school must refer them to the homeless liaison who shall help obtain what is necessary (30 days).
- Homeless families do not have to prove residency regarding school enrollment.
- Enrollment must not be delayed because of fees owed for textbooks or any other debt the student owes.
- Absences caused by homelessness must not be counted against students.
- Enrollment deadlines are superseded by the McKinney-Vento Act which requires immediate enrollment.
- District policies concerning enrolling children with a criminal past would take effect if the child were seeking enrollment.
- McKinney-Vento Act does not prohibit school from requiring parents to submit emergency contact information.

Insurance-Bus Accident

In the Commonwealth of Pennsylvania, insurance regulations are established under the no-fault provisions. Therefore, in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or which just the school bus itself is involved. There are no options to permit filing a claim directly with the Wallenpaupack Area School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim, which you submit. If you have any questions concerning the no- fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

Insurance-Children's Health Insurance Program

All uninsured children and teens not eligible for Medical Assistance have access to health insurance in the state of Pennsylvania. The name of the program to apply for is called CHIP—or *Children's Health Insurance Program.* It does not matter how much money your family makes. Many will get it free--others, at a low-cost. Your child may be enrolled in Medical Assistance if family income is below CHIP guidelines. To learn more about the CHIP program, please visit the website: http://www.chipcoverspakids.com/

Insurance-Student Accident

Students are not covered by the school district in the event of an accident. School insurance is available for purchase at a reasonable price for both school-time coverage and 24-hour coverage. This information will be sent home with the student early in the school year. If interested, parents/guardians may purchase this insurance coverage.

Library Books

The Wallenpaupack Area School District maintains school libraries to facilitate the education of all students. The district recognizes that parents/guardians should have input into their children's access to books in the school

libraries. Written notice can be provided to the school librarian if you wish the library management system to indicate a certain title or author should be off-limits to your child. Additionally, if your child wishes to have access to materials in another school library that is above their grade level, they may request a Reading Permission Slip from their librarian that can be signed by a parent/guardian to grant access.

Personal Property

Students should refrain from bringing valuable personal property or large quantities of money to school. Students are not permitted to buy, sell or trade personal property on school grounds or buses. The school and its employees are not responsible for personal property brought to school by students.

Postings and Other Media Releases

All materials to be posted in the building must have attached the name of the student or group sponsoring the material. The school principal or his/her designee must approve all material to be posted. Materials should only be posted in designated areas.

Request for School Records

Parents/guardians have the right to review their child's official school records. The release of confidential student information to individuals or agencies outside the school staff without the knowledge and consent of the student and/or parent/guardian is prohibited. Please contact the building guidance office to make an appointment to review records.

Rest Rooms

The restrooms are provided for convenience and comfort. The school will make every reasonable attempt to keep them clean and functioning as well as maintain the proper supplies for use. Please help us keep these areas clean and as pleasant as possible. Smoking, writing on walls and partitions, and other actions that damage property will result in disciplinary action. Spraying of aerosols in the rest rooms or anywhere on school grounds is prohibited.

School Equipment and Property

Any student who vandalizes school equipment and/or property will be required to pay replacement costs. For the purpose of safety, all buses and all schools are equipped with video cameras. Students who vandalize school equipment and/or property may face school consequences in addition to restitution.

Solicitation

Wallenpaupack Area School District does not allow any form of solicitation (including flyers, handouts, and newspapers) to be distributed on school property without prior administrative approval.

Student Contact

Parents/Guardians should call the school for any emergency situation. The school will in turn contact the student in question as is possible and appropriate. Parents/Guardians shall not contact students by cell phone, pager or another device.

Student Technology Participation

Wallenpaupack Area School District provides every student with the opportunity to utilize technology for educational purposes. All students in Kindergarten through 12th grade are issued an iPad as part of our 1:1 Technology program. Students are expected to bring the issued device to and from school each day.

Each student must have a signed Acceptable Use form to participate in the program. iPads will be issued in working condition, along with a keyboard case. Students who are new to the 1:1 program will be issued a complementary charging adaptor to use and keep at home. Students who have previously participated in the 1:1 program will not be issued a new charging adaptor.

Families may choose to opt-in to an insurance program that covers student iPads against damage. iPads that are not covered by the optional insurance program will be subject to repair fees for any damage incurred.

The Apple iPad and related accessories are the property of WASD and are to be used as a tool for learning. When

in class, students are expected to use iPad devices as directed by their teachers. Detailed responsibilities can be found by opening the “WASD iPad Info” application on all school issued iPads.

The district's Internet content filter will function on all iPad devices used within the district. It will also continue to function on all district-issued devices when off campus. Students should not attempt to bypass the filters using any technology available.

Students may not:

- Violate any School Board Policies, including but not limited to WASD Acceptable Use Policy 815 or any public law.
- Record or take photographs or audio or visual recordings of anyone without their explicit permission.
- Illegally install or transmit copyrighted photos, videos, audio and/or text.
- Send mass or inappropriate emails.
- Download inappropriate apps such as those that involve adult-related content, gambling, violence, etc.
- Share their device or password/login credentials with anyone, unless directed by an administrator.
- Overtly misuse the iPad in any way.

All students are expected to fully engage in schoolwork while using devices and very few, if any, discipline issues are anticipated. However, if a student violates any part of the above guidelines or behaves or interacts in ways that are not consistent with the WASD Student Handbook, the WASD Acceptable Use Policy, or any other district policy, appropriate disciplinary action will be taken.

Any Acceptable Use Policy violation is subject to prosecution by local, state, and or federal entities, based on the extent of the violation.

All students participating in the 1:1 program will return issued iPads and cases immediately upon withdrawing from WASD, transferring to an outside educational placement program, or upon graduation.

Translation and/or Interpretation Services

All students in the WASD will be provided with translation/interpretations services when necessary. Requests for these services should be completed in a timely manner to provide the necessary time for the district to request and arrange for the services.

Communication with parents will be in the parent's preferred language. WASD will provide translation and/or interpretation services to parents of all children identified for participation in or participating in Title III and/or special education programs. Notification of identification for and placement in a language instruction educational program and/or a special education program will be provided to parents in the most commonly spoken languages of English learner student families. Interpretation services will be arranged, when necessary, by the building guidance department.

Use of Special Tools, Equipment, and Materials

In some curriculum areas, the use of specialized tools, equipment, and materials is required. To ensure the safety of all students and staff, detailed rules regarding the use and maintenance of these items shall be enforced. It is the responsibility of the student to be familiar with these classroom specific rules and to follow the procedures outlined by the teacher. Violation of these rules may result in disciplinary action. Although they may differ slightly per curricular area, the policies regarding these items state:

- No tool or equipment is to be removed from a classroom by a student.
- Students must use tools and equipment in a safe manner and with teacher supervision.

Video Surveillance

Video cameras are placed throughout the building. All persons are subject to being videotaped on school property at any time. If inappropriate behavior is recorded, the incident will be referred to the respective building administrator and/or proper authorities for disciplinary action. Any individual attempting to block the view of a camera will be subject to disciplinary consequences.

Elementary Student Services Guidance

The guidance staff is responsible for a large number of widely diversified activities, all of which have a common

goal, which is to assist all students in obtaining the educational background necessary for future success in life. The counselors believe that knowing the student as an individual and addressing his or her needs in a personalized manner is the single most important aspect of maintaining a successful guidance program.

Health Services and Procedures

Health services offered by the school nurse are of a preventive nature and are aimed at helping children understand how to maintain proper health. Health records are kept for each child. According to state and district policies, the nurse will administer the following screenings: vision, dental, hearing, and scoliosis. Parents will be notified as needed.

Health Care and Confidentiality of Student Health Information

- A full-time nurse is available for emergency health care. For non-emergencies, students must secure a written pass from their teacher before visiting the nurse.
- Other than administrators, the school nurse is the only member of the school staff who can excuse a student from school during the day because of illness or injury.
- Students should report immediately any illnesses or injuries that occur during the school day to their teacher or to the school nurse.
- On-going health care for student illness or injury is the responsibility of the student's personal physician.
- The school nurse maintains health records for each student. Parents or guardians are responsible for notifying the school nurse, in writing, of medical needs that may affect a student while in school. Parents or guardians are expected to update this information regularly, especially when a student's needs change. In accord with School Code Section 14-1409, to the extent necessary to protect the health and safety of a student, staff members will be notified of health conditions that may adversely affect student learning or present a danger to the students. Medical information will only be disclosed by the nurse's office to school staff to the extent necessary to ensure the safety of a student.
- Physical examinations are required by the state for students at initial entry, at sixth grade and at eleventh grade. If physical and dental examinations are done privately, reports/forms are to be returned to the school nurse by October 1. If completed in school, the parent/guardian will be informed of any abnormal results.
- Students are encouraged to consult with the school nurse about health concerns and interests.

- Accurate emergency contact information must be submitted to the school and kept current. It is the responsibility of the student, parent, or guardian to notify the school if and when this information changes during the school year.

Asthma/Allergies

For children with asthma and/or allergies – special treatment is available, if needed. Please contact the school nurse for more information.

BMI

Pennsylvania mandates schools to participate in a Growth Screening Program. As part of this program, all children enrolled in Pennsylvania schools will have their weight and height measured. This information will be used to calculate the child's Body Mass Index (BMI). BMI information will be mailed to parents/guardians each spring.

Illness and Injuries

In major accidents or illnesses, substantial effort will be made to contact the parents immediately. **It is important that you complete the student information reports carefully with a reliable phone number where you or another designated person may be reached. Should any of the information on the emergency information change during the school year, it is imperative that the school be notified of such changes.** A concerted effort will be made to safeguard the health of your child.

The following illness procedures will be strictly enforced, for the health, well-being and safety of all concerned:
Sick Children: Under no circumstances may a parent bring a sick child to school if the child shows any signs of illness (see *Symptoms Requiring Removal of Child from School* below) or is unable to participate in the normal

routine and regular day school day. Sick children may expose all children and staff members they encounter during the school day. If other children become ill due to exposure to your sick child, either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

In the event a child becomes ill at school and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be contacted and asked to come pick the child up. In the event a child complains about not feeling well during the school day, the parent will be contacted.

Symptoms Requiring Removal of Child from School:

- Fever: A fever is defined as 100.4 or greater, or if symptomatic with lower grad temperature. A child needs to be fever-free for a minimum of 24 hours before returning to school. This means the child is fever-free without the aid of any other fever reducing substance.
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24-hour period. Please do not bring your child to school the next day, if he/she has vomited during the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without affecting the health, safety or well-being of the other children in our care.

Immunizations

State law requires evidence of immunization for diphtheria, tetanus, polio, mumps, varicella, measles, rubella and Hepatitis #1, #2, and #3 upon the child's original entry into Pennsylvania schools. In Pennsylvania, the second dose of MMR is required for all K-12 students. Meningitis immunization is required for all students in Grade 7. Proof of these immunizations must be presented when the student is enrolled.

Physical Exams

Physical exams are required upon original entry (and in 6th and 11th grade) into Pennsylvania schools. The parents have the option of having that exam performed by their own physician or school physician. Private exam forms are due in the first week of October.

Dental Exams

Dental exams are required upon original entry (and in 3rd and 7th grade) into Pennsylvania schools. The parents have the option of having these exams performed by their private dentist or the school dentist. Private exam forms are due in the first week of October.

Medication Procedure

The Wallenpaupack School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children and some circumstances require that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, all medications must be brought to the school nurse or individual designated by the parent or guardian.

Administration of Non-Prescription Medication

- Students will not be given non-prescription medications on a routine basis unless a written order from the attending physician is on file.
- Students are not permitted to carry non-prescription medication to school unless absolutely necessary and must report to the nurse's office with parental consent and the medication.

Administration of Prescription Medication

The physician must complete the prescription medical forms. The parents must sign the consent form for prescription medication. Any medication to be given during school hours must be delivered directly to the school nurse or person assigned responsibility. Medication must be in a properly labeled container. The amount of medication to be dispensed and the exact time of medication and route of administration of drug must be provided. Parents/guardians are responsible for transporting and delivering medication to/from the school nurse. Students are prohibited from carrying both prescription and nonprescription medication on school transportation or into the school buildings.

Student Assistance Program

The Student Assistant Program (SAP) is a state mandated program encompassing prevention, intervention, and monitoring. The prevention aspect helps students learn to deal with life stressors that affect school performance. The intervention aspect reaches students who may be "At Risk" as identified by observable behaviors that may include academic difficulty, absenteeism, lack of coping skills, inappropriate behavior, alcohol and other drugs, and/or violations of school policy. The monitoring helps the student to maintain the balance needed for his/her academic success. The Student Assistance Team is composed of specially trained and concerned professional staff members. For further information regarding the Student Assistance Program and services, please contact the building principal.

Title I Reading/Title I Math

WASD elementary schools operate a federally funded targeted assistance reading/math program for students who are experiencing some difficulty in reading/math. In conjunction with this program, a Title Parent Advisory Council (PAC) has been organized to heighten parental involvement in, and awareness of, the supplemental services offered to our students.

Elementary Discipline

Student Responsibilities & Rights

Student responsibilities include regular attendance, conscientious effort in classroom work and conformance to school rules and regulations. Students, administration, and faculty share the responsibility to develop a climate within the school that is conducive to wholesome learning and living. It is the responsibility of the students to conform to the following:

- No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- Students should express their ideas and opinions in a respectful manner.
- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
- Communicate to an adult information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Report accurately and not use indecent or obscene language in student newspapers or publications.
- Students are prohibited from possession and transportation of any alcohol, prescription or nonprescription medication, and any items that would be deemed a weapon under school policy.

Dress and Grooming Code

The Wallenpaupack Area administration shall have the right to question and regulate any mode of dress that in any manner jeopardizes the health, welfare and/or safety of an individual student and/or other students. Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Students may be required to wear certain types of clothing while participating in physical education classes, special area classes, electives, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student. Students may be required to wear specific attire when representing the school for certain events and activities. Students have the responsibility to keep themselves, their clothes, and their hair clean.

General Guidelines

- All items of clothing must be clean and made of material that is not sheer or see-through.
- Footwear must be always worn. Any footwear that poses a safety hazard is not permitted. For example, flip flops pose a safety hazard for children on the playground. Shoes with laces must be tied.
- Sunglasses are not permitted inside the building unless there is a documented medical issue.
- AI glasses, (i.e.,Meta glasses) are not permitted to be worn during the school day.
- Clothing, patches, buttons, pins, and/or jewelry are permitted but must **not** do any of the following: display sexually suggestive writing/pictures; advocate violence; advertise and/or promote the use of tobacco, alcohol and/or drugs; contain double-meaning wording and/or obscene language; use disrespectful language; suggest gang affiliation or activities.
- Backpacks/book bags shall be a reasonable size to promote safe travel through hallways and must be stored in designated classroom location or locker.
- Clothes that pose a safety hazard to the student or others are not permitted.
- Undergarments may not be exposed in any way; any clothing that is see-through or allows the midriff, chest, and/or buttocks to be exposed is not permitted.
- Pants, shorts, and skorts must be secure and worn no lower than the hip. These garments must extend to the bottom of the fingertips with arms fully extended.

Dress code violations may require a change of clothing, removal from class or removal from school. Students may call home for proper clothing or be offered clothing from the nurse/guidance office.

Conduct in Class

Courtesy must be always observed and in all situations. Disruptions during the school day and/or an school sponsored event will result in disciplinary action.

Class Cutting

Students are required to attend all scheduled classes, study halls, and lunch, unless properly excused. “Cutting” is defined as being absent from an assigned area or class without the knowledge of the person(s) charged with responsibility for that area. A “cut” of any class may result in disciplinary consequences.

Elementary Discipline Code

The elementary school years are formative in nature, and all experiences should be considered in that perspective. Each child is unique, and discipline should be tailored according to the needs of that individual. Growth needs vary from child to child, and factors such as age, grade level, and frequency of offense, personality, emotional stability, social, and economic situation must be considered in any action to help a child grow toward acceptable behavior. The main goal in disciplining on the elementary level is to handle the situation so that there is a change in the behavior.

In elementary discipline, consequences are the final action when other more subtle means of approach fail. If discipline beyond that which normally takes place in the classroom is necessary, either the principal, head teacher, and/or discipline team members may be involved in administering such discipline consequences. In the absence of the principal, the head teacher and/or discipline team

member may assume all responsibilities of the principal.

All students are expected to follow all Board-approved Health and Safety guidelines.

The following procedures will guide proactive actions which school personnel will take to help students learn responsible behavior.

- The teacher will explain and develop classroom expectations.
- The principal and the teachers will explain the expectations for acceptable conduct throughout the school.
- When a student's behavior is not acceptable, the teacher will help the student to recognize the problem and reinforce an awareness of the appropriate behavior and may contact the parents.
- If the violation is repeated, the teacher will take the appropriate disciplinary action within the classroom and contact the parent.
- If the violation is more serious, the teacher will contact the parent and refer the student to the principal for disciplinary action by writing a description of the inappropriate action. The teacher and parents will be notified of the action taken by the principal or designee.
- If the violation involves drugs, alcohol, or weapons, discipline will be consistent with WASD's Drug and Alcohol Policy. (See Board Policy

Disciplinary Responses to Student Misconduct

LEVELS OF MISCONDUCT	EXAMPLES	PROCEDURES	DISCIPLINARY OPTIONS
A. Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school. The individual staff member can usually handle these misbehaviors.	• Classroom disturbances • Tardiness • Cheating, lying, stealing • Abusive language • Minor horseplay and disagreements • Possession of unauthorized items such as water pistols • Not following building and classroom rules • Technology violation (1st)	There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. The staff member keeps a proper and accurate record of the offense and disciplinary action. Repeated misbehavior requires a conference – parent/teacher, counselor, and/or administrator.	• Verbal reprimand • Special assignment • Time-out • Behavioral management • Counseling intervention • Restricted lunch/recess • In-class isolation • Supervised study/Work Room • Peer Mediation • Parent contact • Conferences as necessary
B. Misbehavior whose seriousness tends to disrupt the learning climate of the school; interfere with the students' educational, social, or personal growth. The nature of these misbehaviors is more serious than Level A.	• All of Level A repeated/continued • Disrespect (verbal or otherwise) • Leaving assigned area without permission. • Damage or defacing property (simple) • Busing infraction • Minor altercation/ physical contact • Theft • Technology violation • Inappropriate computer or telephone usage (simple)	The student is referred to the administrator/ designee for appropriate action. The administrator/ designee meets with the student and/or teacher. The administrator and teacher maintain a proper and accurate record of the offense and the disciplinary action. In cases of frequent and serious misbehavior an administrator-teacher conference may be held to discuss the misbehavior and appropriate responses.	• Any of the above option in A • Behavior management plan • In-school or out of school suspension • Referral to counselor or outside agency • Parental contact

C. Misbehaviors directed against persons or property whose consequence is a serious and definite threat to the individual, to others or to the school. These acts may be considered criminal, self-destructive or seemingly irrationally motivated. Misbehavior at this level may require the removal and/or isolation of the student.	• Arson • Bomb threats • Willful injury • All of Level A/B repeated/continued • Breaking and entering • False fire alarms • Possession of unauthorized and dangerous substances (drugs, weapons, alcohol, flammable substances) • Theft • Extortion • Risking/causing a catastrophe • Possession/use of tobacco • Harassment • Stalking • Damage or defacing property (serious) • Inappropriate technology, computer, or telephone usage (serious)	The administrator verifies the offense, confers with the staff involved and meets with the student. The student is immediately removed from the school environment for investigative purposes and the parents are notified. The school officials contact law enforcement officials, where necessary, and assist in prosecuting offenders. A complete and accurate report is submitted to the Superintendent. An administrative hearing is conducted, if appropriate. The student is given a full due process hearing before the board, if appropriate.	• All of Level A/B • Suspension • Alternative school/program • Expulsion • Consequences will align with Board Policy. • Other board action results in appropriate placement.

*The examples, procedures and disciplinary option/responses listed above are not intended to be all-inclusive. Disciplinary problems and situations will arise that must be rectified in accord with the general philosophy of this policy.

Fighting

All students, no matter what the circumstances, should make every effort to avoid fighting. Instead, students should seek help from the professional staff of the school. The School Police Officer and/or State Police may be notified when fights occur. Students involved in fights may be suspended from school and school-related activities. **These students will also be subject to legal prosecution.** The principal may recommend that habitual offenders be removed from school temporarily or permanently.

Gambling/Games

All forms of gambling are not allowed in school, on school buses or during any school sponsored activity. Dice and playing/trading cards are not allowed in school. Students who violate this rule will be subject to disciplinary action.

Leaving School Property

No student, for illness or any other reason, is permitted to leave the building without following proper dismissal procedures. Parental approval is required prior to all student dismissals, and all students must sign out/be signed out in the main office. Violators are subject to disciplinary action.

Loud, Abusive and/or Profane Language or Behavior

It is the policy of the Wallenpaupack School District to prevent disruptions to school district operations, school-sponsored functions, and the instructional process. Thus, all persons, including but not limited to students, parent, employees, visitors, and members of the general public are prohibited from the use of loud, foul, profane, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others.

All persons are therefore warned that violation of this policy may result in removal from school district property by

appropriate school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

Reasonable Physical Force

Reasonable physical force may be used by teachers and school authorities in the following situations: to quell a disturbance, to obtain possession of weapons/other dangerous objects, for the purpose of self-defense, for the protection of persons or property, or when deemed necessary in the judgment of the principal or assistant principal. Examples of the use of reasonable physical force to quell a disturbance or for protection of persons or property would include, among others: for direct defiance of a reasonable request and to cease obscenities or abusive language directed at another person**.**

Show of Affection (Public Display of Affection - PDA)

WASD acknowledges that caring for others and showing affection is important. However, public displays of affection are not appropriate in a school setting. Handholding, kissing and close physical contact in a school is not acceptable behavior. Violators may receive disciplinary consequences.

School Procedures Involving Law Enforcement

A cooperative effort shall be maintained between the officials of the School District and law enforcement agencies. It is paramount that rights of the school, the home, the civil authorities, and of the individual be clearly understood and protected.

When a law enforcement officer wishes to speak to a student, the officer shall request to confer with the student at a time when he/she is not under school jurisdiction, if at all possible. However, when it is impractical for the law officer to do otherwise, based upon the facts of the case or the nature of the contact, an officer may confer with the student during school hours.

If a member of a law enforcement agency requests an interview with a student during school hours, district personnel will cooperate with the agency, but must also protect the rights of the student involved. To that end the following guidelines are established:

- The school shall first contact the parents or guardians of the student to be interviewed and advise them of the circumstances. Request that the parent or guardian be present at the interview.
- If the parent or guardian cannot be present for the interview and should they not wish their child be interviewed at school, then so advise the officer.
- In the event that a parent or guardian cannot be contacted, school officials will act “in loco parentis.”
- School authorities shall not permit a student to leave the school with an officer of the law unless the student’s parent or guardian is present and consents or unless a formal arrest is made.
- If a parent or guardian cannot be present but agrees, school officials will act “in loco parentis.”

If a warrant for the arrest of a student has been issued, and a constable or other law enforcement official has been sent to locate that student to execute the warrant, the student may be removed from school grounds so as to not cause unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify them of the student’s status. The school cannot hold the student or refuse removal of the student from the premises.

Suspensions and Expulsions

- Exclusion from school may be based on a single incident or a culmination of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion from school can occur in the following forms:
    - Suspension - exclusion from school for a period of up to ten (10) school days.
    - Expulsion - exclusion from school by School Board action for a period of over ten (10) days.

- Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective.
    - A hearing is not required prior to a suspension of up to three (3) days.
    - An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student receives a suspension of four (4) or more days. In the event that a student commits a violation that may result in a recommendation to the school board for expulsion from the Wallenpaupack School District, the student shall have the right to request an administrative review within three (3) school days of the date of the offense. Such requests shall be made in writing to the principal of the school that the student is attending. The purpose of an administrative review is to discuss all relevant information regarding the student, including information related to the offense in question, the student's prior academic, disciplinary and attendance record at the school, and information regarding possible disciplinary action which may be taken against the student including referral to the Board of School Directors with a recommendation for expulsion. Administrative review shall not be deemed to be disciplinary action and shall not be considered action in lieu of suspension or expulsion. In the event that the student fails to elect administrative review, the administration shall proceed with disciplinary action including, if appropriate, a referral to the Board of School Directors with a recommendation for expulsion.
- Telephone notification will be made to a parent or guardian when a student is being suspended from school.
- The parent(s) or guardian(s) will also be notified by letter of the suspension.
- A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
- A student receiving a conference suspension will be suspended out of school for a maximum of three (3) school days. However, if a parent comes in for a conference as soon as possible, the student may be allowed to remain in school at the conclusion of the conference.
- Students who are suspended are not permitted to attend any school functions during or after school hours during period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespass laws.
- It is the student's responsibility to request homework. All out-of-school suspension homework is due the day the suspended student returns to school.
- All student privileges are revoked when a student is suspended from school.
- A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
- Cases of chronic disregard for school rules or student misconduct that is violent or dangerous may result in alternative placement.
- A student will be excluded from school for more than ten (10) days pending an informal hearing when it is determined that the continued presence of the student represents a threat to the health, safety, morals, or welfare of others. Alternative education will be provided following the 10th consecutive day of exclusion from school.
- Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school.
    - The responsibility for placing the student in school rests with the student's parent(s)/ guardian(s).
    - If the student is unable to secure on alternative educational placement, the Wallenpaupack Area School District will make provision (s) for some form of education through alternative instruction at the discretion of the school district.
- Initiating a Bomb Scare will result in permanent expulsion from the district.

Elementary Academics

Academic Integrity

Academic Integrity is essential to the success of an educational community. Students are responsible for learning and upholding professional standards of research, writing, assessment and ethics in their areas of study. Written or other work which students submit MUST be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, multiple submissions, and other forms of dishonest or unethical behavior, is prohibited. Any form of academic dishonesty will be subject to disciplinary consequences and/or change in grade.

Expectations of Students

Each student will maintain academic integrity by complying with the following:

- Students will complete all assigned work, activities, and assessments in a responsible manner that avoids all cheating, lying, and stealing.
- Students will consult with their teacher regarding any concerns or questions when they are unclear about expectations or requirements of an assignment.

Violations of Academic Integrity

Cheat: "To deprive of something through fraud or deceit; to violate rules dishonestly." "Cheat." *The Merriam- Webster Dictionary.* 2004.

- Students will not utilize any form of communication to provide or prompt answers during assessments (i.e., cheat sheets, marks/writing on body or clothing, electronic devices).
- Students will not send nor receive any verbal, nonverbal, or electronic forms of communication during assessments (i.e., texting, showing/looking at another's assessment, hand gestures, facial gestures, or signals such as tapping or coughing).

Plagiarize: "To present the ideas or words of another as one's own." "Plagiarize." *The Merriam-Webster Dictionary.* 2004.

- Students will not copy the language, ideas, thoughts, opinions, theories or images of another without providing proper acknowledgements or citations.
- Students will not purchase another's work or partial work and submit it as their own.

Misconduct: "Intentional wrongdoing; improper behavior." "Misconduct." *The Merriam-Webster Dictionary.* 2004.

Students will not commit dishonest acts or academic misconduct or assist other students in the committing any of the following acts.

- Stealing, giving, buying, or selling any portion of an exam (including answers and essay topics)
- Fabricating an excuse to receive an extension on an assignment/assessment.
- Compromising the integrity of an assignment/assessment by revealing questions or topics to students who have not yet be given the assignment/assessment.

HIV/AIDS and Other Life Threatening and Communicable Diseases

Chapter IV of the Pennsylvania School Code requires all school districts to provide instruction about Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), and other life-threatening and communicable diseases and related issues to its students at least once in the elementary grades, at least once in the middle school grades, and at least once in the high school grades. This instruction is included in the health curriculum and includes information about the nature of the disease, treatment, transmission, and prevention.

WASD will excuse a pupil from AIDS instruction where it conflicts with the religious beliefs or moral principles of the pupil, his/her parent, or guardian. This request must be in writing to the principal of the child's school. Detailed curriculum outlines and material used in the instruction are available for review during normal school hours or at parent/teacher conferences.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors or principal by telephoning the school office. Conferences can be arranged by calling the Guidance Office; however, several days' notice is generally required to arrange joint conferences with several teachers. Also, a day is set aside in November for parent/teacher conferences.

Physical Education Regulations

The State of Pennsylvania's laws require that each student participate in physical education class. If there is any reason for a student to be excused from participating on a particular day, the student must report to the Nurse's Office before 8:10 A.M. with a written excuse. A doctor's excuse is necessary for a student to be completely excused from participation. A note from a parent/guardian will enable a student to take a limited physical education class, which includes dressing and participating to the extent possible. The note must state specifically the reason the student would be excused. Any student who repeatedly refuses to participate in physical education class without an acceptable excuse will be subjected to disciplinary action and failure of the class. Physical education attire must be neat and clean.

PowerSchool®/Schoology

The Wallenpaupack Area School District believes it is extremely important that parents and teachers work together to provide the best educational experience possible for our students. As such, the District offers an on-line home/school communications service, *PowerSchool®/Schoology*, available via the district's website. Through a secure login and password provided by WASD, parents and students may view schedules, grades, daily/weekly bulletins and menus, and upcoming tests and projects. Information regarding *PowerSchool®/Schoology* is provided during school open-houses, parent meetings and through your child's homeroom teacher.

Textbooks

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable depreciation is expected as a result of daily use. Unreasonable damage to textbooks or any school issued materials will result in a fine. Lost textbooks or any school issued materials must be paid for and replaced immediately. In the event books are lost and/or damaged, students will receive a second copy. Cost for the additional and/or damaged textbook must be absorbed by the student. Any monies paid must be verified by a receipt. Book value is based on replacement cost. Many textbooks have online resources available. Please contact the classroom teacher for more information.

Elementary Assessment

Purposes for Assessment and Grading

The primary purpose of any system of reporting to parents is to strengthen the home/school partnership and to inform parents concerning the child and his/her progress. Frequently, school districts are also required to report student achievement to post-secondary institutions and employers. Secondary purposes for assessment/grading include: 1) providing teachers with information for instructional planning; and 2) providing teachers, administrators, parents, and students with information for placement and selection.

Core Beliefs

Three issues must be considered before determining assessment practices and grades. They are fairness, motivation, and accuracy and consistency (O'Connor, 2007).

- *Fairness* – is about "equity of opportunity" (O'Connor, 2007). All students should be given an equal opportunity to demonstrate what they know and can do.
- *Motivation* – best classroom practices maximize intrinsic motivation and minimize extrinsic motivation. Teachers help students understand that what matters is what you learn and how you use it (O'Connor, 2007).
- *Accuracy and Consistency* – assessment and grading must reflect a shared understanding of PDE's academic standards which results in defensible and credible assessments (O'Connor, 2007).

Elementary Academic Grading Key

Grades K-2 ELA

***In grades K-2, ELA writing assessment is based upon the Conventions of Writing Developmental Scale.**

Developmental Stages of Writing		
A-G:	Scribbling	Uses various forms of scribbling to first letter formation.
H:	Letter Strings - Random	Uses strings of correctly formed letters, often mixed with numerals, and words copied from classroom. No relation to speech sounds.
I:	Letter Strings - Phonetic	Uses letter/sound knowledge in attempting to write words. Uses consonant sounds correctly. Uses left to right and top to bottom directionality.
J:	Words Phonetic	Uses letter/sound knowledge in attempting to write words. Uses beginning and ending consonant sounds in one-syllable words
K:	Sentence	Uses at least one simple sentence to convey ideas. Uses logical phonics-based spelling for unknown words. Uses conventional spelling for 20-50 high frequency words.
L:	Stylized Sentences	Builds a series of sentences around known words, repetitive stems and environmental print.
M:	3 to 4 Sentences	Uses sentences to convey coherent idea. Uses logical phonics-based spelling for unknown words. Uses regular vowel sounds correctly in one-syllable words.
N:	4 or More Sentences	Spells most grade-level high-frequency words. Uses phonetic spelling for advanced words. Uses complex and varied sentences. Uses descriptive vocabulary.

***In grades K-2, ELA reading assessment is based on the American Reading Company's (ARC) Independent Reading Level Assessment (IRLA) Framework.**

Independent Reading Level Assessment Guide

Grade	Expected Level	Student must be able to	Student doesn't need to be able to
PreK	RTM		Read anything.
K	1Y	Listen to first couple of pages of a Yellow book and use the pattern and pictures to give a reasonable "reading" of rest of book.	Track words on a page in Yellow books. "Sound out" anything.
	2Y	Track and self-correct to read one word for each word on the page after being given the pattern to Yellow books.	Use initial consonants to solve unknown words in Yellow books. "Sound out" anything.
	3Y	Use most consonant sounds to prompt unknown words (i.e., *cup* not *glass*) after being given the pattern in Yellow books.	Use initial consonants to read words they've never heard before. Read any Power Words.
	1G	Recognize 25+ Power Words. Use initial consonant sounds and pictures to guess at new word.	Sound out more than the first letter. Know any vowel sounds.
1	2G	Recognize 85+ Power Words. Use initial consonant blends and pictures to guess at new word.	Sound out more than the first 2 letters. Know any vowel sounds.
	1B	Use familiar chunks (vowel families) to figure out most 1-syllable words.	Figure out most 2-syllable words.
	2B	Use familiar chunks (vowel families) to figure out most 2-syllable words.	Figure out most 3-syllable words.
2	1R	Use familiar chunks (vowel families) to figure out most 3-syllable words.	Figure out irregular, multisyllabic words.
	2R	Figure out any word familiar from speech *(mysterious, championship, familiar)*. Finish chapter books.	Deduce the meaning of words they've never said or heard *(cantankerous)*.
3	Wt	Decode and deduce meaning of words they have never heard in speech *(shrugged, exclaimed)* common to third-grade level books. Finish chapter books.	Deduce the meaning of words appropriate to levels beyond the third grade.

Black, Orange, Purple, Bronze, Silver, and Gold
are distinguished by their content, including:

- Density and frequency level of literary vocabulary
- Technical load of content area materials, including technical vocabulary
- Complexity and familiarity of organizational schemes and genres
- Use of literary devices
- Complexity of sentence structures

K-2 Math, Special Areas	
Grade	**Definition**
S-Secure	Child can apply the skill or concept consistently, correctly, and independently.
D-Developing	Child shows some understanding. However, errors or misunderstandings still occur. Reminders, hints, and suggestions are sometimes needed.
B-Beginning	Child is beginning to understand the concept. Child cannot complete the task independently and correctly. Additional practice is needed at home.
X-Not Assessed	Skill is not assessed at this time.
P - Working to Potential	Working to potential is used for students who are working to the best of their ability.

Grades 3-5 ELA
***In grades 3-5, ELA reading assessment is based on the American Reading Company's (ARC) Independent Reading Level Assessment (IRLA) Framework.**

Developmental Reading Taxonomy		
Grade	**Expected Level**	**What Students Can Do**
Kindergarten	1-3Y	Active Reading Strategies Initial Consonants
Kindergarten	1G	High Frequency Words
1	2G	Initial Blends & Diagraphs
1	1B	Onset + Sight Word/Rime
1	2B	2-Syllable Words
2	1R	Multi Syllabic Words
2	2R	Irregularly Spelled Words & Chapter Books
3	Wt	Tier II Vocabulary in Context
4	Bl	Academic Vocabulary of 1,500+ Tier II/III Words
5	Or	Latin & Greek Roots
6	Pu	Genre Expansion
7	Br	Author's Craft, Points of View, Bias
8	2Br	
9 & 10	Si	Literary Analysis
11 & 12	GO	College & Career Ready

Grades 3-5 Math and Science

Numeric Grading	PA Proficiency Levels
90-100	Advanced
67-89	Proficient
66 and below	Basic/Below Basic
I – Incomplete	Incomplete reports that a grade could not be assigned due to missing assignments. The student will be given a specific time frame in which to make up work. After that time, missing assignments will become zero if the teacher has not changed the grade.
P - Working to Potential	Working to potential is used for students who are working to the best of their ability.

Grades 3-5 ELA Reader Engagement, Special Areas

Standards Grading	Proficiency Levels
4	Exceeds Expectations
3	Meets Expectations
2	Working Toward Expectations
1	Not Assessed
P - Working to Potential	Working to potential is used for students who are working to the best of their ability.

Progress Reporting

Student progress is reported at the midpoint of each marking period on PowerSchool®/Schoology.

Elementary Programs

After School Programs-Elementary

WASD offers after-school activities for students in elementary schools. Held immediately following the end of the school day, these offerings included such areas as science, technology, cuisine, fitness, arts and crafts, foreign languages, performing arts, and gardening, among others. Children are supervised by school district teachers and instructional aides. Letters regarding activities, transportation, and fees will be sent home with children. Any student absent or excused from school will not be allowed to attend any school functions on that day.

Cafeteria Information for 2026-2027 School Year

Free snacks are available for Afterschool Programs; 2 items are offered and must be taken for the free snack.

We are pleased to inform you that the Wallenpaupack Area School District will be continuing the Community Eligibility Provision (CEP) in the 2025-2026 school year. All enrolled students of the Wallenpaupack Area School District are eligible to receive a nutritional breakfast and lunch at school each day at no charge to your household. A complete breakfast is free and must have 3 components, one being at least ½ cup fruit/juice. A complete lunch is free and must have 3 of the 5 components, one being at least ½ cup fruit or vegetable. The components are meat/meat alternative, grains, fruit, vegetable, milk. A milk alone is not free; the cost is $0.50.

The Wallenpaupack Area School District food services uses a computerized cash register system in our school cafeterias. This system gives parents the advantage of depositing money into their student's account. The money can be used for any additional purchases (milk, ice cream, additional entrees, chips) during breakfast and lunch in the cafeteria. This eliminates the hassle of remembering to send money every day and takes the worry out of carrying cash. Upon school registration, students will be issued a student identification number (Student ID). This number links the student to his/her school lunch account.

There are several ways to deposit funds into your student's account: Send check or money order in an envelope clearly marked with your student's name, ID, and grade. Make checks and/or money orders payable to Cafeteria Fund.

There is an online payment system at www.schoolcafe.com Food services strongly recommends this option as it will assist parents in monitoring what their students are receiving during meal service.
Registration/Access to your student's account is free, however, there is a 5% convenience fee to the website, for electronic payments.

STEPS TO CREATE AN ACCOUNT AND ADD STUDENTS: WWW.SCHOOLCAFE.COM

1. Click: Need to create an account or contact us
2. Select state: PA then enter the name of your school district - Wallenpaupack Area School District
3. Go to my district
4. Create a new account
5. Register - click "I am a parent"
6. Click next
7. PA
8. WASD
9. Click next
10. Step 4 - You must create your own username and password
11. Accept terms & conditions and click create my account
12. Click box - Add a student
13. Enter student ID
14. Choose the school your student attends; please read each option carefully
15. Search & verify student
16. Add this student
17. You will then receive an email with a code to verify your email account - do not forget this step!

Please be sure to have your email on file in your student portal as well as on www.schoolcafe.com to receive cafeteria balance notifications.

Contact Heather Fedoryk, Director of Food Services, at fedoryhe@wallenpaupack.org or 570-226-4557 ext. 3011 with any questions.

Fine Art Evenings

Each grade will have a fine arts evening which includes a musical performance and a display of student artwork.

PTSA/PTO

All of our elementary schools have parent organizations affiliated with the schools. If you are interested in participating, contact the head teacher of your child's school.

Religious Released Time

The school district works closely with local religious leaders to assure a cooperative relationship. Check with your principal or head teacher to ascertain the availability of religious released time.

Volunteers

The school district would like to encourage the use of volunteers at all levels in the school district. The elementary level, in particular, is looking for capable adults who are willing to work with young children on either a regular schedule or on an "as needed" basis. We believe these opportunities improve the school/community connection. If you are interested in volunteering your services, please inform your respective school office and personnel there will offer further information to you on how your services might be utilized.

Appendix: School District Policies

Attendance

Frequent absences of students from regular classroom attendance disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be regained. Consequently, many pupils who miss school frequently experience great difficulty in achieving the benefits of schooling. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of educational benefits for each individual child.
For more information, see Board Policy No. 204

Excused Absence

After an absence, parents/guardians must provide an excuse or doctor's note to the office within five school days, or the absence will be changed to an unexcused absence. Acceptable forms of excuse documentation include: written note, telephone call, email, fax, or excuse card.

Excused absences include the absence of a student for reasons such as:

- Illness
- Quarantine
- Death in the immediate family
- Impassable roads
- Pre-approved observance of religious holidays

Unexcused Absence

Unexcused absences include the absence of a student for such reasons as, but not limited to:

- Truancy
- Shopping
- Absence through parental neglect (i.e. car trouble, oversleeping, etc.)
- Employment

Unlawful Absence

Unlawful absence is unexcused absence for all students under 17 years of age. All unexcused absences after the third unexcused absence becomes subject to fines and court costs.

Attendance Procedures

Unexcused Absences

After **three unexcused absences**, a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **five unexcused absences**, an administrator or designee will call the parents/guardians. He/she will invite the parents/guardians to a School and Family Conference to develop a School Attendance Improvement Plan (SAIP) and will inform the parent of:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of non-compliance

In addition, a letter will be mailed home, serving as official notice of their child's fifth unexcused absence. A copy of the letter will be sent to the Student Support Team (FAME, SAP, etc.). The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **six unexcused absences**, an administrator or designee will call the parents/guardians and mail home a letter. He/she will apprise them of the severity of the situation and invite them to a School and Family Conference to develop a SAIP, unless one was already conducted during the current school year. If a parent refuses a meeting, the student's attendance information will be forwarded to the magistrate's office. The letter will serve as official notice of his/her child's sixth unexcused absence. The letter will state that the parent has five school days to respond and set up a School and Family Conference, or the student's attendance information will be forwarded to the magistrate's office. Referral to the SAP team is at the discretion of the school counselor. A copy of the letter will be sent to Children and Youth Services, as authorized by the building administrator.

Excessive Absences
After **eight absences** a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **twelve absences**, an administrator or designee will call the parents/guardians. He/she will invite the parents/guardians in for a School and Family Conference to develop a SAIP, unless one was already conducted during the current school year, and will inform the parents/guardians of:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance

In addition, a letter will be mailed home. The letter will serve as official notice of their child's twelve absences. A copy of the letter will be sent to the Student Support Team (FAME, SAP, etc.). The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- District policy on excessive absences, including information that after the fifteenth absence, a doctor's note is required for each additional absence.
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **fifteen absences**, an administrator or designee will call the parents/guardians. He/she will apprise them of the severity of the situation and invite them to a School and Family Conference to develop a SAIP unless one was already conducted during the current school year. A letter will be mailed home. The letter will serve as official notice of their child's fifteenth absence. It will be strongly recommended that the parent/guardian set up a School and Family Conference to address this issue unless one was already conducted during the current school year. The letter will also

state that any subsequent absence without a doctor's note will be considered unexcused and maybe forwarded to the magistrate's office. Referral to the SAP team is at the discretion of the school counselor. A copy of this letter will be mailed to Children and Youth Services, as authorized by the building administrator.

Educational Trips

Upon written request with prior approval, the school district will consider requests for educational trips. Guidelines are detailed on the district's *Application for Educational Travel*, which can be found on the district's website. Hard copies are available in the school's main office.

Early Personal Dismissal

Parents are asked not to request that children be excused early except when an emergency makes early dismissal necessary. A note signed by the parent should be forwarded to the child's teacher, who in turn will notify the school office. Parents are required to come to the school office to pick up their child. No child may leave school early without the permission of the principal or his/her designee.

Emergency Dismissals

In the event of a bomb scare or other such threat/emergency whereby no one except emergency personnel is allowed on school property, please be aware that all students will be placed on school transportation to be delivered home. Parents will not be allowed to pick up their children at school. Students will be dropped off at their regular bus stop only.

Tardiness

Students who arrive to school after 8:00 a.m. are considered to be tardy. Tardy students are to report directly to the office. Tardy students must sign in and then report to their teacher. If a child misses a bus, it is the parent's responsibility to see that the child arrives on time. If a school bus should be late, children are not counted as being tardy.

Acceptable Use of the Computers, Networks, Internet, Electronic Communications and Information Systems

The increased use of technology and the district's information technology systems (IT Systems) and the possible misuse, abuse, and increased district liability requires that the district more closely maintain, monitor, and limit the use of the district's IT systems. All users are now required to sign an acknowledgement and consent form in order to use and access the district's IT systems. WASD's IT systems must be used for education-related purposes and performance of district job duties. Users may not use their personal computers or other technology devices to connect to the WASD's intranet, Internet or any other IT System. Access to the WASD's IT systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the WASD, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The WASD will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the IT systems. Users have no privacy expectation in the contents of their personal files or in the use of the WASD's IT systems. The WASD reserves the right to monitor, track, log and access IT systems user accounts and to monitor and allocate fileserver space. WASD reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, the WASD operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. No person may have access to material that is illegal under federal or state law.

Use of Generative Artificial Intelligence (AI) Tools:

The district makes every effort to ensure that Generative AI tools and resources are used responsibly by students and staff. The availability and access to Generative AI tools and resources does not imply endorsement by the district, nor does the district guarantee the accuracy of the information received from Generative AI tools and resources. Generative AI tools and resources used in district schools and programs are evaluated on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security.

The use of Generative AI by students to complete assignments or assessments shall only be allowed to the extent

stated and outlined by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for use of Generative AI in assignments and assessments.
For more information, see Board Policy No. 815

Bullying/Cyberbullying

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting or outside a school setting that is severe, persistent, or pervasive. Bullying is a pattern of abuse over time and involves being "picked on." Bullying can take many forms and can include many different behaviors including, but not limited to, intimidation, humiliation, ridicule, defamation, extortion, oral or written threats, teasing, put downs, name-calling, threatening gestures or actions cruel rumors, false accusations, and social isolation.

When a student believes that she/he is being bullied, intimidated, or in physical danger, the student should immediately inform the bully that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall follow the established complaint procedure.
For more information, see Board Policy No. 249

Personal Communication Devices

Student use of personal communication devices shall be prohibited from the beginning of the educational day to the end of the educational day: such devices shall be turned off or made inoperable. This includes the use of a cell phone or communication device to take photographs and/or audio and/or video recordings. While in the school facility and/or when participating in a school-sponsored event during the educational day, unless otherwise approved by the building principal or designee, it will be a policy violation if a personal communication device can be seen or heard. A student may not make a call or receive a call, send or receive a text message, and/or take, send or receive an electronic image and the personal communication device is to be turned off at all times, even if the device is stored in a backpack, locker or other out-of-sight location. Personal communication devices are prohibited for use in health suites and/or lavatories at all times. Parents/Guardians should call the school for any emergency situation. The school will in turn contact the student in question as is possible and appropriate. Parents/Guardians shall not try to contact students by cell phone, pager, or another device.
For more information, see Board Policy No. 237

Destruction of Property

Students shall attempt to keep the school campus, buildings and furnishings clean and in good order at all times. Students who deface the building, grounds, or equipment or destroy school property or the property of school district employees or other students in any way will be appropriately disciplined and the student and parent(s)/guardian(s) will receive a bill for all damages. In extreme cases or in the case of a repetitious offender, referral to law enforcement authorities may be initiated.
For more information, see Board Policy No. 218

Discrimination

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.
For more information, see Board Policies 103 and 103.1

Drug and Alcohol Abuse

Pupils are prohibited from the use or possession of any unauthorized drugs, controlled substance and/or alcoholic beverages in school buildings or on school property. This includes "look-alikes." This prohibition includes all school events on or off school grounds, as well as in route to or from school. Any pupil found using, in possession of or under the influence of a controlled substance and/or intoxicating beverage will be subject to disciplinary action, including expulsion.
For more information, see Board Policy No. 227

Flag Salute

Opening of school activities includes the recitation of the Pledge of Allegiance and/or playing of the National Anthem. All students will be encouraged to participate in this patriotic activity. Students whose personal beliefs prohibit such actions are not required to participate in this activity provided the school is notified of such, in writing, by the parents or legal guardians. However, non-participating students must not disrupt or otherwise infringe upon the rights of others to participate in this action. Disruption of this ceremony, by any student, will result in disciplinary action.
For more information, see Board Policy No. 807

Freedom of Expression

Students have the right to express themselves in any manner that does not directly interfere with the educational process, threaten harm to the school or community, or encourage unlawful activity. Students have the responsibility to obey the laws regarding obscenity and libel and to be aware of the full meaning of their expression. They also have a responsibility to be sensitive to the feelings and opinions of others and to give others an opportunity to express their views.
For more information, see Board Policy No. 220

Fundraising/Selling

Students are not allowed to sell any items on school grounds without the Principal's permission.
For more information, see Board Policy No. 229

Gang Activity

Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process. Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited. Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious type/category.
For more information, see Board Policy No. 218.3

Hazing

The school district does not condone any form of initiation or harassment, known as hazing, as part of any school-related student activity. No student, coach, sponsor, volunteer, or school district employee shall plan, direct, encourage, assist, or engage in any hazing activity. The school district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.
For more information, see Board Policy No. 247

Homebound Instruction

Students who request homebound education must present evidence supporting the need, such as a doctor's note specifying the need and the duration for homebound or a court placement ordering homebound. Request for Homebound Form may be obtained from the Guidance Office.
For more information, see Board Policy No. 117

Homework

Homework is defined as written or non-written tasks assigned by teachers to be completed by students outside of class time. The purposes of homework are to practice newly taught skills, to review mastered skills, to develop independent study habits, and to extend and enrich the curriculum. Homework is related to the curriculum of the school and assignments are made according to the ability of the student. Parents are encouraged to support their children with the homework process. Failure to complete homework is not a disciplinary issue. It is academic in nature and should be addressed by the classroom teacher. Homework should not be used as a form of punishment.
For more information, see Board Policy No. 130

Search of School Property

The District supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use of or possession of illegal substances.

It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances:

- The administration shall authorize the search and have a designee on hand while the search is taking place.
- Parents and students are notified of this policy through its inclusion in the student and/or parent handbook.
- All school property such as lockers, classrooms and storage areas may be searched.
- Individual(s) shall not be subjected to a search by dogs.

For more information, see Board Policy No. 226

School Police Officers (SPO)

To maintain the safety and order of district buildings, SROs are assigned to each building, and are therefore, considered a part of the school faculty. Students and parents should anticipate SROs to interact with the student body on a daily basis. SROs will implement the SRO Triad, including law enforcement, teacher/guest instructor, and informal counselor.
For more information, see Board Policy No. 705.1

School Visitors

Any person, not a school employee or student, is required to report to the office immediately upon entering the building.
For more information, see Board Policy No. 907

Terroristic Threats/Acts

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.
For more information, see Board Policy No. 218.2

Tobacco Use/Possession

In compliance with the legislated mandate, and pursuant to the authority of the district to develop post and implement policy to regulate tobacco use, it shall be the policy of the District that students are not permitted to possess tobacco, tobacco paraphernalia or to smoke in any school district building, school vehicle, other school district vehicle, or on any school property owned by, leased by, or under the control of the District. The Superintendent is authorized and directed to designate appropriate District Officials to be responsible for the enforcement of this policy. School personnel shall confiscate such products and assign appropriate punishment.
For more information, see Board Policy No. 222

Unlawful Harassment

All forms of unlawful harassment of students and/or third parties by students are prohibited. Harassment includes: verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion. A student shall report harassment to the school principal and/or school staff. Those witnessing harassment are responsible to report it to the principal and/or school staff.
For more information, see Board Policy No. 248.

Weapons

A student shall not possess, handle, or transmit any "weapon." The definition of "weapon" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, ammunition, any explosive including firecrackers, matches, lighters, and any tool, instrument, or implement capable of inflicting serious bodily injury including look-alikes. Weapons and/or any other endangering items are never allowed (1) on school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any time when the school is being used by a school group, (3) off the school grounds at any school activity, function, or event, or (4) on school transportation. A student who violates this rule commits a misdemeanor of the first degree if he/she possesses a weapon and will be subject to suspension, possible expulsion and prosecution under the Crimes Code of Pennsylvania.
For more information, see Board Policy No. 218.1

Wellness Plan

The primary goals of the WASD Wellness Plan are:

- To promote a healthy environment.
- To facilitate student learning of lifelong healthy habits.
- To increase student achievement.

The plan includes a commitment to physical activity, health education, and proper nutrition. Annual student health screenings require that height, weight, and BMI information be provided for the parents. These reports are mailed to the family each spring.
For more information, see Board Policy No. 246

Wallenpaupack Area School District

2026 – 2027

Textbook List

Administration Office
2552 Route 6
Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Dr. Keith Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570-226-4557 Ext.-3000.

Title	Publisher	Author	Pubication Date	Print Resource? Y or N	Digital Resource? Y or N	Department
Bridges in Mathematics 2nd Edition						
Student Book	The Math Learning Center	The Math Learning Center	2017	Y	N	First Grade
Number Corner Student Book	The Math Learning Center	The Math Learning Center	2017	Y	N	First Grade
Student Book	The Math Learning Center	The Math Learning Center	2017	Y	N	Kindergarten
Bridges in Mathematics Second Edition	The Math Learning Center	The Math Learning Center	2017	Y	N	Second Grade
Number Corner Second Edition	The Math Learning Center	The Math Learning Center	2017	Y	N	Second Grade

Title	Publisher	Author	Pubication Date	Print Resource? Y or N	Digital Resource? Y or N	Department
Consumable 5th Grade Bridges Mathematics- Edition 2	The Math Learning Center	Baker, Carrie et al	2017	Y	Y	5th-Math
Consumable 4th Grade Bridges Mathematics- Edition 2	The Math Learning Center	Baker, Carrie et al	2019	Y	Y	4th-Math
Consumable 4th Grade Number Corner Student Book	The Math Learning Center	Baker, Carrie et al	2017	Y	Y	4th-Math
Consumable 3rd Grade Bridges Mathematics - Edition 2	The Math Learning Center	Baker, Carrie et al	2019	Y	Y	3rd-Math
Consumable 3rd Grade Number Corner Student Book	The Math Learning Center	Baker, Carrie et al	2019	Y	Y	3rd-Math
Consumable 3rd Grade Home Connections Book	The Math Learning Center	Baker, Carrie et al	2019	Y	Y	3rd-Math
ARC Bookshelf					Y	4th- ELA
ARC book baskets				Y		4th - ELA
Alvin Ho Allergic to Girls, School, and Other Scary Things	Yearling	Lenore Look	2008	Y	N	4th- ELA
What Are You Afraid Of?	American Reading Company	Sara Murphy		N	Y	4th- ELA
Animal Adaptations Exemplar Text- Research Lab	American Reading Company	American Reading Company		Y	Y	4th -ELA
Historical Fiction books				Y	Y	4th- ELA
Scraps of Time 1879 Away West- Core Novel	Scholastic Inc.	Patricia C. McKissack	2006	Y	N	4th- ELA
U.S. States books				Y	Y	4th- ELA
My United States Pennsylvania- Core Text	Children's Press/ Scholastic In	Karen Kellaher	2019 Y			4th- ELA
My Teacher is an Alien	Alladin	Bruce Coville	1989	Y	N	5th-ELA
UFO Crash Sites	Bearport Publishing	Dinah Williams	2015	Y	N	5th-ELA
Amazing Aliens	American Reading Company	Zachary Woodward		Y	N	5th-ELA
Storm Runners	Scholastic Paperbacks	Roland Smith	2012	Y	N	
Beginning Cursive - Grade 3	Universal Publishing	Thomas Wasylyk	2022	Y	Y	3rd Grade
Weather and Climate Exemplar Text- Research Lab	American Reading Company	American Reading Company	2020	Y	Y	3rd-ELA
Magic Tree House-Dinosuars Before Dark	Scholastic Inc.	Mary Pope Osborne	1992	Y	N	3rd-ELA
Magic Tree House-Knight at Dawn	Scholastic Inc.	Mary Pope Osborne	1993	Y	N	3rd-ELA
Magic Tree House-Twister on Tuesday	Scholastic Inc.	Mary Pope Osborne	2001	Y	N	3rd-ELA
Magic Tree House-Tonight on the Titanic	Scholastic Inc.	Mary Pope Osborne	1999	Y	N	3rd-ELA
I Survived: The Children's Blizzard of 1888	Scholastic Inc.	Lauren Tarshis	2018	Y	N	3rd-ELA
I Survived: The Sinking of the Titanic	Scholastic Inc.	Lauren Tarshis	2010	Y	N	3rd-ELA
Twisters and Other Terrible Storms-Fact Tracker	Scholastic Inc.	Will Osborne	2003	Y	N	3rd-ELA
It's Not About the Pumpkin	Tundra Books	Veronika Martenova Charles	2010	Y	N	3rd-ELA

Title	Publisher	Author	Pubication Date	Print Resource? Y or N	Digital Resource? Y or N	Department
Research Labs	American Reading Company	American Reading Company	2016	Y	N	ELA 6
Illustrative Mathematics	McGraw Hill	McGraw Hill	2019	Y	Y	Math 6
Weather & Climate	Holt, Rinehart, Winston	Holt, Rinehart, Winston	2000	Y	N	Science 6
Astronomy	Holt, Rinehart, Winston	Holt, Rinehart, Winston	2000	Y	N	Science 6
World Studies: Foundation of Geography	Pearson/Prentice Hall	Pearson/Prentice Hall	2005	Y	N	Social Studies 6
PA Adventures in Time and Place	Macmillan/ McGraw Hill	Macmillan/ McGraw Hill	1998	Y	N	Social Studies 6
Too Good For Drugs- Grade 6	Mendez Foundation, Inc.		2019	Y	N	Wellness/ Health 6
Essential Elements- Book 1	Hal Leonard		2000	Y	N	Band 6
Language Network	McDougal Little		2001	Y	N	7th Grade
Scope magazine	Scholastic	various	monthly magazine	Y	Y	7th Grade
Life Science (very few class copies left!)	Holt-Rhinehardt Winston		2001	Y	N	7th Grade
CK12 Science	Schoology platform	various	updated regularly	N	Y	7th Grade
Thematic text sets	American Reading Co	various	2019	Y	N	7th Grade
Illustrative Mathematics	McGraw Hill		2019	Y	Y	7th Grade
Too Good For Drugs	Mendez Foundation		2019	Y	N	7th Grade
Legend	Speak	Marie Lu	2011	Y	N	8th Grade ELA
Reading Apprenticeship Anthology						8th Grade ELA
Timeless Voices, Timeless Themes Silver Level	Prentice-Hall Literature					8th Grade ELA
Prentice Hall Writing and Grammar, Silver Level	Prentice-Hall					8th Grade ELA
Math 8	McGraw Hill IM					8th Grade Math
Algebra	Prentice Hall Algebra 1					8th Grade Math
Too Good for Drugs Grade 8	Mendez Foundation					8th Grade Health

Title	Publisher	Author	Pubication Date	Print Resource? Y or N	Digital Resource? Y or N	Department
Understanding Business and Personal Law	Glencoe/McGraw Hill	Brown	1998	Y	N	BCIT
Modern Automotive Technology (10th ed.)	Goodheart-Willcox	James E. Duffy	2021	Y	Y	CTE Automotive
Automotive Electricity and Electronics (7th ed.)	Goodheart-Willcox	James E. Duffy	2022	Y	Y	CTE Automotive
Small Gas Engines (10th ed.)	Goodheart-Willcox	James E. Duffy	2012	Y	N	CTE Automotive
Short Course in Medical Terminology (5th ed.)	Jones & Bartlett Learning	Judi L. Nath	2024	Y	Y	CTE EMT
The Dean Vaughn Total Retention System - Medical Terminology	Peterson's		2022	Y	Y	CTE Allied Health
iCEV - CTE Curriculum Platform						CTE Allied Health
DHO	Cengage Larnign	Simmers, Simmers-Narker, Kobelak	2022	Y	Y	CTE Allied Health
Modern Masonry (9th ed.)	Goodheart-Willcox	Kicklighter & Andera	2022	Y	Y	CTE Building
Modern Plumbing (9th ed.)	Goodheart-Willcox	Blankenbaker	2022	Y	Y	CTE Building
Modern Residential Wiring (12th ed.)	Goodheart-Willcox	Holzman	2021	Y	Y	CTE Building
Carpentry	Glencoe/McGraw-Hill	Feirer	2010	Y	N	CTE Building
Working with Young Children (8th ed.)	Goodheart-Willcox	Judy Herr Ed.D.	2015	Y	N	CTE ChildCare
Math for the Culinary Professional	Wiley	The Culinary Institute of America	2011	Y	N	CTE Culinary
Professional Chef (9th ed.)	Wiley	The Culinary Institute of America	2011	Y	N	CTE Culinary
Baking and Pastry (3rd ed.)	Wiley	The Culinary Institute of America	2016	Y	N	CTE Culinary
Garde Manger (4th ed.)	Wiley	The Culinary Institute of America	2012	Y	N	CTE Culinary
Remarkable Service (3rd ed.)	Wiley	The Culinary Institute of America	2014	Y	N	CTE Culinary
The Culinary Professional (4th ed.)	GW Publishers	Stefany Grant	2023	Y	Y	CTE Culinary
Engineering Fundamentals - Design, Principles, and Careers	Goodheart-Willcox	Brown, Brown, Berkeihiser	2014	Y	Y	CTE Engineering
Electricity and Basic Electronics	Goodheart-Willcox	Stephen R Matt	2013	Y	N	CTE Engineering
Manufacturing and Automation Technology	Goodheart-Willcox	Thomas Wright and Michael Berkeihiser	2012	Y	N	CTE Engineering
Energy, Power and Transportation Technology	Goodheart-Willcox	Len S. Litowitz and Ryan A. Brown	2012	Y	N	CTE Engineering
Programmable Logic Controllers	McGraw Hill	Frank Petruzella	2023	Y	Y	CTE Engineering
Adult First Aid/CPR/AED	Health & Safety Institute		2022	Y	N	CTE ESSM
Basic Life Support	Health & Safety Institute		2021	Y	N	CTE ESSM
Core Concepts in Athletic Trainig and Therapy	Human Kinetics		2012	Y	N	CTE ESSM
Complete Anatomy	Elsivier					CTE ESSM
Essentials of Firefighting (7th ed.)	Oklahoma State University Fire Protection Publications	IFSTA 2008	2018	Y	N	CTE Firefighting
American Academy of Orthopaedic Surgeons (AAOS) - Emergency Care & Tranportation of the Sick and injured (12th ed.)	Jones & Bartlett Learning	Andrew N. Pollak	2021	Y	Y	CTE Prot. Services
Motorcycles Fundamentals, Service, Repair (4th ed.)	GW Publishers	Grissom, Spitzer, Johns, Edmundson	2020	Y	Y	CTE Small Engine
World Masterpieces	Prentice Hall	Penguin Edition	2007	Y	N	English
Just Mercy	One World	Bryan Stevenson	2015	Y	N	English
Into the Wild	Vintage	Jon Krakauer	1996	Y	N	English
The Immortal Life of Henrietta Lacks	Broadway	Rebecca Skloot	2010	Y	N	English
The World without Us	Picador	Alan Weisman	2007	Y	N	English
Born a Crime	One World	Trevor Noah	2016	Y	N	English
Greater Than Yourself	Doubleday	Steve Farber	2009	Y	N	English
The Hero Code	Grand Central Publishing	William McRaven	2021	Y	N	English

Animal Farm	Signet Classics	George Orwell	1946	Y	N	English
Ethics 101	Center Street	John Maxwell	2003	Y	N	English
Elevating Your Game	Balance Sport	Jim Thompson	2011	Y	N	English
Tuesdays With Morrie	Doubleday	Mitch Albom	1997	Y	N	English
The Third Door	Currency	Alex Banayan	2018	Y	N	English
Make Your Bed	Grand Central Publishing	William McRaven	2017	Y	N	English
Warriners English Grammar	Harcourt, Brace, Janovanich		1982	Y	N	English
Pride and Prejudice	Signet Classics	Jane Austen	1950	Y	N	English
My Mother's Secret	Berkly Books	J. L. Witterick	2013	Y	N	English
Lord of the Flies	Perigee Book	William Golding	1954	Y	N	English
Born Chinese	First Second	Gene Luen Yang	2006	Y	N	English
Batman: The Dark Knight Returns	DC Comics	Frank Miller	2016	Y	N	English
Understanding Comics	First HarperPerennial	Scott McCloud	1993	Y	N	English
Maus	Pantheon Books	Art Spiegelman	1986	Y	N	English
Graphic Storytelling and Visual Narrative	W.W. Norton and Company	Will Eisner	2008	Y	N	English
The 9/11 Report Graphic Adaptation	Hill and Wang	S. Jacobson & E. Colon	2006	Y	N	English
Beowulf A New Telling	Laurel Leaf Books	Robert Nye	1968	Y	N	English
The British Tradition	Prentice Hall	Penguin Edition	2007	Y	N	English
Night	Hill and Wang	Elie Wiesel	1958	Y	N	English
The Pearl	Penguin Books	John Steinbeck	1992	Y	N	English
The Call of the Wild	TOR Books	Jack London	1990	Y	N	English
Timeless Voices, timeless Themes	Prentice Hall	Gold Edition	2000	Y	N	English
The Language of Composition: Reading, Writing, Rhetoric	MacMillian Publishing	3rd Ed.	2018	Y	N	English
The Haunting of Hill House	Penguin Books	Shirley Jackson	2006	Y	N	English
Misery	Scribner	Stephen King	1987	Y	N	English
Night Shift	Anchor Books	Stephen King	1978	Y	N	English
Skeleton Crew	Scribner	Stephen King	1985	Y	N	English
Fahrenheit 451	Simon & Schuster	Ray Bradbury	2013	Y	N	English
The Crucible	Penguin Books	Arthur Miller	1976	Y	N	English
To Kill a Mockingbird	Warner Books	Harper Lee	1960	Y	N	English
Of Mice and Men	Penguin Books	John Steinbeck	1993	Y	N	English
Isolation - The Horror Anthology	Titan Books	Dan Coxon, Editor	2022	Y	N	English
My Mother's Secret	Penguin Books	J.L. Witterick	2013	Y	N	English
American Born Chinese	First Second	Gene Luen Yang	2006	Y	N	English
Understanding Comics	Wm. Morrow	Scott McCloud	1993	Y	N	English
Alfred's Basic Adult Piano Course - Lesson Book - Level One	Alfred Music	Willard A. Palmer, Morton Manus, and Amanda Vick Lethco	1983, 1996	Y	N	Fine Arts
Video Production Handbook	Routledge	Jim Owens	2017	Y	N	Fine Arts
Video Basics 5	Wadsworth	Herbert Zetti	2007	Y	N	Fine Arts
Video Basics 4	Wadsworth	Herbert Zetti	2004	Y	N	Fine Arts
Television Production Handbook	Wadsworth	Herbert Zetti	2009	Y	N	Fine Arts
Photography	Pearson	London, Stone, and Upton	2008	Y	N	Fine Arts
Discovering Art History	Davis Publications	Gerald Brommer	2007	Y	N	Fine Arts
Orientation to the Theatre		Theodore W. Hatlen		Y	N	Fine Arts
Improvisation for the Theatre		Viola Spolin		Y	N	Fine Arts
Viewpoints		Ann Bogart		Y	N	Fine Arts
History of the Theatre		Oscar Brockett		Y	N	Fine Arts
Drama for Learning		Dorothy Heathcote		Y	N	Fine Arts

Drama Worlds		Cecily O'Neill		Y	N	Fine Arts
Structuring Drama Works		Ceily O'Neill		Y	N	Fine Arts
Notes on Directing		Anne Bogart		Y	N	Fine Arts
Theatre of the Oppressed		Augusto Boal		Y	N	Fine Arts
Games for Actors and Non-Actors		Augusto Boal		Y	N	Fine Arts
Stage Combat Handbook		Wolf Christian		Y	N	Fine Arts
Apparel Fasion Textbook		n/a		Y	N	Fine Arts
5 Step Method to Singing a Musical Theatre Song		n/a		Y	N	Fine Arts
Stage Fighting: A Practical Guide		Jonathan Howell		Y	N	Fine Arts
Actions: The Actor's Thesaurus		Marina Caldarone and Maggie Lloyd-Williams		Y	N	Fine Arts
On Singing Onstage		David Craig		Y	N	Fine Arts
The Ultimate Musical Theater College Audition Guide		Amy Rogers Schwartzreich		Y	N	Fine Arts
An Acrobat of the Heart		Stephen Wangh		Y	N	Fine Arts
Conditioning for Dance		Eric Franklin		Y	N	Fine Arts
The Sparrow		Chris Matthews		Y	N	Fine Arts
Enter Laughing		Joseph Stein		Y	N	Fine Arts
The School for Wives		Moliere		Y	N	Fine Arts
The Complete Works of Shakespeare		William Shakespeare		Y	N	Fine Arts
Our Town		Thornton Wilder		Y	N	Fine Arts
The Odd Couple (original)		Neil Simon		Y	N	Fine Arts
The Odd Couple (female version)		Neil Simon		Y	N	Fine Arts
Peter and the Starcatcher		Rick Elice		Y	N	Fine Arts
Barefoot in the Park		Neil Simon		Y	N	Fine Arts
You Can't Take It With You		George S. Kaufman and Moss Hart		Y	N	Fine Arts
The Cat's Meow		Steven Peros		Y	N	Fine Arts
Brave New World		David Rogers		Y	N	Fine Arts
Radium Girls		D.W. Gregory		Y	N	Fine Arts
Nevermore		Julian Wiles		Y	N	Fine Arts
The Curious Incident of the Dog in the Nighttime		Simon Stephens		Y	N	Fine Arts
Song of Survival		Eleanor Harder		Y	N	Fine Arts
The Diaries		John Strand		Y	N	Fine Arts
The Importance of Being Earnest		Oscar Wilde		Y	N	Fine Arts
Drive Right, 11th edition	Pearson	Crabb, Thiel, Mottola & Weaver	2010	Y	N	Health & Phys Ed
Adult First Aid/CPR/AED	Health & Safety Institute	Health & Safety Institute	2022	Y	Y	Health & Phys Ed
Wilderness First Aid, Version 8.0	American Safety & Health Institute	American Safety & Health Institute	2022	Y	Y	Health & Phys Ed
everfi.com	Developer: Everfi, Inc		2024	N	Y	Health & Phys Ed
plannedparenthood.org	Developer: Planned Parenthood Federation of America Inc		2024	N	Y	Health & Phys Ed
DownDog app	Developer: Yoga Buddhi Co		2021	N	Y	Health & Phys Ed
TeamBuildr Training app	Developer:TeamBuilldr, LLC		2023	N	Y	Health & Phys Ed
QCPR app	Developer: Laerdal Medical AS			N	Y	Health & Phys Ed
Algebra 1 Common Core	Pearson	Randall Charles, Dan Kennedy, Basia Hall	2015	Y	Y (expires 2026)	Math

Geometry Common Core	Pearson	Randall Charles, Dan Kennedy, Basia Hall, Laurie Bass, Art Johnson, Stuart Murphy, Grant Wiggins	2015	Y	Y (expires 2027)	Math
Trigonometry – 7th Edition	Cengage Learning/Brooks Cole	Ron Larson, Robert Hostetler	2006	Y	N	Math
Mathematics with Business Applications	Glencoe/McGraw Hill	Gencoe McGraw Hill Staff, Temoleon Rousos, Walter Lange	2006	Y	N	Math
Personal Finance (13th edition)	McGraw Hill	Jack Kapoor, Les Dlabay, Robert Hughes, et al	2020	Y	Y (expires 2028)	Math
Calculus of a Single Variable (8th edition)	Cengage Learning/Brooks Cole	Ron Larson, Robert Hostetler, Bruce Edwards	2005	Y	N	Math
Calculus I with Pre-calculus – A One-year Course	Cengage Learning	Ron Larson, Robert Hostetler, Bruce Edwards	2008	Y	N	Math
Elementary Statistics – Picturing the World-6th edition	Pearson Education	Betsy Farber, Ron Larson	2014	Y	N	Math
University Calculus	Addison Wesley	Maurice Weir, Joel Hass, George Thomas	2006	Y	N	Math
University Calculus – Student Outlines Part 1	Addison Wesley	Maurice Weir, Joel Hass, George Thomas	2006	Y	N	Math
University Calculus – Student Outlines Part 2	Addison Wesley	Maurice Weir, Joel Hass, George Thomas	2006	Y	N	Math
Prentice Hall Mathematics - Algebra 2	Prentice Hall/Savvas Learning	Basia Hall, Dan Kennedy, Alma Ramirez, Bonnie McNemar, Laurie Bass, Randall Charles, Allan Bellman	2004	Y	N	Math
SAT Math Packets by Mike Settele	CreateSpace Independent Publishing Platform	Mike Settele	2018	Y	N	Math
KUTA Software	kutasoftware.com				Y (needs renewal 9/2025)	Math
Biology: Miller & Levine (152)	SAVVAS Learning Company	Miller & Levine	2019	Y	Y	Science
Biology - AP Edition 8th edition (37)	Pearson Education	Campbell and Reece	2008	Y	N	Science
Biology - Student Study Guide 8th edition (31)	Pearson Education	Taylor	2008	Y	N	Science
AP Test Prep Series AP Biology (32)	Pearson Education	Campbell and Reece	2008	Y	N	Science
Cliff Notes for AP Biology (26)	Wiley Publishing	Cliff Notes	2001	Y	N	Science
Essentials of Human Anatomy and Physiology Hard 11th ed (39)	Pearson	Elaine Marieb	2015	Y	N	Science
Essentials of Human Anatomy and Physiology Soft 11th ed (29)	Pearson	Elaine Marieb	2015	Y	N	Science
Biozone 1 (24)	Biozone International		2012	Y	N	Science
Biozone 2 (25)	Biozone International		2012	Y	N	Science
Nearpod (1 subscription no seats)			2024	N	Y	Science
Gimkit (1 subscription no seats)			2024	N	Y	Science
Pivot Interactives (21 seats)			2024	N	Y	Science
What Einstein Told His Cook (copied in house)	WW Norton & Company	Robert Wolke	2002	Y	N	Science
Environmental Science: Sustaining your World (225)	National Geographic Learning	Miller & Spoolman	2021	Y	Y	Science
Physics (52)	Holt McDougal	Serway & Faughn	2012	Y	N	Science
APChemistry 10th Ed (28)	Cengage Learning	Zumdalh, Zumdahl, DeCoste	2018	Y	N	Science
The Extraordinary Chemistry of Ordinary Things (copied in house)	John Wiley & Sons, Inc	Carl Snyder	1992	Y	N	Science
Modern Chemistry (104)	Holt Rinehard &Winston	Davis, Frey, Sarquis	2006	Y	N	Science

Biomechanics of Sport and Exercise 4th ed (24)	Human Kinetics	Peter McGinnis	2020	Y	N	Science
Physics for Scientists and Engineers 9th Edition (16)	Brooks & Cole	Serway & Faughn	2014	Y	N	Science
World Cultures: A Global Mosaic	Pearson-Prentice Hall	Ahmad, I., et al.	2004	Y	N	Social Studies
The Americans Reconstruction to the 21st Century	Holt McDougal	Danzer, G. A., et al.	2010	Y	N	Social Studies
America Pathways to the Present	Prentice Hall	Cayton, A., et al.	2005	Y	N	Social Studies
The American Pageant, 16th edition	Cengage Publishing	Kennedy & Cohen	2015	Y	N	Social Studies
Logic: The Essentials	Cengage Publishing	Hurley	2016	Y	N	Social Studies
American Government & Politics Today	Cengage Publishing	Ford, et al.	2016	Y	N	Social Studies
America The Last Best Hope Vols. I, II, & III	Thomas Nelson	Bennett, W. J.	2006, 2007, 2009	Y	N	Social Studies
Psychology in Everyday Life, 4th edition	Worth Publishers	Myers, D. G., et al.	2017	Y	N	Social Studies
The Impending Crisis America Before the Civil War	Harper Perennial	Potter, D. M.	2011	Y	N	Social Studies
Human Rights in Focus Series	Reference Point Press	Haugen, D. M., et al.	2018	Y	N	Social Studies
Discovery Education Electronic Resource	Discovery Education	Discovery Education	2024	N	Y	Social Studies
US Holocaust Memorial Museum Electronic Resource	US Holocaust Memorial Museum	US Holocaust Memorial Museum	2024	N	Y	Social Studies
United Nations Electronic Resource	United Nations	United Nations	2024	N	Y	Social Studies
Bien Dit French I	Houghton McDougal	DeMado Champeny, M. Ponterio, R. Ponterio	2013	Y	Y (but discontinued)	World Languages
Bien Dit French 2	Houghton McDougal	DeMado Champeny, M. Ponterio, R. Ponterio	2013	Y	Y (but discontinued)	World Languages
French Three Years	Amsco School Publications	Blume, Stein	1994	Y	N	World Languages
AP French-Preparing for the Language and Culture Exam	Pearson	Ladd	2012	Y	N	World Languages
French Four Years	Amsco School Publications	Shein	2006	Y	N	World Languages
Allons au-dela!	Pearson	Ladd	2012	Y	N	World Languages
Spanish Four Years	Amsco School Publications	Hiller	2015	Y	N	World Languages
Abriendo Paso- Gramatica	Pearson Education	Diaz, Nadel	2014	Y	N	World Languages
Deutsch Aktuell 1	Carnegie Learning	Kraft	2023	Y	N	World Languages
Deutsch Aktuell II	EMC Paradigm	Kraft	2004	Y	N	World Languages
Entreculturas 2	Wayside	Schwenkler, Cory, Carrion	2016	Y	Y	World Languages
Entreculturas 1	Wayside	Mar, Davis, Sloan, Watson-Lopez	2016	Y	Y	World Languages
EntreCulturas 3	Wayside	Espitia, Garcia, Cornell, Vazquez Gil	2016	Y	Y	World Languages

Wallenpaupack Area School

District 2026 – 2027

Athletic Handbook

Administration Office
2552 Route 6
Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Michael Silsby, Superintendent,2552 Rt. 6, Hawley, PA, 18428. Telephone-570-226-4557 ext.-3000

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Mission Statement

The Wallenpaupack Area School District's mission is to provide an educational environment which promotes excellence for all students, thereby developing life-long learners who are responsible citizens.

Philosophy of Interscholastic Athletic Programs

The Board of School Directors believes that the purpose of an interscholastic athletics program is to provide learning experiences that will contribute to the personal, physical and psychological development of the individual student athlete. These learning experiences will be consistent with the educational goals of the Wallenpaupack Area School District as outlined in its Mission Statement and will complement the academic program of the district. Hence, participation in interscholastic athletics can serve an important role in meeting the needs of secondary-level students within the total educational process.

The Wallenpaupack Area School District interscholastic athletics program is both voluntary and competitive and will be designed to meet the needs of student athletes. In order to participate, student athletes must be physically healthy, academically qualified, and willing to make a significant personal commitment to maximize the development of their knowledge, skills, and attitudes relative to the particular sport.

All athletic teams will operate under the leadership and supervision of an effective coaching staff committed to accomplishing the educational goals of the school system. Members of the coaching staff will employ safe and educationally sound techniques designed to actively promote the development of the student athlete as a whole person. Also, coaches will be expected to continually improve their coaching techniques through participation in appropriate professional development programs.

The school administration, especially the Athletic Director, and the secondary principals, will provide a supportive environment for the coaches and athletes at all levels. All district administrators are committed to the philosophy stated herein.

The interscholastic athletic program will be increasingly competitive as students progress through the junior high, the junior varsity and the varsity levels. The earlier levels will serve as developmental programs for the more advanced levels. Varsity coaches will work with junior varsity and junior high coaches to coordinate the developmental aspects of the program in each particular sport.

At the junior high/middle school level of interscholastic competition, coaches will place a strong emphasis on instruction and maintain sufficient levels of participation in that sport to allow the individual student athlete to develop his/her athletic potential. Participation and development of skills in a sport will be valued above the winning of contests. The needs of the team should be balanced with the developmental needs of the individual team members. The number of participants accepted for membership on

a team, however, must support this commitment to high levels of instruction and participation.

At the junior varsity level, instruction and the development of individual skills for all athletes will continue to be emphasized. However, team success in inter-school competition will also be valued. Athletes will become increasingly aware of the importance of teamwork and a positive attitude toward team success. The number of athletes selected for the team will allow the coaches not only to instruct and assist the participants in their individual development but also to teach teamwork as an important factor in interscholastic competition.

At the varsity level of interscholastic competition, coaches will have the dual responsibility of fostering individual skill development and achieving team success. To achieve this end, the most effective student athletes judged by the coaching staff, regardless of grade level, will be given the opportunity to further develop their athletic abilities and to participate at the most advanced levels of interscholastic athletic competition. Coaching emphasis will be placed on helping the members of the team to work together and to develop a strong desire to attain the highest possible levels of team success.

Program Objectives

- Complement the primary function of the school; that is, instruction.
- Develop a positive program of interscholastic athletics in the Wallenpaupack Area School District, enhancing leadership, character, and school spirit.
- Represent the Wallenpaupack Area School District and its interscholastic athletic program in a positive and constructive manner.
- Strive for playing excellence that will produce successful teams within the bounds of a sense of fair play and mental health of the student athlete.
- Provide the opportunities to the individuals for:
    - Physical, mental and emotional growth and development.
    - Acquisition and development of special skills in activities of his/her choice.
    - Development of desirable social traits such as loyalty, cooperation and fair play. Development of leadership skills.
    - Achievement of goals.
    - Worthy use of leisure time.
    - Practice of self-discipline, self-motivation, and fair play.
    - Commitment to team goals over personal effort and recognition.
    - Develop an athletic program that meets a wide range of interests.

POLICIES

Visual Identity Guidelines

Every communication from Wallenpaupack Schools to the public affects the image and reputation of the institution. Commercials, web pages, business cards, letterhead, spirit wear, sports uniforms, bumper stickers, newsletters and note cards are the face of Wallenpaupack to many people.

Wallenpaupack's visual identity has a dual purpose. To our external constituents, it reflects our character, strength, traditions, and values. Internally, it creates a sense of pride and commitment to our common mission and purpose.

This unified graphic identity will help to strengthen the Wallenpaupack name and image through a consistent branding, a distinctive mark used throughout all of our events, publications, and activities.

The guidelines will assist in presenting a consistent, correct visual identity in any situation. We ask that you follow the district's visual identity guidelines with respect to all Wallenpaupack logos and wordmarks (text representations). Visual Identity Guidelines are included in your coaches' binder. Please communicate this policy to all booster clubs and organizations associated with WASD.

Questions regarding this policy should be directed to the appropriate building principal.

Interscholastic Ethics and Courtesy - Coach

All coaches must:

- Understand the purpose of interscholastic athletics is to promote the physical, mental, moral and social well-being of the student/athletes.
- Achieve a thorough knowledge and understanding of PIAA rules and abide by the spirit of these rules.
- **Recognize that all PIAA sports have a defined season and no sport shall operate to the detriment of any other sport.**
- Have a fair, unprejudiced relationship with all student/athletes.
- Supervise closely, locker rooms, both home and away, at practices and games.
- Set an example of good conduct for his/her team members:
    - by acting in a sportsmanlike manner at all times. Discourage profanity and obscene language and/or gestures at all times.
    - by not using tobacco in any form, **drinking alcoholic beverages** or **using profane language** while supervising an athletic team.
    - by maintaining complete control of his/her team members before, after and during all practices and games.
    - Set an example of appropriate dress during athletic contests and practices.
    - Teach athletes to win through legitimate means only. Striving to win at any cost is distinctly unethical.
- Respect the decisions of the officials and refrain from overt demonstrations if not agreeing with these decisions.
- Strive for a good working relationship with the opposing coaches and schools.
- Counteract unfounded rumors of questionable practices by opponents to establish the truth or falsity of these rumors he/she should refer them directly to the authorities of the school concerned.
- Be courteous to visiting teams and spectators.
- Give opponents full credit when they win.

Interscholastic Ethics and Courtesy -Students

All student athletes must:

- Recognize that academic responsibilities take precedence over athletic responsibilities.
- Recognize their responsibilities to teammates and coaches as well as to their school.
- Conduct themselves appropriately at all times.
- Have the opportunity to participate in as many interscholastic athletic experiences as is reasonably possible.
- Athletes should attend all practices unless there is a valid, acceptable excuse.
- Adhere to the dress standards of physical education classes during practices and while on school grounds.

Athletes should realize they are a representative of their school and community; they should conduct themselves at home and away competitions in a manner as such. They should wear their uniforms with pride and exhibit good sportsmanship at all times. (Uniforms should be worn for school functions and competitions. They should not be worn as casual dress.)

General Policies and Responsibilities for All Coaching Staff

Coaching responsibilities regarding handling of team members:

- Strict supervision of athletes is paramount. **This includes supervision at the boarding area during late bus departure or parent pick-up.** The coach shall be the last one to leave. Student/athletes must be supervised at all times; this includes locker rooms, on the bus, as well as on the field of play.
- **Coaches are expected to ride the team bus/van to and from athletic contests unless approved by the Athletic Director or administration**.
- The use of tobacco in any form, the **use of alcoholic beverages** and the use of any controlled substances is strictly forbidden. Coaches shall stress such activities, directly and indirectly adversely affect the individual and the athletic program in general. It is the coach's responsibility to forbid such activity and along with the principal, to determine appropriate consequences for misbehavior.
- Head coaches should make an effort to educate student/athletes regarding the dangers in using anabolic steroids and not to promote the use of anabolic steroids.
- Coaches should also be aware of the PIAA Position Paper on Supplements. (It is included in your coaches' binder.
- At athletic contests, in the absence of the principal, assistant principal or Athletic Director, the coach is the acting authority for the school.
- Good sportsmanship will be encouraged and respect will be shown for constituted authority both on and off the field of play.
- T**he use of profanity by athletes is prohibited.**
- Athletes should attend all practices and games and should be punctual unless a reasonable excuse is presented beforehand.
- "Horseplay" and hazing of any kind will not be tolerated.
- The athlete must be responsible for caring for his/her equipment.

- The coach must be certain that all injuries are given proper attention, including reporting the injury to the athletic trainer.
- Any team meeting during the school day must be approved by administration and the Athletic Director.

The coach shall encourage student athletes to:

- Develop good study habits and work toward achieving their potential.
- Remember they are the student leaders and, as such, must assume their responsibilities at home, in school and in the community.
- Since the athlete represents the school and the community, he/she is to maintain good grooming and proper dress at all times.

Eligibility

Athletic:

- In order for an individual to compete in interscholastic athletics, all regulations and requirements set forth by the PIAA must be fulfilled as well as the WAHS extra-curricular eligibility policy. It is the coaches' responsibility to explain eligibility requirements to all student /athletes at the start of the sport season and to monitor their academic progress. PIAA eligibility regulations can be found on the PIAA website.
- A student must arrive at school no later than 11:15 AM on the day of the contest or practice.
- A student/athlete must be a good school citizen. Behavior unbecoming an athlete could result in the principal revoking the privilege of a student to participate on an athletic team temporarily or permanently.
- If a student quits or is removed from a sport before its completion, he/she must wait for that season to be completed before practicing with another sport or athletic activity.
- Proper school citizenship is required for participation in athletic programs. The negligence of citizenship should be directly reported to the administration, who will then take necessary action.

Academic:

- Each teacher of each student on the eligibility list will make a weekly check using the student's cumulative grade as of the date noted on the memo. If a student is failing, he/she will be ineligible for one week beginning Sunday and lasting through Saturday of the following week.
- The student/athlete will be allowed to take part in the sport practice but not allowed to participate in the athletic contest.
- Students must have passed at least four full-credit subjects or the equivalent during the previous grading period. Whenever students spend approximately double the amount or time in class under "block" scheduling in comparison to "traditional" scheduling, a credit that a student is carrying under "block" scheduling would be the equivalent of two credits under "traditional" scheduling in

determining athletic academic eligibility, except when eligibility is determined by final credits at the end of the school year.

- If a student fails one credit for the first semester, that student is ineligible for the first fifteen (15) school days of the second semester.
- If a student fails one credit for the second semester, that student shall be ineligible for the first fifteen (15) school days in September.
- If the student makes up the subject that he/she fails, he/she shall become eligible.

Middle School/Junior High Athletics

A junior high program with 7th, 8th, and sometimes 9th grade participation may be developed in all sports. The junior high participants will compete against other junior high teams composed of athletes from grades 7 through and including grade 9. All junior high participants would be required to meet the following criteria:

Time:
Participation of 7th & 8th grade students is limited to a maximum of 5 nights per week, including practices and contests. A sport that competes on Saturday will be off one day during the week.

Parental Permission:
Information should be provided to the parents to explain the time requirement's purpose and limitations of the program. An important part of the junior high program is to inform parents exactly what is expected and how much of their child's time will be involved.

Transportation:
Junior High participants are required to ride the late bus or be picked up from practice by a parent each night. Written documentation must accompany any other travel arrangement.

Athletic Physical Exam Procedures:

- All athletes are required to have successfully completed and uploaded sections 1-6 of the PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form to their Arbiter account.
- The CIPPE may NOT be authorized earlier than May 1st and shall be effective, regardless of when performed during a school year, until the latter of the next April 30th or the conclusion of the spring sports season.
- Recertification is needed when injury or illness occurs at any time during the school year. If there is any question concerning the participation of a prospective athlete, the principal and Athletic Director will follow the recommendation of the examining physician. Recertification may require the completion of Section 8: Re-Certification By Licensed Physician Of Medicine Or Osteopathic Medicine.
- If the family decides to have a physical examination by their personal physician, the physician must use the Section 6: PIAA Comprehensive Initial Pre-Participation Physical Evaluation and Certification of Authorized Medical Examiner form only. Section 6 of the CIPPE must be completed by parent/guardian and the examining physician and uploaded and uploaded/saved electronically to the

athlete's Arbiter account. Coaches should check their individual accounts to see if students are eligible to compete.
- If an athlete has participated in a sport and then participates in a subsequent sport season during the same school year, Section 7: Re-Certification by Parent/Guardian of the CIPPE must be completed by the parent/guardian of the athlete for each subsequent sports season.
- If any answer on the Section 7 is "yes", then a Section 8 of the CIPPE form will be required.
- All forms may be obtained from PIAA.org

Academic Eligibility:
All junior high participants must pass all core subjects meeting the guidelines of the PIAA. Each teacher of each student participating will make a weekly check using the student's cumulative grade as of the date requested. If the student is failing core class, he/she will be ineligible for one week beginning the following Sunday and lasting through Saturday.

Supervision:
Student athletes are to be supervised at all times. Coaches are expected to ride the team bus/van to and from athletic contests, unless approved by the Athletic Director or administration. Coaches are to supervise the boarding area during late bus departure or parent pick-up.

Meetings:
Any team meetings during the school day must be approved by the Athletic Director and/or building principal/designees.

POSITION GUIDELINES AND RESPONSIBILITIES

Athletic Director

The duties of the Athletic Director are as follows:

- Scheduling and adding all regular and exhibition contests for the various sports in Arbiter. All staff and parents are therefore notified immediately of new scheduling activity as well as facility usage.
- Is responsible for the preparation of all playing surfaces for games and practices and schedules for their use. Custodial assistance is arranged through head custodians.
- Arranges transportation to away events including band and cheerleaders through the transportation coordinator.
- Provide information in advance to faculty and staff for participants who need early excusals for away events. (This is also a coach's responsibility.)
- Arrange payment of all home game officials as assigned by league assignor. Secure security and medical services, i.e., doctor and ambulance, as needed.
- Secure staff to work admission ticket sales, clock, and announcers as needed.
- Secure National Anthem performer for home games as needed.

- Athletic Director/game manager should attend home games and when present have general supervisory control of spectators.
- Arrange the scheduling of sports physical examinations in respect to their upcoming season.
- Generate eligibility lists in accordance with PIAA eligibility rules.
- Maintain records for awards presented to all qualifying participants of all athletic teams as well as team history.
- Maintain complete and accurate records regarding payment vouchers and gate receipts.
- Title IX reporting.
- In cooperation with coaches, prepare proposals for requisitions for review and consideration.
- Prepare athletic requisitions for submission.
- In conjunction with coaches, issue equipment and supplies for each sport.
- In conjunction with coaches, check-in all equipment and supplies previously issued.
- Arrange for all equipment reconditioning and repair.
- Encourage cooperation between coaches, teachers and administrators concerning general athletic policy.
- Issue and keep account of all keys given to coaches.
- Hold professional meetings with members of the Athletic Staff.
- Be available for consultation and interviewing of potential coaching candidates.

Head Coaches

The major responsibilities of head coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches.

- Primary Responsibilities
    - Have understanding knowledge of rules and regulations regarding the sport as presented in the State Association Handbook. Keep abreast of all rules and rule changes.
    - Keep abreast of new developments, innovative ideas and techniques.
    - Head coach and/or an assistant coach must attend the mandatory league rules interpretation meeting in association with the PIAA and disseminate any changes in their respective sport to their staff in a timely fashion prior to each season. A fine is imposed if a representative is not in attendance. The head coach will be responsible for any fines incurred due to non-attendance of mandatory rules interpretation meetings.
    - Use professionally accepted coaching methods. Be aware of current techniques in physical conditioning, making sure that your athletes are prepared physically and mentally for the rigors of the season.
    - Set the pattern for high morale among your staff and team.
    - Supervise student-athletes at all times. Head coaches and assistants are expected to ride the team bus/van to and from athletic contests unless

approved by the Athletic Director or administration. **Supervise the boarding area during late bus departure or parent pick-up.**
    - **Head coach must attend a mandatory End of Season Meeting with the Athletic Director and high school administrator. This meeting will be scheduled after receiving the End of Season Report.**

- Program Responsibilities
    - Operate your program within the philosophy of the school district.
    - Strive to build good sportsmanship and good public relations in the school and community.
    - Be fully aware of the legal responsibilities and take precaution against negligence. Keep your staff fully informed of all responsibilities.
    - Organize and coordinate your entire program, including varsity, junior varsity and junior high. Have a well-organized yearly plan, as well as plans for practices. Ably administer game and practice details.
    - Is in charge of assignments and duties of assistant coaches working in his/her sport.
    - Is responsible for keeping practice periods for his/her sport within the confines of the time specified by the PIAA and the Athletic Director; and is to discuss practice schedules in advance with the Athletic Director.
    - Communicate transportation needs to the Athletic Director.
    - Is responsible for keeping the media informed of your team's progress and report game results to the appropriate media as well as the Athletic Department.
    - Maintain contact with the Athletic Director concerning development of his/her program. Is responsible for keeping records as requested by the Athletic Director. **Turn in the End of Season Report within one week after the completion of your season.**
    - **Inventory equipment is to be completed at the end of each season and the report should be submitted with the End of Season Report. The coach is responsible for the general upkeep and protection and storage of equipment under his/her jurisdiction. Keep your storage areas clean and organized.**
    - Keep the Athletic Director informed of staffing needs as well as staff performance.
    - Is responsible for submitting requisitions to the Athletic Director for equipment and supplies for his/her sport, as well as the needs for adequate care, reconditioning and maintenance of equipment and facilities for the entire program.
    - Communicate with teachers of your athletes regularly and promote maintaining a high level of academic performance.
- Personnel Responsibilities
    - **Is responsible for seeing that each student planning to participate has had a physical exam before allowing student/athletes to participate in practices and/or competitions.**

    - **Has full responsibility for the overall supervision of student athletes from the start of practice until the last team member has left the building or field.**
    - Is responsible for seeing that all participants have transportation home when returning from road trips in the evening. **The head coach and/or assistant coach must stay until the last athlete departs.**
    - Is responsible for the actions and conduct of his/her team whenever they are under his/her jurisdiction.
    - Is responsible for explaining all district policies, including appropriate parts of the Athletic Handbook to all members of the team.
    - Makes recommendations for the letter awards and is responsible for clarification of the award policy to athletes.
    - Shall take appropriate action to see that his/her play areas, showers and locker rooms are clean and safe for student participation.
    - Checks student academic progress in accordance with the Extra-Curricular Eligibility Policy, in conjunction with the Athletic Director.
    - Is responsible for seeing that the members of his/her team are appropriately dressed for trips to other schools.
    - Is responsible for the general health and welfare of the students in his/her sport and gives appropriate attention to athletes who are injured or ill or otherwise incapacitated.
    - Motivate staff and players toward desired goals
    - Is responsible for assuring that his/her assistants are familiar with PIAA regulations and the Wallenpaupack Athletic Handbook and at all times abides by them.
    - Set a good example for your assistants to follow.
    - Be highly competent in the activity you head. Know the rules; keep updated on techniques, strategies and skills. Have practice plans.
    - Constantly analyze and improve competency in your activity and promote same among your assistants.
- Public Relations
    - Treat opponents as guests at home contests.
    - Keep the press, radio and TV informed- win or lose. The head coach of each sport is responsible for reporting results of home games**. Scores need to be reported to the Athletic Department as well**.

Assistant Coaches

- Primary Responsibilities
    - Have understanding knowledge of rules and regulations regarding the sport as presented in the State Association Handbook.
    - Keep abreast of all rules and rule changes.
    - Keep abreast of new developments, innovative ideas and techniques.
    - Assist head coach in carrying out assigned responsibilities. Supervise student-athletes at all times.

    - Ride the team bus/van to and from athletic contests unless approved by the Athletic Director or administration. **Supervise the boarding area during late bus departure or parent pick-up.**
- Program Responsibilities
    - Assist head coach in proper registration of all athletes.
    - Assist head coach in making systematic issuance of equipment.
    - Assist head coach in providing accurate information for rosters and eligibility.
    - Meet with team to discuss all rules and regulations, with specific emphasis on appropriate parts of the Athletic Handbook and assist in implementing athletic objectives outlined in Athletic Handbook.
    - Assume responsibility for constant care of equipment and facilities.
    - Assume supervisory control over athletes and teams assigned and over all athletes when such control is needed.
    - Be in regular attendance at all contests and practice sessions. (In the event, that a practice or contest, may need to be missed, contact the Athletic Director.)
    - Apply discipline in a firm and positive manner.
    - Emphasize safety precautions; be aware of best training procedures and injury preventive action.
    - Conduct yourself and team in an ethical manner before, during, and after contests and practices.
    - Instruct players in rules of the game, rule changes, new development, and innovative ideas.
    - Carry out all regulations for coaches as described in the Athletic Handbook.
    - Assist in return, storage and inventory of school equipment.
    - Make recommendations for athletic awards.
    - Make recommendations for equipment to be purchased.
    - Recommend schedule improvements.
    - Make reports as requested by head coach and/or Athletic Director.
- Additional responsibilities occurring during the season may be assigned as follows:
    - Scouting opponents
    - Equipment supervisor
    - Publicity reports

PROCEDURES

Athletic Physical Exam

Sports physicals (CIPPE Form) may not be authorized earlier than May 1, 2026 and shall be effective regardless of when performed during a school year, until April 30, 2027. Recertification is needed when injury or illness occurs at any time during the school year. If there is any question concerning the participation of a prospective athlete, the principal and Athletic Director will follow the recommendation of the examining physician.

This year, students and parents will create an account with Arbiter. Paperwork will be completed in an online registration format. Some sections can be filled out on paper and uploaded to their account.

If the family decides to have a physical examination by their personal physician, they must upload the completed CIPPE form to their account. The CIPPE will then be approved by the Athletic Department and kept in the student account. Before an athlete may participate in practices and/or contests coaches should check the coach's Arbiter account to verify that the athlete is cleared to participate.

If an athlete has participated in a sport and then participates in a subsequent sport during the same school year, Section 8 of the CIPPE must be completed by the parent/guardian of the athlete.

All forms may be obtained in a student's account or on our school website.

Medical Procedures/Injured Participants

Basic first aid steps should be taken immediately when caring for an injured.

1. Send for/notify athletic trainer immediately.
2. See that the individual is breathing properly.
3. Control excessive bleeding.
4. Keep movement of injured person at a minimum (if area is safe).
5. Keep injured person warm and comfortable as possible.
6. Notify parent/guardian/emergency contract person.
7. In the event that an athlete is losing consciousness, call the ambulance immediately.
    - When an accident occurs, the coach must notify the trainer who will complete an accident report and forward the report to the Athletic Director as soon as possible.
    - The coach shall work with the athletic trainer in regard to all injuries and rehabilitation of injured athletes and abide by the recommendations made by the trainer.
    - The coach shall exclude any contestant who has suffered a serious illness or injury until the physician clears that contestant physically.

Coaches Required Leaving School Early for Contests

In the HS & MS - Coaches will submit coverage forms (at least one day in advance) for the dates he/she needs to leave early for contests. The schedule is provided to all staff and faculty on the high school website under athletic schedules. Competitions are listed, including dismissal and departure times. Students should not be sent to study hall/tutorial without administrative approval.

Cancellation of Games

The Athletic Director shall contact the appropriate school's main office and the head coach, and transportation director with cancellation information. **Notify the office to cancel coverage of your class.**

Parents, coaches, fans and athletes may sign up for immediate notifications of changes to contests through the Arbiter program.

Custodial Assistance

The Athletic Director shall provide the head custodian of each building with a schedule of all games, practices and activities associated with athletics. Head custodians will use the website as well.

End of the Season Requirements

An "End of Season" report must be submitted **within one week from the conclusion of your season.** The report contains the following:

- Names and number of players starting season and the names and number of players ending the season, by grade level and male/female, where applicable. For Title IX purposes, list the Varsity and JV roster separately.
- Summarize the season, briefly describe the team's accomplishments.
- List discipline problems throughout the season.
- List any senior players who are continuing the sport at the college level.
- List any athletes who sustained an injury or illness during the season which resulted in them missing 25% of the season and/or 10 days of school.
- Provide an updated roster listing participants that finished the year with the team. Indicate on the sheet players who meet the criteria for a letter or pin.
- Indicate captains and any League All Star selections as soon as they are released.
- Provide final scores of all competitions by date.
- Provide an Inventory of equipment and uniforms.
- Identify changes made from the previous year as improvements and suggestions to improve conditions and/or scheduling contests for the following year.

Equipment and Supplies

Requisitions are used to determine the athletic budget; therefore, great care should be taken by the head coaches in this process to include all necessary items at this time.

- The head varsity coach of each sport is responsible for requisitioning all equipment and supplies for that activity on all levels. The varsity coach should confer with his/her coaching staff in its entirety throughout the season and prepare the requisitions as a whole.
- The Athletic Director will provide the head coaches with the updated requisition forms.
- The head coach will complete the requisitions using up-to-date information, providing a complete item description including quantity (as priced) sizes, and

colors. Current catalog pricing and the name, address, telephone number and/or fax number should also be supplied. In the case where a substitute will not be accepted this should also be noted.
- The completed requisition form will be submitted to the Athletic Director by the deadline indicated. The Athletic Director will make the final decision for approval and cuts may occur.

Excusing the Athletes from Class

- It is a basic policy of the Wallenpaupack Area High School to keep to the very minimum the number of times the student/athlete is excused from class.
- The excusal time for a particular sport will be shown on the athletic schedule and available to all staff on the website.
- Notify the office with a list of students leaving when excusing students early for events.
- Provide a list of students competing in championship play, two days in advance, to the Athletic Director and the main office.
- **Representatives from college athletic programs are not permitted to interview prospective athletes or high school coaches during the course of the school day** without prior authorization by the Athletic Director and/or high school principal/designee. Front desk staff should be alerted when the approved visit is to take place, supply the name of college representative and time to the secretary.

Filming of Contests

Requests for scout filming of athletic events must have prior approval. Recognize that the costs for filming must be budgeted.

Officials

A LIAA Assignor assigns game officials. If a coach is rating an official, the evaluation should take place as soon as possible after the contest. It is recommended that the entire coaching staff be involved in rating officials.

Preparation Before the First Practice

- A meeting should be held for all students intending to try out for a sport. When scheduling a meeting, contact the Athletic Director to schedule a time and location.
- The coach should explain what is expected and what is required of the athlete who plans to participate.
- Students should take advantage of the free sports physical at the school. This will alleviate financial costs to parents.
- Completed physical forms must be uploaded to student account for approval. **Students are not allowed to participate in any practice without having a completed CIPPE form on file.**

Insurance Coverage

Parents are encouraged to enroll their student/athletes in the Student Accident Insurance Program offered by the district. This insurance program should be viewed only as an addition to the family's primary medical insurance plan, not as a substitute plan.

Wallenpaupack Area School District maintains student accident insurance for all participants of interscholastic sports (including band members, cheerleaders, majorettes, student coaches, student trainers and student managers). The coverage is based on a primary excess over $100.00. This policy is activated only after the family's primary insurance plan is exhausted. All claims must be submitted to participant's parent's insurance first; otherwise insurance coverage will be delayed or put at risk. It should be noted this insurance covers the participating athlete during the individual sports season as established by the Pennsylvania Interscholastic Athletic Association (PIAA) for Fall, Winter and Spring sports seasons and does not cover club sports or preseason activities.

- If there are athletes added to your program after the roster has been submitted, names must be forwarded to the Athletic Director. Likewise, should athletes drop from the program after the initial roster has been submitted, their names must be given to the Athletic Director as soon as possible.
- Practice starting dates are to be determined by the Administration in accordance with PIAA length of season regulations.

Scheduling of Contests

The Athletic Director schedules all interscholastic contests as set by the League. A schedule change requested by a coach will be given consideration. No coach should schedule or cancel an athletic contest without approval of the Athletic Director and/or principal/designee.

If an athletic contest must be postponed due to weather conditions or any other factor, the Athletic Director will discuss postponement and rescheduling possibilities with the coach. The following factors shall be considered:

- safe travel conditions for students, spectators, opponents and officials
- safe conditions on all school property in respect to playing surface
- damage that may occur to playing field due to conditions or damage to equipment
- any prevailing conditions that may adversely affect the health and safety of all participants
- PIAA and LIAA rules govern scheduling and re-scheduling games.

If a contest is postponed, the Athletic Director will reschedule the contest as per league rules on the next possible play date.

Scrimmages and Practices

- Scrimmages shall be made through the Athletic Director. The number of scrimmages permitted varies sport-to-sport, level of competition and PIAA regulations.

- Practices on Sundays will not be allowed unless prior approval is granted through the Athletic Director.
- In regard to holidays, practices shall be scheduled and approved prior to holiday break by the Athletic Director. Custodial staff in each building will be made aware of the scheduled times.
- In-service day practice procedure will be determined by the principal.
- Faculty meeting excusal policy for practices will be determined by the principal
- Practice is not allowed on snow days or early dismissal days for weather conditions. Coaches should pay attention to declining weather conditions in the event of a practice in progress. Consider parental contact before excusing athletes.
- When late buses are cancelled, after school activities are cancelled including all practices and sporting events.
- If a scheduled game has been cancelled for any reason and a team would like to hold practice in place of the game, the Athletic should be contacted and will permit or deny the practice time, depending on the situation.

Transportation

- All arrangements for transportation are made by the Athletic Director through the transportation coordinator.
- It is the responsibility of the coaching staff to have team participants and equipment ready to board the bus at the designated time.
- The coach must exercise control and maintain proper supervision of the team at all times.
- No athletic teams, cheerleaders, or persons associated with same are to be transported in private vehicles without having a completed travel permission form. (Travel-Release forms may be found on the website.)
- Only team members, cheerleaders, student managers and coaching staff may ride the bus provided by the school district.
- It is the responsibility of the coach/advisor to be assured that all members of the group have proper transportation back to school from an away contest, in the way of school provided transportation or custodial parent only.
- Routes to contests are determined by the Transportation Director. **Changes to the routes may not be made without consulting with the Athletic Director or Transportation Director.**

Varsity Letter Criteria and Awards Requirements

When an athlete meets the requirements for a Varsity Chenille Letter, they will receive the Purple/White letter. A sport pin will be awarded when an athlete meets the criteria for each subsequent sport or season.

SALARIES

- **The starting date for athletic salaries for varsity sports shall be determined by the PIAA starting** date (the first eligible date to begin practice), unless

modifications are made to starting dates at the local, league, district, or state level.

- The last day for regular season will be the last scheduled competition.
- During the regular season, weeks will run continuously from the start to the end of the season (provided at least two practices and/or games take place during any calendar week). If less than two days in any calendar week, the week will not count for pay credit.
- Post season play will lengthen the “regular season” by a week if practices or game(s) add two or more days to the sport.
- If a coach is coaching two sports which overlap seasons, he/she will attend practice of the ongoing sport and be paid for only that sport.

Wallenpaupack Area School District

2026 - 2027

Certified and Guest Teacher Substitute Handbook

Administration Office

2552 Route 6

Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Keith E. Gunuskey Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570-226-4557 Ext. 3000

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Wallenpaupack Area School District

Mission Statement

The Wallenpaupack Area School District's Mission is to provide an educational environment that promotes excellence for all students, thereby developing life-long learners who are responsible citizens.

Superintendent's Welcome

Welcome to the Wallenpaupack Area School District. We are pleased that you have chosen to join the WASD staff and assist in our efforts to provide quality educational opportunities to our students.

As a substitute teacher, you are charged with the responsibility of insuring that each of our students is supervised in a professional manner and receives instruction in the district's approved curriculum. It is the district's intent to hold you to the same level of high expectations and professionalism that is expected of all WASD staff.

If you should need assistance as you carry out your substitute teaching duties, please contact the appropriate staff at your assigned building.

Again, welcome to Wallenpaupack and thank you for your willingness to be a part of the Wallenpaupack Instructional Team.

Sincerely,

Dr. Keith E. Gunuskey
Superintendent
Wallenpaupack Area School District

Administrative Staff

Keith E. Gunuskey, Ed. D ..... Superintendent
Jay Starnes, Ed. D ..... Assistant Superintendent
Diane Szader, Ed. D. ..... Director of Educational Technology
Tanya Carrelle, Ph. D. ..... Director of Special Education
Sherman Bronson, Ed. D..... Assistant Director of Special Education
Clayton LaCoe, Ed. D. ..... Director of Curriculum. Assessment & Instruction, STEM
William Theobald..... Director of Support Services
Travis Ey ..... High School Principal
Brett Buselli..... High School Assistant Principal
Amanda Schmalzle, Ed. D..... High School Assistant Principal
James Kane..... Middle School Principal
Ashley Gross ..... Middle School Assistant Principal
Lisa Ussia ..... North Intermediate School Principal
Delia Peppiatt. ..... South School Principal
Kevin Kromko..... North Primary School Principal

Educator's Professional Code of Ethics

A substitute teacher is first and foremost a professional, and as such shall allow the same code of ethics as the classroom teacher.

- The educator should strive to create an atmosphere that will nurture to fulfillment the potential of each student.
- The educator shall organize instruction that seeks to accomplish learning objectives.
- The educator shall deal considerately and justly with each student and shall seek to resolve problems including discipline, according to law and school board policy.
- The educator shall not intentionally expose any student to disparagement.
- The educator shall not reveal confidential information concerning students unless required by law.
- The educator shall make a reasonable effort to protect students from conditions detrimental to learning, physical health, mental health, or safety.
- The educator shall not unfairly exclude a student from benefits to a student or grant an advantage to a student on the basis of race, color, sex, handicap, or national origin.
- The educator should endeavor to maintain the dignity of the profession by respecting and obeying the law, demonstrating personal integrity, and exemplify honesty.
- The educator should not intentionally misrepresent official policies of the district or individual campus and shall clearly distinguish those views from personal opinion.
- The educator shall honestly account for all funds committed to his charge.
- The educator shall not offer any favor, service, or thing of value to obtain advantage.
- The educator shall not falsify records or direct others to do so.
- The educator shall not reveal confidential information concerning colleagues or make false statements about a colleague.
- The educator shall not discriminate against coerce or harass a colleague on the basis of race, color, creed, national origin, age, sex, handicap, or family status.
- The educator should take a positive role in school public relations.

Responsibilities of the Substitute Teacher

Professional Ethics

- Substitute teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.
- Substitute teachers should not promote or advance a particular religious belief or viewpoint while on duty.
- Substitute teachers should exercise discretion and good judgment in their dress, extremes should be avoided. **Dress should be appropriate for the assignment.** T-shirts, jeans, and tennis shoes are discouraged in the classroom, except in physical education classes.

General Information

- Substitute teachers are expected to be on duty the same length of time as the regular classroom duty. See "Starting Time Schedule" on for individual school information. Cut-off time for half-day grades K-12 is 11:15am. Substitute teachers are not required to have a preparation period.
- Substitutes should report directly to the principal's office and obtain any instructions, special announcements or other information needed to carry out the day's activities. The substitute badge should be worn at all times.
- Substitute teachers are expected to perform all duties of the regular teacher, unless the administrator releases the substitute from a particular responsibly. Check the teacher's master planning book to see if there are any students with special needs or medical conditions. If the planning book is unavailable, check with the office.
- Any materials and equipment borrowed should be returned to the proper place before a substitute leaves the campus.
- Substitute teachers should not leave the campus prior to the end of the school day, unless approved by the administration.
- Substitute teachers should exercise extreme caution and good judgment in verbal and physical relationships with students.
- Substitute teachers should use the teacher's parking lot.
- Substitute teachers may not take advantage of their position by selling, promoting, or otherwise soliciting goods or services for their personal gain or benefit while on duty on any Wallenpaupack property, unless prior authorization has been obtained.
- The substitute teacher is responsible for all information in this handbook.

Discrimination

The district shall provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, handicap/disability, or genetic information. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. *For more information, see Board Policy 104*

General Procedures

Act 48 Information

Every five years, all certified educators must complete 180 hours of professional development that is related to an area of the professional educator's assignment or certification. This requirement can be met with six college credits, six credits of continuing professional education courses, 180 clock hours of professional education courses or other programs, activities or learning experiences equivalent to 180 hours. The *Pennsylvania Department of Education* maintains your "official" Act 48/Professional Development records.

Professional Personnel ID (PPID)
Act 48 hours are reported to the Pennsylvania Department of Education (PDE) using your PPID. If your valid PPID number is not recorded in MLP, PDE will not accept your hours.

Reporting Hours – Act 48, Contract hours
My Learning Plan (MLP) is used for reporting the following hours:

- Act 48 Professional Development hours.
- Contract Hours (flex and department/grade level hours).

Access to MLP is granted to long term substitutes for the length of the placement. Long term substitutes are required to fulfill contract hours based on the length of the placement. Day to day substitutes need to contact the district administration for information regarding access to MLP for Act 48 reporting.

Examples of Acceptable Activities:
Professional development activities should have content that will increase student learning. Approved professional development activities are activities which:

- Enhance an educator's content knowledge in the area of the educator's certificate or assignment
- Increase an educator's skills based on research on effective practice, with attention given to interventions for struggling students,
- Provides education with a variety of classroom-based assessment skills and the skills needed to analyze and use data in instructional decision-making, and
- Empowers educators to work effectively with parents and community partners.

Examples of Unacceptable Activities:
Unacceptable activities include; but are limited to:

- Faculty meetings (unless it meets PDE guidelines and is posted as an activity by your building principal on MLP)
- Tutoring
- Back to School and Parent Conferences
- Organizational meetings
- Planning and preparation for an activity
- Ordering and requisition work

District Catalog
All entries in the district catalog have been approved for district flextime and/or meet PDE's Act 48 Professional Education Guidelines.

- Use the link *Calendar* to view the catalog entries.
- Click Request Approval and click on the Submit button (form will appear in the "Awaiting Pre-Approval" section).
- Request is sent to your building principal for approval (after approval, activity will appear in the "Approved and In Progress" section).
- After the activity is completed, it is sent to Dr. Kloss for final approval and uploaded to PDE (activity will appear in the "Most Recently Completed" section.

Computer and the Internet

All Substitute teachers have access to the district's information technology systems for maintaining and reporting attendance and grades, lesson planning, curriculum work, communication, etc. All Substitute teachers should comply with School Board Policy #815-Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Systems. The school district's computers are not for personal use. All ethics and morals of the teaching profession, which are described in previous pages, should be applied during computer usage.

Correcting Personal Information

Please contact extension 3014 in the District Administration Office on the following matters:

- Error in paycheck
- Change of address
- Change in dependent status
- Change in telephone number

Emergency Closing

During the winter, it may be necessary to close school because of inclement weather. Late start and closing announcements will be made on WARM, WGBI, WKRZ, WCDL, WDNH, and WNEP.

Fire Drill Procedure

- Students are to leave the building in a single file and remain with their teacher.
- There is to be no idle conversation by either students or teachers while exiting the building or until the teacher has completed taking attendance outside.
- Teachers will carry roll books and Go-Kits with them during the evacuation.
- Windows and doors will be closed before leaving the room.
- Any student, not accounted for, and any students who have joined the group will be documented on the proper form and delivered to the secretary will be at the building's designated area(s). All teachers should send the attendance report with a dependable student.
- All students are to remain at least 100 feet from the building and off driveways so as not to impede the progress of emergency vehicles. Remain on paved areas whenever possible.
- EVERYONE must leave the building as QUICKLY as possible.
- Everyone will return promptly when the outside bell is rung.
- Students who are in the hall or otherwise separated from their group when a fire drill begins will join their group outside, if possible, otherwise, they will report to the flagpole.
- The librarian and nurse will use their sign-in sheet for taking attendance.

- Large groups of students at lunch will split and go out the designated exits to the parking lot with a teacher or aide in charge of each group.
- Do not leave exterior doors open.
- Teacher assistants need to report to either their supervising teacher or to their designated area.

Injury

Any student or faculty injury or accident must be reported to the school nurse and administration office immediately.

Medical Examinations

All employees of the school district are required by law to take a pre-employment medical examination, including a tine test, the results of which will be recorded on the school medical form. This examination may be done by the school physician or by a physician at the employee's expense. Flu shots will be provided by the school district on an annual basis, depending on the availability of the shots.

School Safety

All exterior doors are to be closed and locked at all times. When taking students outside, please firmly close the door. To re-enter the building, please use the front door. If a door is left open, please close it. Keeping WASD as safe as possible is the responsibility of each and every one of us!

School Telephones

School telephones are for the use of school authorities to facilitate the operation of the school. Substitute teachers are not to make personal long-distance calls at district expense. Students are not to use school telephones or be called to receive telephone messages except in the case of illness/emergency. Messages will be placed on voice mail or delivered when appropriate.

Substance Abuse

All employees are prohibited from the use or possession of any unauthorized drugs, controlled substance and or alcoholic beverages in school buildings or on school property. This includes "look-alikes". This prohibition includes all school events on or off school grounds, as well as in route to or from school. Any employee found using, in possession of or under the influence of a controlled substance and/or intoxicating beverage will be subject to disciplinary action, including termination.

Substitute Teachers Leaving School Buildings

Substitute teachers shall have the right to leave the building during unassigned periods with the approval of the building principal or designee. For safety and accountability, substitute teachers shall sign out of the building anytime they leave during the school day.

Tobacco Free Environment

The Wallenpaupack Area School District is a tobacco free environment. Effective July 1, 2000, no person shall use any tobacco product on school property. The use of tobacco in any form constitutes a

potential health hazard to the user and in the case of second-hand smoke, to those who are in the presence of the user and thereby has the potential to impede the educational process in the district.

Use of tobacco, including smokeless tobacco and vaping, on a school campus or on school property is against the policy of this district and against the laws of the Commonwealth of Pennsylvania. For the purpose of this act, school property means public school building, bus, campus grounds, recreational area, athletic field, or other property owned, used, or operated by a local school board, school or directors for administration of any public educational institution or during a school related activity. No teacher or staff member is permitted to leave the campus in their vehicle or travel to another location away from the campus during working hours for the purpose of using tobacco off school property.

Use of Communication Devices

Cell phones are NOT to be openly carried or displayed on the body at any time. Cell phones are to be kept on silent or vibrate so that the ring is not audible. At no time should a teacher, teacher assistant or staff member be observed talking on, making a call on, or otherwise using a cell phone.

Use of any Communication device is prohibited during an emergency situation other than in its initial reporting and/or as requested by those in authority. Cell phones should be used in a location that provides privacy and is not in the view of students.

Substitutes should review the Student Use of Communication Devices in the Parent/Student Handbook. Enforcement of these guidelines is the responsibility of all faculty members. Calls shall not be made or received while operating school district owned vehicles or equipment. Those who violate this policy shall be written up and a record placed in their file. Repeated violation of this policy may result in more serious consequences. The Wallenpaupack Area School District assumes no liability for cell phones brought onto school property, including school buses. The owners of the cell phone brings the cell phone at his or her own risk. The Wallenpaupack Area School District is not responsible if the cell phone is stolen, lost, damaged or otherwise harmed.

Responsibilities of the District, the School, and the Classroom Teacher to the Substitute Teacher

Responsibility of the District

As a member of the Wallenpaupack Area School District Instructional Team, all WASD substitute teachers are invited to participate in curriculum updates listed on the district's professional development website, www.mylearningplan.com.

Responsibilities of the School

- The substitute teacher will be provided a schedule of the regular school program and any changes, such as school assemblies, pep rallies, and field trips.
- The substitute teacher should receive routine information, such as special duties or assignments, attendance reporting, dismissal times, and special needs students.
- The substitute teacher will be evaluated in the following of his/her duties by an administrator. An example of a self-evaluation form is given on the preceding page.

Responsibilities of the Classroom Teacher

- The substitute teacher will be provided with the following: lesson plans for each class, class rolls, and specific procedures to be used with special needs students, when appropriate, seating charts, and keys, if necessary.
- Substitute teachers anticipating an absence should prepare students to work with a substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior.

Substitute teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students. The regular teacher should express dissatisfaction with the substitute's work only to the school principal

Classroom Instruction

- Substitute teachers are to follow the lesson plans and the instructions provided by the classroom teacher.
- Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the classroom teacher.
- Substitute teachers are responsible for the students, equipment, and materials assigned to their care.
- Substitute teachers are encouraged to review the campus student handbook to become familiar with policies and regulations of the school.
- Substitute teachers must never administer corporal punishment to any child.
- Substitute teachers should ask for the assistance of an administrator if help is needed to maintain discipline.
- When individual students cause behavior problems which are disruptive to the learning environment, the substitute teacher should refer those students to the responsible administrator with a discipline slip or note explaining the circumstances.
- The substitute teacher should never leave the classroom unattended.
- Substitute teachers should make every attempt to carry on the work of the classroom teacher.
- Substitute teachers should not work on personal projects while on duty. Children need full-time attention.
- Firm, fair treatment of all students, combined with explicit explanations and directions will prevent many discipline problems.
- The substitute teacher should leave the regular teacher a brief summary of the day's activities. The brief summary may explain student attendance, behavior or any other information helpful to the absent teacher. He or she should also complete the district's Substitute Teacher Report, see page 13, and return it into the main office.
- Substitute teachers should not permit students to leave the school grounds without administration approval. They should also refrain from excusing students from the classroom except when necessary.
- When in doubt regarding the proper procedures to follow, substitute teachers should ask for assistance from the grade level chairperson, the department head, a neighboring teacher, or any available administration.

Substitute Teacher Checklist

As a substitute teacher, you should ask yourself if you have:

- Reported to the office upon arrival?
- Become familiar with the routine of the school?
- Prepared all materials needed for the day?
- Started the class on time?
- Followed lesson plans?
- Fulfilled the classroom teacher's extra duties?
- Involved all students in some way?
- Been enthusiastic?
- Acted professional?
- Left the room orderly, with the items used, returned to storage?

- Checked papers classroom teacher requested.
- Closed windows, turned off lights, turned off A-V equipment?
- Filled out the Substitute Teacher Report due at the end of the day?
- Avoided criticism of the regular classroom teacher?
- Returned keys and/or any other borrowed materials?
- Written a note to the classroom teacher?
- Checked with the office during duty-free period to see if I am needed for anything?

Hints for Successful Classroom Management

- Expect good behavior.
- Start the day promptly, firmly, and concisely. Be pleasant. Appear confident. Let the students know that "anything doesn't go". Have a plan for them; otherwise they will have a plan for you.
- Be firm but low-key when handling disruptions. Plan to keep your temper. Losing your temper means losing control. Respond, don't react.
- Be a role model for your students.
- Your success in behavior management is frequently related to <u>how</u> you say something as much as <u>what</u> you actually say.
- Don't take student verbal attacks personally. You are usually not the real target.
- Consistent teacher discipline provides for a predictable environment which is directly linked to a feeling of security.
- A feeling of security allows a student to focus on task.
- Children who are punished without an appropriate warning can become insecure, even belligerent, and hostile.
- Develop more than one consequence for any rule violation. Be fair. It is appropriate to use different consequences for different students. <u>Fair</u> treatment is not always <u>equal</u> treatment.
- Take time to talk with a student who has not complied with the school or classroom rules. Explain what he/she can do to improve his/her behavior and accept ownership for that behavior.

Substitute Teacher Report

Classroom Teacher: _____

Substitute Teacher: _____

Phone#: _____ Date: _____

Describe briefly the material covered including assignments made and any additional information.

_____
_____
_____
_____
_____
_____

Describe the behavior and cooperation received from the students. Identify the class by block and any individual acts of misconduct and unsatisfactory cooperation.

_____
_____
_____
_____
_____
_____

Were all materials, information, and lesson plans available and helpful to you in discharging your duties?

Yes _____
No _____

If no, please explain:

_____
_____
_____
_____

Emergency Reference Guide

Classroom "Go" Kits
Each classroom has been provided with a "Go Kit." This kit should be taken from the room in any drill, emergency or any evacuation. The kit contains information on the various safety drills and procedures as well as an emergency reference guide, and first aid quick reference. The "Go" kits need to be kept in the same place within each classroom which is typically near the classroom door in a highly visible place.

Code Green
- Lock your door.
- Do not allow students in hallways.
- Continue to teach as normal.
- Ignore the bell schedule until the "all clear" signal is given from the office.

Code Red
- Quickly check the hallway and direct any individuals to the nearest classroom.
- Remain Calm!!!
- Lock the door and turn off the lights.
- Move all students away from areas of visibility.
- Ignore the bell schedule until the "all clear" signal is given for the office.
- Only call the office if you have pertinent emergency information.

Emergency Evacuation/Bomb Threat
- Take your roll book, "Go" kit, and students to the area designated by the administrator, PA system.
- **Do Not Touch** light switches, suspicious objects, telephones, cellular phones, or walkie-talkies.
- Close windows and doors.
- Take roll and send attendance to the Incident Command Post, designated by the administration. NP, NI, and SE should follow attendance procedures for evacuations.
- Substitute teachers without a class will supervise students and make sure the building has been evacuated.

Fire Drill/Alarm
- Take your roll book, "Go" kit, and students outside according to the emergency evacuation map posted next to the door.
- If you exit is blocked, use the next available exit.
- Leave the lights on and close the door. Do not lock the door.
- Walk students to the designated area, 500 feet away from the building and fire lanes, and supervise.
- Take roll and send attendance to the flagpole, NP, NI, and SE should follow attendance procedures for evacuations.
- Substitute teachers without a class will supervise students and make sure the building has been completely evacuated.

Hazardous Materials

- Clear students and staff from immediate area of spill.
- Report to the office the type of substance spilled, exact location, names of students/staff that had or may have had contact with the substance.
- If possible, isolate contaminated individuals.

Power Outage

- Students are to remain in the rooms or areas they are in when the outage occurs.
- Off-duty Substitute teachers are to check for students in restrooms and other areas not equipped with emergency lighting.
- Administrator will decide as to students changing classes and maintaining the daily schedule. Substitute teachers will be notified of the situation through messenger or the PA system, if functioning.

Stoppage of Breathing and Circulation – AED

- Establish unresponsiveness.
- Give CPR. Only people who have successfully completed a certified course in the technique should administer CPR.
- When AED arrives, Use It! Simple directions are found on the AED.
- Continue CPR and/or use of AED until relieved by the nurse or emergency personal.

Stranger in the School/No ID

- Ask the Individual if you could help him/her.
- If they respond "No", state, "That's fine, but you need to check-in with the main office. Let me show you the way".
- If the individual ignores your request, do the following:
  - Never attempt to detain the individual.
  - Step into the nearest classroom and have the teacher notify the main office.
  - Write a detailed description of the person.

Suspected Drugs/Alcohol/Weapons

- Report all related rumors to the office immediately
- If teaching, send a note to the office, addressed: "**Immediate Attention of the Principal"**
- Continue to observe the student until help arrives. Do not attempt to confiscate the contraband or weapon. **Stay Calm!**

Tornado/Severe Weather Drill

- Follow administrator's directions, PA announcements.
- Move class from windows and doors, high free-spanning ceilings and exterior walls.

Emergency Phone Contacts

High School

- Principal Secretary – 3037
- Nurse – 3033
- Switchboard – 0
- Discipline – 3040
- Office – 3039
- Custodial - 3048

Middle School

- Principal Secretary – 3054
- Nurse – 3060
- Office – 3056
- Office – 3057
- 6th Grade Level Coordinator – 4124
- 7th Grade Level Coordinator - 4315
- 8th Grade Level Coordinator – 4308
- Custodial – 3062

North Intermediate

- Principal Secretary – 3069
- Nurse – 3067
- 3rd Grade Level Coordinator – 3320
- 4th Grade Level Coordinator – 3087
- 5th Grade Level Coordinator – 3205
- Custodial - 3062

North Primary

- Principal Secretary – 3077
- Nurse – 3080
- Office – 3078
- Kindergarten Level Coordinator – 2126
- 1st Grade Level Coordinator – 2206
- 2nd Grade Level Coordinator - 2220
- Custodial – 3090

South Elementary

- Principal Secretary – 3087
- Nurse – 3084
- Office – 3086
- Kindergarten Level Coordinator – 1112
- 1st Grade Level Coordinator – 1108
- 2nd Grade Level Coordinator - 1105
- 3rd Grade Level Coordinator – 1213
- 4th Grade Level Coordinator – 1207
- 5th Grade Level Coordinator – 1222
- Custodial - 3089

2026 – 2027 Time Schedule

REGULAR START AND DISMISSAL TIME SCHEDULE

SCHOOL	ARRIVAL	START	DISMISSAL	DEPARTURE
High School	8:00 AM	8:09 AM	2:54 PM	3:01 PM
Middle School	7:50 AM	8:00 AM	2:41 PM	2:48 PM
North Intermediate	7:50 AM	8:00 AM	2:39 PM	2:48 PM
North Primary	7:50 AM	8:00 AM	2:27 PM	2:32 PM
South Elementary	7:50 AM	8:00 AM	2:38 PM	2:42 PM

EARLY DISMISSAL TIME SCHEDULE

SCHOOL	1:00 DISMISSAL	DEPARTURE
High School	12:54 PM	1:01 PM
Middle School	12:41 PM	12:48 PM
North Intermediate	12:39 PM	12:48 PM
North Primary	12:27 PM	12:32 PM
South Elementary	12:38 PM	12:42 PM

SCHOOL	12:00 DISMISSAL	DEPARTURE
High School	11:54 PM	12:01 PM
Middle School	11:41 PM	11:48 PM
North Intermediate	11:39 PM	11:48 PM
North Primary	11:27 PM	11:32 PM
South Elementary	11:38 PM	11:42 PM

SCHOOL	11:00 DISMISSAL	DEPARTURE
High School	10:54 PM	11:01 PM
Middle School	10:41 PM	10:48 PM
North Intermediate	10:39 PM	10:48 PM
North Primary	10:27 PM	10:32 PM
South Elementary	10:38 PM	10:42 PM

LATE BUS DEPARTURE TIMES

SCHOOL	DEPARTURE
High School	5:30 PM
Middle School	5:20 PM
South Elementary	4:15 PM

Wallenpaupack Area School District

2026 – 2027

Co-Curricular Handbook



Administration Office
2552 Route 6
Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Dr. Keith E. Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone: (570)226-4557 ext. 3000

Academic Eligibility

All Advisors must send a complete roster of participants to the Athletic Director's Secretary. Each week, teachers will review the grades of each student participating in extracurricular activities. When a student is in danger of failing, communication between the Advisors/coaches and the teacher should be completed prior to contacting the Athletic Director's Secretary. Students with failing grades will be ineligible until they achieve a passing grade.

Announcements

All announcements should be emailed to wahsannouncements@wallenpaupack.org. Please include your name and the day(s) that the announcement is to be made.

Evacuation Procedures

Fire Drills

Teachers should direct students to leave the building, and students should remain with their teachers during the entire drill. Teachers will carry an attendance roster and Go-Kits with them during the evacuation. Windows and doors should be closed before exiting the classroom. Leave the lights on and the door closed. Missing students or additional students from other classrooms should be documented on the evacuation form and delivered to the designated location. All students are to remain at least 100 feet from the building.

Use of cell phones is prohibited during drills and evacuations.

Evacuation After School

Students should exit the building at the nearest exit and report to the football field. During evacuations after school, students should report to the Advisor supervising their activity. Advisors will be lined up alphabetically on the field.

Severe Weather Emergency

In the event of a severe weather emergency, please follow the map posted near the classroom door and follow the announced directions.

Field Trips

Advisors and teachers wishing to organize a field trip must complete the Field Trip Request Form. All field trips must be approved by the building principal or other designated administrator at least two weeks prior to the scheduled trip date. Any reimbursements associated with the trip must also be approved by the building principal or other designated administrator before the trip takes place.

Once the trip has been approved, parent permission slips should be obtained from the front desk secretary, distributed to each participating student, signed by a parent or guardian, and returned to the trip organizer prior to the trip.

Teachers must email a list of all students participating in the field trip to the front desk secretary, attendance secretary, and school nurse at least 10 days before the trip.

Advisors and teachers are prohibited from consuming alcohol on all school-sponsored trips and events.

Fundraisers

Fundraisers must be approved by the building administration using a fundraiser request form. Each club/activity is permitted to hold one fundraiser per year.

General Policies and Responsibilities for All Co-Curricular Advisors

- Student supervision is the Advisor's highest priority. Advisors are responsible for supervising students throughout all co-curricular activities, including at the boarding area during late bus departures and while students are waiting for parent or guardian pick-up. The Advisor must be the last person to leave after ensuring that all students have departed safely.

Advisors shall encourage students to:

- Develop good study habits and work toward reaching their full potential.
- Recognize their role as student leaders and fulfill their responsibilities at home, at school, and within the community.
- Represent the school and community positively by maintaining appropriate grooming and attire at all times.

Reimbursement

The District recognizes that out-of-school trips and competitions are vital in promoting well-rounded students. To that end, the District agrees to reimburse Advisors for the following activities: FBLA, FCCLA, HOSA, SkillsUSA, Vocal and Instrumental Music, Scholastics, and Science Olympiad for competitions during the year. Advisors of these organizations must meet with the building principal prior to registering for any competitions to discuss precisely what the District will reimburse. In a typical situation, the District will reimburse in accordance with the information below.

Airfare

The District will cover the cost of round-trip airfare, where applicable, for all student participants and Advisors/chaperones.

Excursions

Students and Advisors/chaperones are responsible for covering the cost of any excursions during a trip. This may be an out-of-pocket expense, or the organization may choose to fundraise to cover the cost.

Food (Advisors)

The District will reimburse Advisors according to the daily meal allotment in the professional leave form. For the 2026-2027 school year, the meal allotment is $85 per day. This meal allotment is intended only for the individual Advisor or chaperone and is not for students. To receive reimbursement for meals, an itemized receipt must accompany the final approval paperwork.

Food (Students)

The District will provide funds for students to eat breakfast, lunch, and dinner during school trips. The student allotment for the 2026-2027 school year is $5 per day for breakfast, $10 per day for lunch, and $15 per day for dinner. At the conclusion of the trip, any remaining funds should be returned to the District in cash.

Ground Transportation

The District will cover the cost of round-trip ground transportation, where applicable, for all student participants and Advisors/chaperones using school-sponsored bus transportation. If using a school van, it is expected that the Advisor/chaperone will be driving to the destination. Any other form of transportation (i.e., coach bus) will be an out-of-pocket expense, or the organization may choose to fundraise to cover the cost.

Registration

The District will cover the cost of registration for all student participants and Advisors/chaperones.

Student Activity Account

All money collected or spent by teachers, students, or a school organization that is not part of the regular district budget will be considered part of the Student Activity Account.

All deposits and withdrawals must be accompanied by a Request for Funds form. Advisors are not permitted to have school funds that are not deposited in the Student Activity Account. Advisors should not keep money in classrooms. All disbursements from the Student Activity Account must follow district financial procedures.

Substance Use

To protect the health and safety of students and staff, the use of tobacco products, electronic cigarettes (e-cigarettes), vaping devices, nicotine products, and all other smokeless tobacco products is prohibited in all Wallenpaupack Area School District buildings, on school property, and at all school-sponsored events and activities, regardless of location.

Advisors are prohibited from using or being under the influence of alcohol, cannabis, illegal drugs, or any other controlled substance while on school property or while supervising school-sponsored trips or activities. Advisors are also prohibited from using tobacco products, e-cigarettes, vaping devices, or nicotine products while supervising students during school-sponsored activities.

Visual Identity Guidelines

Every communication from Wallenpaupack Schools to the public affects the image and reputation of the institution. Commercials, web pages, business cards, letterhead, spirit wear, sports uniforms, bumper stickers, newsletters, and note cards are the face of Wallenpaupack to many people.

Wallenpaupack’s visual identity has a dual purpose. To our external constituents, it reflects our character, strength, traditions, and values. Internally, it creates a sense of pride and commitment to our common mission and purpose.

This unified graphic identity will help strengthen the Wallenpaupack name and image through consistent branding and a distinctive mark used throughout all of our events, publications, and activities.

The guidelines will help present a consistent, accurate visual identity in any situation. We ask that you follow the district’s visual identity guidelines for all Wallenpaupack logos and wordmarks (text representations). Visual Identity Guidelines are included in the coach’s binder and available in the Staff Portal. Please communicate this policy to all booster clubs and organizations associated with WASD.

Questions regarding this policy should be directed to the appropriate building principal.

WALLENPAUPACK AREA SCHOOL DISTRICT

District Handbook

2026 - 2027



Administration Office

2552 Route 6

Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Dr. Keith E. Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570- 226-4557 Ext. 3000.

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Superintendent's Welcome

Dear Staff Members,

Welcome to the Wallenpaupack Area School District.

The purpose of this handbook is to provide information to our teaching personnel on matters pertaining to the general administration of the Wallenpaupack Area Schools. The beginning teacher and the experienced teacher new in our district have been kept uppermost in mind in preparing this booklet. Please read and review this handbook thoroughly, as each year there are many updates and revisions.

The items appearing have been carefully selected and approved by the Board of Education. Please keep this handbook accessible and refer to it when you have questions regarding district policies and procedures. The administrative staff is available to assist you in providing our students with the best educational program possible. In instances where further clarification is requested, a conference will be gladly arranged. Your whole-hearted cooperation is solicited.

I look forward to working with you.

Keith E. Gunuskey
Superintendent

Board of Education

Mr. John F. Spall, President	Mr. John Kiesendahl	Mr. Michael Romeo
Mrs. Genevieve Reese, Vice-President	Mr. Roy Finney, Jr.	Mrs. Lisa Smith
Mr. Michael Spencer, Treasurer	Mr. Paul Otway	Mrs. Kelly Obermiller
Mrs. Jillian Klocko, Secretary (Non-Member)		

Administration

Superintendent ..... Dr. Keith E. Gunuskey
Assistant Superintendent ..... Dr. Jay Starnes
Business Administrator ..... Mrs. Kerriann Horan
Director of Curriculum, Instruction and Assessment ..... Dr. Clayton LaCoe, III
Director of Technology ..... Mr. Daniel Nalesnik
Director of Educational Technology ..... Dr. Diane Szader
Director of Support Services ..... Mr. William Theobald
Director of Food Services ..... Mrs. Heather Fedoryk
Federal Programs, Grants, and Community Partnerships Administrator ..... Ms. Amanda Cykosky
Technology Systems Administrator ..... Mr. Kraig Obermiller
Coordinator of Alternative Education ..... Mr. Frank Williams
Solicitor ..... Mr. R. Anthony Waldron III

Wallenpaupack Area Special Education

Director of Special Education ..... Dr. Tanya Carrelle
Assistant Director of Special Education ..... Dr. Sherman Bronson

Wallenpaupack North Primary School

Principal ..... Mr. Kevin Kromko

Wallenpaupack North Intermediate School

Principal ..... Mrs. Lisa Ussia

Wallenpaupack South Elementary School

Principal ..... Mrs. Delia Peppiatt

Wallenpaupack Area Middle School

Principal ..... Mr. Jim Kane
Assistant Principal/Assistant Athletic Director ..... Mrs. Ashley Gross

Wallenpaupack Area High School

Principal ..... Mr. Travis Ey
Assistant Principal/Athletic Director ..... Mr. Brett Buselli
Assistant Principal ..... Dr. Amanda Schmalzle

Mission Statement

The Wallenpaupack area School District's mission is to provide an educational environment that promotes excellence for all students, thereby developing life-long learners who are responsible citizens.

District Beliefs

A life-long learner and responsible citizen is a person who has acquired "higher order literacy skills" to read critically, write effectively, and think critically. These characteristics are developed through a consistent K-12 curriculum with all disciplines focusing on reading, writing, and thinking. As a learning community, the WASD is committed to providing all students with a rigorous and relevant curriculum supported by strong relationships.

Educational and Organizational Goals

By cooperating and collaborating with parents, families, community organizations, and the Pennsylvania State Department of Education, the Wallenpaupack Area School District will prepare its students to achieve the highest academic and personal levels. The district will provide opportunities for students to:

- Acquire knowledge and skills.
- Develop integrity.
- Process information.
- Think critically.
- Work independently.
- Collaborate with others.

Adapt to change. The Wallenpaupack Area School District's program of planned instruction follows all federal and state regulations. On March 1, 2014, the State Board of Education's revisions to Chapter 4 regulations for academic standards and assessment became final. PA Core Standards and Academic Standards can be accessed on PDE's Standards Aligned System (SAS).

Pennsylvania's Code of Professional Practice and Conduct for Educators

Section1: Mission

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

Section 2: Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual

professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators are required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251 - 12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12-1255(a)(10).

(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

Section 3: Purpose

(a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

Section 4: Practices

(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.

(b) Professional educators are expected to abide by the following:

(1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § § 1-101 - 27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public

Employee Relations Act (43 P. S. § § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.

(2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

(3) Professional educators shall maintain high levels of competence throughout their careers.

(4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

(5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

(6) Professional educators shall impart to their students principles of good citizenship and societal responsibility.

(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.

(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.

(10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

Section 5: Conduct

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of § § 235.6-235.11 may constitute an independent basis for private or public reprimand and may be used as supporting evidence in cases of certification suspension and revocation.

Section 6: Legal Obligations

(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251-12-1268),

known as the Teacher Certification Law.

(b) The professional educator may not engage in conduct prohibited by:

(1) The Public School Code of 1949 (24 P. S. § § 1-101-27-2702) and other laws relating to the schools or the education of children.

(2) The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § § 401-413), known as the Public Official and Employee Ethics Law.

(c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Section 7: Certification

The professional educator may not:

(1) Accept employment, when not properly certificated, in a position for which certification is required.

(2) Assist entry into or continuance in the education profession of an unqualified person.

(3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

Section 8: Civil Rights

The professional educator may not:

(1) Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

(2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

Section 9: Improper Personal or Financial Gain

(1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.

(2) Exploit a professional relationship for personal gain or advantage.

Section 10: Relationships with Students

The professional educator may not:

(1) Knowingly and intentionally distort or misrepresent evaluations of students.

(2) Knowingly and intentionally misrepresent subject matter or curriculum.

(3) Sexually harass or engage in sexual relationships with students.

(4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Section 11: Professional Relationships

The professional educator may not:

(1) Knowingly and intentionally deny or impede a colleague in the exercise or

enjoyment of a professional right or privilege in being an educator.
(2) Knowingly and intentionally distort evaluations of colleagues.
(3) Sexually harass a fellow employee.
(4) Use coercive means or promise special treatment to influence professional decisions of colleagues.
(5) Threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

Professional Obligations

1. Teachers are required to be aware of and comply with district procedures, policies and plans, and to support and implement district initiatives.
2. Each teacher should be aware of new practices, programs, and current educational research, as well as being an authority in his/her discipline. Teaching in the 21st century requires that instruction be primarily delivered through multiple modalities using higher order thinking skills in a more authentic and dynamic learning environment. Each teacher should be aware of the 21st Century skills today's students will need and the new technologies classroom strategies required to prepare students for the future.
3. Each teacher should be aware of the numerous opportunities of representing the school to the public. Every teacher should promote the school district and all district programs, as positively as possible, as often as possible. Each teacher should have a positive philosophy toward education, the local district's program, fellow teachers and staff, and the many everyday challenges of teaching.
4. Evaluation of teachers is governed by PDE's Teacher Effectiveness System, Act 13. The WASD Differentiated Supervision Plan is the guide for administrators during the supervision and evaluation process. Administrators may observe teachers at any time.
5. Teachers are required to follow PDE guidelines for maintaining their certificate. Each teacher should be aware of PDE guidelines regarding acquiring and reporting professional development hours.
6. Teachers are also required to fulfill association requirement of 6 hours flex hours and 12 grade level/department hours, which is to be submitted to the administration by the end of the school year. During the year, grade level/department time is tracked by the grade level leaders/department chairs. All association hours are to be recorded in a timely manner using My Learning Plan (MLP).
7. Each teacher should display professionalism in all activities and school functions. Every teacher is expected to be loyal to the school, school district, the district policies and regulations.
8. Each teacher will be responsible to utilize PowerSchool, the district's student management system, for taking attendance, reporting grades, communicating with parents and students, posting assignments, assessing student alerts and

accessing student demographics.

9. Teachers are responsible for using the PA Standards Aligned System (SAS) as a resource for curriculum development.

Whistleblower Protection Statement

The Wallenpaupack Area School District is committed to maintaining the highest standards of ethical conduct and compliance with all applicable laws and regulations. Employees are encouraged to report any suspected violations of law, unethical behavior, or misuse of public resources without fear of retaliation.

Purpose
This policy is designed to protect employees who report, in good faith, concerns about illegal, dishonest, or unethical conduct. It ensures that such individuals are not subject to retaliation, discrimination, or adverse employment actions.

Scope
This policy applies to all employees, contractors, and volunteers of the School District.

Reporting Procedure
Employees may report concerns to:

- Their immediate supervisor
- The Human Resources Department
- The Superintendent's Office
- Reports may be made anonymously, and confidentiality will be maintained to the extent possible.

Protection Against Retaliation
No employee who makes a good faith report shall suffer harassment, retaliation, or adverse employment consequences. Any employee who retaliates against a whistleblower will be subject to disciplinary action, up to and including termination.

Investigation
All reports will be promptly and thoroughly investigated. The School District will take appropriate corrective action if misconduct is confirmed.

Limitations
Whistleblower protection does not extend to employees who report information they know to be false or who are themselves involved in the misconduct unless their actions were required by their employer.

Relation to School Board and Superintendent

All employees are responsible to the Board of Education through the Superintendent. It should be noted that employees are <u>not</u> to take problems or requests to an individual school board member. Matters pertaining to the following shall be channeled through the Superintendent.

1. Application for employment
2. Resignations

3. Requests for Leave
4. Requests to attend conferences
5. Salary problems
6. Any other issues related to the teaching position should be addressed directly with the Principal. Teachers are expected to make every reasonable effort to resolve such matters at the school level before escalating them to the Superintendent.

Loyalty Oath

The 1951 General Assembly passed Act 463 which requires the following:

> "Every appointing authority shall establish by rules, regulations, or otherwise, procedures designed to ascertain before any person, including teachers and other employees of the public school system, is appointed or employed, that they are not a subversive person, and that there is no reasonable doubt, on all the evidence, as to the loyalty of the person involved to the government of the United States or the Commonwealth of Pennsylvania. In the event the applicant is deemed to be a subversive person, or in the event reasonable doubt as to loyalty exists, they shall not be appointed or employed. In addition, each applicant shall be required to make a written statement under oath or affirmation, which statement shall contain notice that it is subject to the penalties of perjury."

College Certificates, Master's Degrees (Master's Equivalency) and College Credits

Any professional employee or temporary professional employee, who, during the term of their employment, shall receive a college certificate or shall earn a Master's Degree shall, commencing with the next succeeding school term, be entitled to the compensation prescribed for their new status. Any salary increase will be given only after official confirmation by the college or university awarding the degree.

The employee shall be limited to movement of 3 salary columns (18 credits) per year. However, there is no restriction on the number of credits for which the employee may be reimbursed and credits above 18 will be banked for movement in subsequent years. Course completion must take place by August 31st and documentation of course completion for the purpose of column movement must be received in the District Office no later than September 30th.

Certification

Certification is a process to verify the qualifications and proper training of each professional educator to execute their professional responsibilities. All professional employees of public schools must hold a certificate. The State Board of Education sets the standards and regulations for certification, and the Department of Education's Bureau of Teacher Certification and Preparation administers those standards and regulations.

All public schools in Pennsylvania require their professional employees to be

properly certified. Any professional serving in the public schools must hold an appropriate, valid Pennsylvania certificate. There are seven types of certificates: Intern, Instructional, Vocational Instructional, Educational Specialist, Supervisory, Administrative and Letter of Eligibility.

Pennsylvania currently has two levels of certification. The initial certificate, Level I, is valid for 6 service years, during which time the established requirements must be completed. This validity period is for ACTUAL school years of service, not calendar years. Under current regulations, the Instructional I and Educational Specialist I remain valid until the holder, teaching/serving in a professional capacity in the public schools of this state for 50 percent or more of the school year, expends the six years of service time. Once the holder reaches that milestone, they must convert the Level I to a Level II. If not converted, the Level I lapses. A teacher may not be employed in a Pennsylvania public school with a lapsed certificate. It is the responsibility of each individual to ensure that their certification or license is current. Failure to have proper certification can result in the employee being ineligible for employment.

Pennsylvania State Certification

To receive Pennsylvania State Certification, the following must be completed:

- Complete an approved education preparation program at the bachelor's or graduate level;
- Receive the recommendation of a preparing college/university;
- Meet all testing requirements established by the State Board of Education; please refer to the PRAXIS Registration Bulletin, which indicates the appropriate tests required by Pennsylvania.
- Meet all other requirements established by the School Code.

All certificates must be registered in the office of the Superintendent.

<u>Name changes, permanent certificates and extensions are the responsibility of the certificate holder through the Bureau of Certification.</u>

Master's Equivalency

This applies to holders of the College Certificate, Instructional Certificate or Educational Specialist Certificate.
An applicant for an Equivalent to a Master's Degree Certification:

1. Must be currently employed in a school in Pennsylvania.
2. Must hold a valid Pennsylvania College Certificate, Instructional Certificate, or Educational Specialist Certificate.
3. Must complete a minimum of 36 semester credit hours on the graduate level subsequent to the baccalaureate degree.

Must have completed course work distributed between the field in which they are teaching and elected areas of study. At least 12 semester hours but not more than 24 semester credit hours must be in the field in which the applicant is currently teaching and in which they hold a valid certificate.

If you have any questions regarding the certification process, please contact the Bureau of Teacher Certification at (717) 728-3224. All certification forms may be obtained from the PDE Website.

Credit completion documentation and application to PDE must be submitted by August 31st. Master's Equivalency Certificate from PDE must be submitted to the District Office by September 30th.

DISCRIMINATION

The District shall provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, handicap/disability or pregnancy, childbirth or pregnancy-related medical conditions. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, as well as pregnancy, childbirth and pregnancy-related conditions, consistent with the requirements of federal and state laws and regulations.
For more information, see Board Policy 104

Act 48 Procedures and Information

Professional Personnel ID (PPID)

Act 48 hours are reported to the Pennsylvania Department of Education (PDE) using your PPID. If your valid PPID number is not recorded in MLP, PDE will not accept your hours.

To obtain your PPID:

- Go to the PDE website: http://www.pde.state.pa.us/
- Under Access Services (on the left) select Act 48 Reporting System
- Select Get your Professional Personal ID under Educator Options
- Complete the required information; the system will generate your PPID.
- New employees: This number should be retained for your records and sent to Dr. Szader, Director of Educational Technology (szaderdi@wallenpaupack.org)

To view your current Act 48 records at PDE Website:

- Under Access Services select Act 48 Reporting System
- Enter your PPID after "View Continuing Education Progress for Professional Personal ID"
- Any hours or courses already submitted to PDE will be displayed – organized into 5 year reporting periods.

The *Pennsylvania Department of Education* maintains your "official" Act 48/Professional Development records.

Act 48 Guidelines

Every five years, all certified educators must complete 180 hours of professional development that is related to an area of the professional educator's assignment or certification. This requirement can be met with six college credits, six credits of continuing professional education courses, 180 clock hours of professional education courses or other programs, activities or learning experiences equivalent to 180 hours.

Examples of Acceptable Activities:

Professional development activities should have content that will increase participant learning.
Approved professional development activities are based on the following:

- Enhance an educator's content knowledge in the area of the educator's certificate or assignment
- Increase an educator's skills based on research on effective practice, with attention given to interventions for struggling students,
- Provides education with a variety of classroom-based assessment skills and the skills needed to analyze and use data in instructional decision-making, and
- Empowers educators to work effectively with parents and community partners.

Examples of Unacceptable Activities

Unacceptable activities include; but are limited to:

- Faculty meetings (unless it meets PDE guidelines and is posted as an activity by your building principal on MLP)
- Tutoring
- Back to School and Parent Conferences
- Organizational meetings
- Planning and preparation for an activity
- Ordering and requisition work

Note: An activity may satisfy your contractual obligations (6 flextime hours) but not meet PDE Act 48 Guidelines. This type of activity may be entered through Frontline (MLP) by completing the Flextime Only Fill-In Form.

District Catalog

All entries in the district catalog have been approved for district flextime and may meet PDE's Act 48 Professional Education Guidelines.

- Use the link *Calendar* to view the catalog entries.
- Click Request Approval and click on the Submit button (form will appear in the "Awaiting Pre-Approval" section).
- Request is sent to your building principal for approval (after approval, activity will appear in the "Approved and In Progress" section).
- After the activity is completed, it is sent to Mr. Gunuskey for final approval and uploaded to PDE (activity will appear in the "Most Recently Completed" section.)
- **Flex hours that also meet Act 48 guidelines require a second submission for Act 48 hours.**

Non-catalog Requests

To enter a request that is not in the district catalog, under "Fill-In Forms" use the Prof Dev-Act 48 Request form listed under the job appropriate heading. All fields of information are required. Wallenpaupack Area School District must be listed as the provider, otherwise your information will not be accepted by PDE.

Important: Before submitting a non-catalog request, check Act 48 Guidelines for acceptable activities and formats.

Graduate Studies

- Requests for prepayment **must be submitted a minimum of 2 weeks prior to the start of the class** along with the following documents: Frontline (MyLearningPlan) prior approval form (printed), course description from the college or university, and an invoice for tuition.
- Following course completion, a grade report or proof of course completion must be submitted to the District Office in order for credits to be applied to the teacher's record.
- Graduate coursework is reported through Frontline (MyLearningPlan), the provider of the courses (Penn State – Wilkes – ESU) is responsible for reporting the hours/credits. You may need to request this from the provider; please see your advisor or school registrar for details.

Frontline (MyLearningPlan) User Profile

Click on My User Profile under the side heading My Info: Recommended settings:

Email Notification Preferences
Select Yes for *New Activity Notification*
Enter your Wallenpaupack email account.
Verify or change your Building Assignment:
The check in this section controls who is the approver of your requests. If you work in more than one building, select the building (principal) who is your primary approver – do not select more than one building.

Passwords and username:
You have access to change both your MLP username and your MLP password by clicking on "Manage Frontline Account" on the My Profile page.

Important guidelines:

- Act 48 hours can be entered in half hour increments but not less than one hour: (1 – 1.5 – 2).
- Activities with a time increment of a half hour (.5) will be rejected by PDE.
- You are responsible for maintaining your professional development records.
- After completing the activity, be sure to mark it as "Completed" and "Submit" again.
- Once an activity has expired, it can no longer be marked completed (180 days)

- Submissions cannot be changed once submitted, the activity will need to be dropped and resubmitted.
- To verify your district flextime:
  - Login to MLP and click on "My Info"
  - Under "Portfolio", choose "View By Purpose"

NOTE: Please monitor your Flex, Grade Level/Department, and Act 48 hours quarterly for accuracy.

General Procedures

Acceptable Use Policy for Computing & Networked Information Systems

The District's AUP is revised annually to reflect the new federal and state regulations. Teachers should be aware of the following with regard to use of the district's network and equipment.

- Access to the district's IT systems is a privilege, not a right. Accounts are the property of WASD, which reserves the right to deny access, revoke privileges, or administer appropriate disciplinary action for unauthorized, inappropriate, or illegal activity.
- WASD has the right to monitor, track, log, access, and report all aspects of its computer information/system connected to the WASD network.
- Use of cell phones or other communication devices shall be restricted during the education day; such devices shall be turned off or made inoperable.
- The use of mass email should be approved by the building principal for building emails and the superintendent for district email.

Users have no privacy expectation in the contents of their personal files or in any of their use of WASD's IT systems. Everything users place in files should be written as if a third person will review it.

- Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the WASD resources

Agents and Solicitors

Teachers should not be interrupted during the school day. It is strongly recommended that meetings with sales representatives unrelated to school business not occur on school grounds. All salespeople must report to the main office and sign in before meeting with anyone within the school building.

Computers and the Internet

All teachers are provided with access to the District's information technology systems for tasks such as attendance reporting, grade management, lesson planning, curriculum development, communications, etc. Teachers are expected to adhere to School Board Policy #815- Acceptable Use of Computers, Network, Internet, Electronic Communications, and Information Systems. District computers are intended strictly for professional use. Teachers should apply the ethical and moral standards of the teaching profession, as outlined previously, when using these systems.

Correcting Personal Information

Please contact the District Administration Office on the following matters:

- Error in paycheck
- Change of address
- Change in dependent status
- Change in telephone number

Emergency Closing

Late start and closing announcements will be made on the district's website, local media, and through the automated call system.

Lesson Plans

Teachers are responsible for delivering the WASD curriculum for the courses they teach. Lesson plans should relate to planned courses and should be documented in a lesson plan book or on PowerSchool and should be available for administrative review at any time.

Medical Examinations

All employees of the school district are required by law to take a pre-employment medical examination, including a tine test, the results of which will be recorded on the school medical form. This examination may be done by the school physician or by a physician at the employee's expense. Flu shots will be provided by the school district on an annual basis, depending on the availability of the shots.

Movies & Videos

All movies/videos should be used for instructional purposes only. They must support the targeted curriculum and must be rated "G" or approved by the building principal. Personal Netflix, Amazon, Hulu, etc. accounts are not to be used for classroom purposes.

Parent/Teacher Association

The Parent/Teacher Associations in the Wallenpaupack Area School District are vital and important organizations. Meetings are held monthly and often, guest speakers are invited to these meetings.

Many schools in the district have a Parent/Teacher Association and teachers are requested to support that organization through participation in activities and meetings, and the paying of annual dues.

Retirement

This matter is handled in accordance with State and/or Federal laws. Contact HR Coordinator, Jillian Klocko at klockoji@wallenpaupack.org for more information.

School Telephones

School telephones are for the use of school authorities to facilitate the operation of the school. Teachers are not to make personal long-distance calls at district expense. Students are not to use school telephones or be called to receive telephone messages except in the case of illness/emergency. Messages will be placed on voice mail or delivered when appropriate.

Security

All staff must always wear identification badges.

Visitors without a visitor pass should be questioned and escorted to the main office.

All exterior doors are to be closed and locked at all times. When taking students outside, firmly close the door. To re-enter the building, please use the front door. If a door is left open, close it. Please keep classroom doors locked at all times. Ensure that windows and doors are locked when leaving the classroom for the day. Teachers wishing to enter the building when custodial staff is not on duty must contact the building principal or designated person.

Substance Abuse

The use or possession of unauthorized drugs, controlled substances, alcoholic beverages, or look-alike items is strictly prohibited for all employees within school buildings and on school property. This policy applies to all school-related events, whether held on or off school grounds, as well as during travel to and from school. Any employee found to be using, in possession of. Or under the influence of such substances will be subject to disciplinary action, up to and including termination.

Teachers Leaving School Buildings

Teachers shall have the right to leave the building during unassigned periods with the approval of the building principal or designee. For safety and accountability, teachers shall sign out of the building anytime they leave during the school day.

Tobacco Free Environment

The Wallenpaupack Area School District is a tobacco free environment. In order to protect students, staff, and community members from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco, electronic cigarettes or any tobacco-related device because of its possible harm to personal well-being, smoking or the use of tobacco, electronic cigarettes or any tobacco-related device is prohibited on school buses, on school district property, or in school district buildings whether owned, leased or controlled by the school district and at all meetings, functions, or events held on school district property. For purposes of this policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, pipes, electronic cigarettes and smokeless tobacco.

Trips in Personal Cars

Trips in personal cars should be approved by the building principal and will be reimbursed at the IRS approved rate.

Mileage Record Forms for special subject matter shall be turned in monthly and are presented for approval at the monthly board meeting.

Each person must assume responsibility for their automobile insurance. If an accident should occur while using personal vehicles for official school business, the school district carries insurance that “picks up” only after the private insurance of the involved educator or staff member is exhausted.

Use of Communication Devices

- Cell phones shall not used at any time other than during an approved scheduled break, unless an emergency has arisen in which there is a clear and present danger to those at hand. When calls are made or received, discretion shall be used, taking into account the need to avoid disruptions to the learning environment, the need to preserve the propriety, quiet and order of the workplace, and/or the privacy of others.

- Use of any communication device is prohibited during an emergency situation other than in its initial reporting and/or as requested by those in authority.
- Cell phones should be used in a location that provides privacy and is not in the view of students.
- Teachers should review the Student Use of Communication Devices in the Parent/Student Handbook. Enforcement of these guidelines is the responsibility of all faculty members.
- Calls shall not be made or received while operating school district owned vehicles or equipment.

Leave Policies

All accumulated sick time may be used in any given school year.

In accordance with the school code, no salary shall be paid if an accidental injury is incurred while the professional employee is engaged in remunerative work unrelated to school duties.

Frontline (AESOP) Protocol

1. Employees should create their absence request by 6:30 a.m. Anyone calling in after that time should notify their building administrator by phone and then create an absence request in AESOP.
2. On a two hour delay an absence request must still be created by 6:30 a.m. Please do not wait to create your absence request. Last-minute calls reduce the possibility of finding a substitute.
3. In the event of a school cancellation, AESOP will automatically cancel your absence request.
4. If an employee is at work and needs to request an absence for the same day, they should contact their building administrator or designee. The administrator will contact Jennifer Marmeleira who will record the absence.
5. If you have scheduled an absence that you want to cancel you must email Jennifer Marmeleira at marmelje@wallenpaupack.org to cancel the absence.
6. If an employee has exhausted all their days, they cannot create an absence request in AESOP. If a day without pay is needed, a letter must be sent to the superintendent in advance of the absence date and should only be submitted if the leave fits the following descriptions:
    a. To attend the graduation of a member of the immediate family or of a relative who resides in the same household.
    b. To attend all courts pursuant to a subpoena where the employee is not a party to the proceedings.
    c. Marriage of the employee.

d. To attend the settlement of the estate of a member of the immediate family.
e. To attend the settlement of the sale or purchase of home or personal real estate.
f. An automobile accident when the employee is involved, or employee's husband, wife, or child.
g. The moving of the employee's homestead.
h. Taking a son or daughter to or from college.
i. Compulsory attendance at required university examination held during school hours.
j. Other reasonable responsibilities, which cannot be fulfilled at a time other than during school hours.

7. Days without pay that have not been pre-approved will be considered "abandonment of position".
8. If you have been approved for Family Medical Leave Absence (FMLA) you must email Jennifer Marmeleira by 6:30 a.m. and she will create your absence in AESOP.

Frontline (My Learning Plan or MLP) Protocol

Athletic Leave should be used when a coach is leaving school to attend a clinic, game, or other sport related event. Coaches should apply for "Athletic Leave" on MLP.

Professional leave should be used when you are not in school, but on school business, for example; meetings, conferences, curriculum writing, field trips, IEP writing, competitions, etc.

A Professional Leave form or athletic leave form should be completed *whether* a substitute is required or not. **Do not use the No Absence button on MLP.** Please indicate whether the absence is AM, PM, or all day.

Procedure to request FOR PROFESSIONAL LEAVE INCLUDING FIELD TRIPS:

- Login to Frontline (MLP) and complete Professional Leave or Athletic Leave form **A MINIMUM OF 30 DAYS PRIOR TO THE LEAVE/TRIP.**
- If approved by your Principal, the form will move to the district office for Superintendent's approval.
- After your request has been approved by the Principal and the Superintendent notification will be sent to Frontline (AESOP) to arrange for a substitute.
- Verify that your request has been approved. Check for approval prior to taking the Professional or Athletic Leave Day. If the day has not been approved, contact your building Principal or supervisor for further direction and information.
- Your approved form will remain in the "Approved and In Progress" section of MLP.
- Upon returning from your professional leave:

- Login to MLP, open your request, complete the “actual” column for monies spent and submit the form again.
- Principal will review and approve.
- Superintendent will review and approve.

To be reimbursed:

- After all approvals (two prior and two after) are completed, print out your form with the four completed approvals, attach your itemized receipts and submit to your building’s main office.
- Mileage – If this form includes mileage and the estimate was not accurate – Correct the “# of Miles” field on the printed form (you should have corrected the dollar amount in the Transportation field on the second submission)

NOTE: This documentation is required by the state auditing process. Reimbursements cannot be issued without itemized receipts and completed Professional Leave forms.

Requesting changes – all leaves:

If the Professional or Athletic leave plans change, you must email Jennifer Marmeleira to cancel your leave request in Frontline (AESOP).

Military Leave

Act 226, Section 1176 of the Pennsylvania School Code of 1949 extends the privileges of military leave to those who have had less than one year of service in the school district prior to entering military service.

Student Procedures

Attendance Registers

Teachers must report absences in accordance with building procedures. Attendance is recorded on student report cards.

Breakfast and Lunch Program

The breakfast and lunch programs are managed by the food service director who is a registered dietician. The goal of the cafeteria is to serve healthy school meals that provide students with the nutrition that helps them to grow and learn. As a district participating in the National School Lunch program, the food service program is consistent with all federal and state requirements, especially the national standards for school breakfast and lunch programs and all competitive foods.

Discipline

Please refer to the School District Policy Manual for further information and District Policy on Discipline.

Exclusion and Illness

The school nurse or Principal may exclude pupils for symptoms of contagious or communicable diseases.

Lost Books

If a student loses a book, the teacher is responsible to inquire as to the cost of the book and see that the student pays for the lost book. Any such money shall be submitted to the principal or his designee. If the student should find the lost book and return it during the school year in which it was lost and paid for, the money paid for the book will be refunded. If the student should find the book later than the end of the school year in which they paid for it, they may keep the book, as there will be no refund from the school district.

Students Leaving School Buildings

Only upon written request or by personal call from the parent shall students be excused from the building. Signed statements from parents are required of all students leaving the building on field trips, but organized groups, such as athletic teams and high school band are accepted. Teachers are not to send children on personal or school errands during the day.

Classroom Procedures

Budgetary Request Forms

Once each year, usually starting in January, teachers are requested to complete budgetary request forms.

These forms will be handled through the building Principals. Specific information is needed on all requisitions.

Cumulative Records

The cumulative record of students is one of the most important records kept in the school. Each student should have a complete up-to-date record, which continues with the child throughout the progression of grade levels from kindergarten through graduation from high school. Teachers should keep the record in accordance with the directions issued from administration.

Field Trips

Field trips are for educational purposes. Proper safety precautions must be taken when plans are made for field trips. It shall be the responsibility of the building principal to see that this is done.

Prior approval of proper school officials must be secured **at least 30 days prior to the trip** as well as parental consent slips and medical forms for each student attending the trip. These forms are available in the office.

Faculty and staff are forbidden from drinking of alcoholic beverages, using tobacco products and using drugs during school trips. All school rules shall be in effect during any such field trip as noted above.

If any reimbursable student expenses are incurred during the field trip, please see your building principal for procedures and documentation requirements. There are daily meal expenditure limits for students and staff. These amounts should be reviewed, budgeted, **AND APPROVED for PRIOR** to the field trip.

Purchase of Materials

Purchasing procedure is as follows:

1. The teacher fills out a requisition form and submits it to the principal. At the high school level, the Head of the Department shall approve or disapprove the requisition before it is submitted to the Principal.
2. The requisition is checked and approved or disapproved by the Principal.
3. Purchase orders are prepared at the building level and forwarded to the business office for final approval and processing.
4. Use of personal credit cards and rewards cards are forbidden.

School Funds

The High School and Middle School activity accounts shall be handled in the office of the Principal. All purchases through the activity account must be properly authenticated. Copies of invoices or orders must be filed with the treasurer with checks for auditing purposes. The account must be ready for audit by the School District Auditors at the end of the school year.

School Supplies

Funds are expended annually for school supplies and books to be used for instruction. Cooperation is solicited in the care and accounting of books and the economy of all supplies from all teachers and staff.

School Visitation

Visitors are welcome in our schools. To assure the greatest benefit can be derived from each visit and to ensure safe order and safety for students and staff, the following guidelines shall govern all school visits:

- Visits should be before school, recess time, lunchtime or after school.
- All visitors during school hours must go to the school office and secure permission to visit, along with a visitor's badge.
- Teachers are asked to courteously inform unauthorized visitors of this security policy.

Use of School Groups

Teachers or sponsors for any school activity or group should not arrange for their group to perform for outside groups or travel without *first* securing the permission of the building principal.

Emergency Procedures

Accidents - Staff

All employees' accidents, regardless of how seemingly insignificant, should be reported to the principal, cafeteria manager or head custodian and a workmen's compensation form filed immediately. When receiving medical treatment, the medical facility and personnel should be advised that it is a workmen's compensation case.

Accidents - Student

All cases of student accidents should be reported immediately to the nurse and an accident report form, which is available on the teacher shared drive.

Keys

All employees are required to report missing district issued keys to the building principal immediately. If the building principal is unavailable employee should report to the assistant principal or head teacher.

Emergency Reference Guide

Classroom "Go Kits"

Each classroom has been provided with a "Go Kit." This kit should be taken from the room in any drill, emergency, or any evacuation. The kit contains information on the various safety drills and procedures as well as an emergency reference guide, and first aid quick reference. The "Go Kits" need to be kept in the same place within each classroom which is typically near the classroom door in a highly visible place.

Accidents - Student

All cases of student accidents should be reported immediately to the nurse and an accident report form, which is available on the teacher shared drive.

Code-Green

- Lock your door.
- Do not allow students in hallways.
- Continue to teacher as normal.
- Ignore the bell schedule until the "all-clear" signal is given from the office.

Code-Red

- Quickly check the hallway and direct any individuals to the nearest classroom.
- Remain calm!!!
- Lock the door and turn off the lights.
- Move students away from areas of visibility.

- Ignore the bell schedule until your room is cleared by emergency responders or school personnel.
- Only call the office if you have pertinent emergency information.

Emergency Evacuation/Bomb Threat

- Take your roll book, "Go Kit," and students to the area designated by the administrator, PA system.
- **Do Not Touch** light switches, suspicious objects, telephones, cellular phones, or walkie-talkies.
- Close windows and doors.
- Take roll and send attendance to the Incident Command Post, designated by the administration. NP, NI, and SE should follow attendance procedures for evacuations.
- Substitute teachers without a class will supervise students and make sure the building has been evacuated.

Fired Drill/Alarm

- Take your roll book, "Go Kit," and students outside according to the emergency evacuation map posted next to the door.
- If your exit is blocked, use the next available exit.
- Leave the lights on and close the door. Do not lock the door.
- Walk students to the designated area, 500 feet away from the building and fire lanes, and supervise.
- Take roll and send attendance to the flagpole, NP, NI, and SE should follow attendance procedures for evacuations.
- Substitute teachers without a class will supervise students and make sure the building has been completely evacuated.

Hazardous Materials

- Clear students and staff from the immediate area of spill.
- Report to the office the type of substance spilled, exact location, names of students/staff that had or may have had contact with the substance.
- If possible, isolate contaminated individuals.

Power Outage

- Students are to remain in the rooms or areas they are in when the outage occurs.
- Off-duty Substitute teachers are to check for students in restrooms and other areas not equipped with emergency lighting.
- Administrator will decide as to students changing classes and maintaining the daily schedule. Substitute teachers will be notified of the situation through messenger or the PA system, if functioning.

Stoppage of Breathing and Circulation – AED

- Establish unresponsiveness.
- Give CPR. Only people who have successfully completed a certified course

in the technique should administer CPR.

- When AED arrives, Use It! Simple directions are found on the AED.
- Continue CPR and/or use of AED until relieved by the nurse or emergency personnel.

Stranger in the School/No ID

- Ask the Individual if you could help them.
- If they respond “No”, state, “That’s fine, but you need to check-in with the main office. Let me show you the way”.
- If the individual ignores your request, do the following:
  - Never attempt to detain the individual.
  - Step into the nearest classroom and have the teacher notify the main office.
  - Write a detailed description of the person.

Suspected Drugs/Alcohol/Weapons

- Report all related rumors to the office immediately
- If teaching, send a note to the office, addressed: “**Immediate Attention of the Principal”**
- Continue to observe the student until help arrives. Do not attempt to confiscate the contraband or weapon. **Stay Calm!**

Tornado/Severe Weather Drill

- Follow administrator’s directions, PA announcements.
- Move class from windows and doors, high free-spanning ceilings, and exterior walls.

Wallenpaupack Area School District

2026 – 2027

High School Handbook

Administration Office
2552 Route 6
Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Dr. Keith E. Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone: (570)226-4557 ext. 3000

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District Information

Mission Statement

The Wallenpaupack Area School District's mission is to provide an educational environment that promotes excellence for all students, thereby developing life-long learners who are responsible citizens.

Introduction

The purpose of the Parent/Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Parent/Student Handbook cannot cover all issues or problems that may arise during the school year. In such instances, the administration and/or the School Board shall take administrative action that they believe, in their sole discretion, to be in the best interests of the students and the school community.

This handbook is arranged with general district information and policies first, followed by information specific to the grade level and/or building. Any policies referenced in this handbook can be found on the district website, http://www.wallenpaupack.org.

Wallenpaupack Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

District Phone (570) 226-4557

District Website http://www.wallenpaupack.org

Board of Education

Mr. John F. Spall, President	Mr. John Kiesendahl	Mr. Michael Romeo
Mrs. Genevieve Reese, Vice-President	Mr. Roy Finney, Jr.	Mrs. Lisa Smith
Mr. Michael Spencer, Treasurer	Mr. Paul Otway	Mrs. Kelly Obermiller
Mrs. Jillian Klocko, Secretary (Non-Member)		

Administration

Superintendent..... Dr. Keith E. Gunuskey
Assistant Superintendent ..... Dr. Jay Starnes
Director of Educational Technology..... Dr. Diane Szader
Director of Curriculum, Instruction and Assessment..... Dr. Clayton LaCoe, III
Director of Technology .....Mr. Daniel Nalesnik
Administrator of Federal Programs, Grants and Community Partnerships ……Ms. Amanda Cykosky
Director of Support Services ..... Mr. William Theobald
Coordinator of Alternative Education..... Mr. Frank Williams
Director of Food Services..... Mrs. Heather Fedoryk
Director of Transportation..... Mrs. Deanne Mausolf
Technology Systems Administrator ....Mr. Kraig Obermiller
Business Administrator.....Mrs. Kerriann Horan
Solicitor ..... Mr. R. Anthony Waldron III

Wallenpaupack Area Special Education

Director of Special Education .....Dr. Tanya Carrelle
Assistant Director of Special Education.....Dr. Sherman Bronson

Wallenpaupack North Primary School

Principal ..... Mr. Kevin Kromko

Wallenpaupack North Intermediate School

Principal ..... ……..Mrs. Lisa Ussia

Wallenpaupack South Elementary School

Principal……...Ms. Delia Peppiatt

Wallenpaupack Area Middle School

Principal……Mr. Jim Kane
Assistant Principal/Assistant Athletic Director……Mrs. Ashley Gross

Wallenpaupack Area High School

Principal ..... ……Mr. Travis Ey
Assistant Principal/Athletic Director……..Mr. Brett Buselli
Assistant Principal……...Dr. Amanda Schmalzle

WALLENPAUPACK AREA SCHOOL DISTRICT
2026-27 SCHOOL CALENDAR

Wednesday	September 2, 2026	Teacher In-Service – No School for Pupils
Thursday	September 3, 2026	Teacher In-Service – No School for Pupils
Tuesday	September 8, 2026	School Opens – Full Day for Pupils and Faculty
Monday	October 12, 2026	Teacher In-Service – No School for Pupils
Tuesday	November 24, 2026	*Parent Conferences – Early Dismissal for Pupils
Wednesday	November 25, 2026	Early Dismissal – Thanksgiving Recess Begins
Tuesday	December 1, 2026	School Re-opens
Wednesday	December 23, 2026	Early Dismissal – Winter Recess Begins
Monday	January 4, 2027	School Re-opens
Monday	January 18, 2027	Martin Luther King, Jr. Day—School Closed
Friday	January 29, 2027	Teacher In-Service – No School for Pupils
Monday	February 15, 2027	President's Day – School Closed
Friday	March 26, 2027	Spring Recess – School Closed
Tuesday	March 30, 2027	School Reopens
PSSA Testing Dates: April 26-30, 2027: ELA Grades 3-8 May 3-14, 2027: Mathematics Grades 3-8, Science Grades 5 and 8, and Make-ups **Keystone Exam Testing Dates:** Winter: January 4-15, 2027: Grades 9-11 Spring: May 17-28, 2027: Grades 9-11 and Grade 8 Algebra		
Monday	May 31, 2027	Memorial Day – School Closed
Thursday	June 17, 2027	Teacher In-Service – No School for Pupils
Friday	June 18, 2027	Early Dismissal-Last Day of School
Friday	June 18, 2027	Graduation

Includes 6 Snow days

*Note: If there is a need for a delayed start on November 24th, it will become a full day of school for students, and conferences will be rescheduled for a later date.

The Board of Education will review the calendar monthly, beginning in January, to amend if necessary

Emergency School Closings

At times during the school year, the District has to consider the possibility of inclement weather and the potential for early snow dismissals and late starts. Listed below are some of the radio and television stations that will carry information regarding late starts and early dismissals. The District website (http://www.wallenpaupack.org) will also post emergency school closing information. Please consider tuning in to one of these stations in order to receive up-to-date information. School closing information is also available by calling the district office at (570) 226-4557.

RADIO	TELEVISION	SOCIAL MEDIA
WDNH – 95.3 FM	BRC – TV – 13	High School Facebook
	WNEP – TV – 16	Middle School Facebook
	WYOU – TV – 22	Elementary Facebook
	WBRE – TV – 28	

A one-hour late start means your child will be picked up one hour later than usual. A two-hour late start means your child will be picked up two hours after the normal pick-up time.

Please be aware that early dismissals may occur for a variety of reasons – snow, flooding, heating malfunctions, bomb threats, or other "local state of emergency" situations. When a "state of emergency" is declared, all authority rests with the fire department and state police. School personnel are no longer in charge. All personnel and procedures will be directed to ensure the students' safety. ALL STUDENTS WILL BE BUSSED ACCORDING TO P.M. DISMISSAL INSTRUCTIONS. The school will not be following normal dismissal procedures, i.e., no pick-ups, walkers, or bus changes. ALL PARENTS SHOULD DISCUSS AN EMERGENCY PLAN WITH THEIR CHILDREN AND EXPLAIN TO THEM WHAT TO DO IN CASE SCHOOL IS DISMISSED
AND NO ONE IS HOME TO WELCOME THEM. Again, parents/guardians, not the school, are responsible for ensuring that their child knows what to do and where to go if dismissed early. In homes where parents work, the family should make special arrangements with a neighbor or have some other safe backup arrangements.

Family Educational Rights and Privacy Act (FERPA)

Student Records Policy Notice

The Board of Education (Board) of the Wallenpaupack Area District (District) recognizes the need to protect the confidentiality of personally identifiable information in the educational records of students. It is the intent of this Annual Notice and policy to inform both parent(s)/guardian(s) and eligible children (i.e. students 18 and older) of their rights relevant to their privacy rights in the collection, maintenance, release and destruction of these records as required by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.'1232g, 34 C.F.R. Part 99 and the No Child Left Behind Act of 2001. For more information, see also the District's student records Policy.

Annual notice of this policy is given on the District's website, in building handbooks, and in hard copies available in the administration office. Educational Records include records directly related to a student that are maintained by the School District. The Educational Records of the District may include all of the following (this list is not intended to be exhaustive): grades, standardized test results, student evaluation reports, samples of student work, records transferred from sending schools, discipline records, medical records, and any other records created and maintained by the school district directly related to the student. Educational records do not include communications with legal counsel that are attorney-client privileged. Educational Records do not include records maintained solely by the creator for their personal use, not shared with others. The contents of a student's educational file shall be determined by the District unless a specific parental request is made or a complaint is made, consistent with this Notice.

The District shall permit the parent/guardian(s) of a student or an eligible special education student who is or has been in attendance in the District to inspect and review the student's education records upon written request. The District will comply with a written request to review records within a reasonable period of time (not to exceed 45 calendar days from the date of the request) after the request is made. In special cases and where necessary, a parental request to review records will be granted and arranged as soon as possible. Visits to review a student's education records shall be arranged and facilitated by the building principal or designee, or any party selected by the District, for the purposes of security and assistance in explaining or interpreting the data. The right to inspect and review education records includes:

- The right to a response from the District to reasonable requests, made in writing, for explanation and interpretations of the record; and
- The right to obtain copies of records from the District where failure of the District to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the educational records (e.g., where the parent lives too far to come to review the records personally).

A reasonable fee of $0.25 per page will be charged for duplicate copies of documents already provided to Parents.

In accordance with FERPA, the District will not produce or compile documentation that does not already exist.

It is presumed by the District that both natural parent/guardian(s) of a student have authority to inspect and review the education records of the student at the school in the child's attendance area unless there is evidence that there is a legally binding instrument, or a State law or court order governing such matters as divorce, separation, or custody, which provides to the contrary.

Under federal law, parental consent is not required for the release of Directory Information, which is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

The District designates the following as Directory Information: the student's name, address, telephone number (with the exception of unlisted telephone numbers), date and place of birth, grade level, most recent school attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honor rolls, photo and awards received. A written record of this information, or a microfilm copy thereof, including the grade level completed and the year completed, may be maintained for at least 100 years after a student attains age 21. A parent/guardian or eligible student may notify the District in writing of their refusal to allow the District to release directory information without prior consent. Such written refusal for consent must be sent to Dr. Jay Starnes, Assistant Superintendent, 2552 Route 6, Hawley, PA 18428.

Pursuant to Section 9528 of the No Child Left Behind Act, the District is required to release student directory information to military recruiters. Any parent/guardian or student who has reached age eighteen may notify the District in writing of their refusal for this information to be released. Letters seeking the withholding of information to military recruiters should be sent to:

Dr. Jay Starnes
Assistant Superintendent,
2552 Route 6
Hawley, PA 18428

Per federal guidance, student medical records, maintained by the nurses' office, are considered educational records and will be shared with staff who the district determines have a legitimate educational interest in the information and a need to know it to protect the student's safety and health. Once provided to the District, specific parental consent will not be sought for information sharing on a need-to-know basis. Parental requests to maintain the confidentiality of specific medical information must be made in writing to the nurses' office. Requests for complete confidentiality of medical information will be granted at the discretion of the school nurse and/or the school medical advisor. These requests will be granted unless they pose a danger to the student.

The District must obtain written consent from a student's parent(s)/guardian(s), or from the student if the student is 18 years of age or older, before disclosing personally identifiable information from the student's education records to a third party, unless the information is designated as directory information.

Written consent is not required when information is disclosed to the parent(s)/guardian(s) of a student under 18 years of age, or to the student if the student is 18 years of age or older. The district may disclose personally identifiable information from a student's education records without the written consent of the parent/guardian(s), the student, or the eligible student in several situations. See 34
C.F.R. Part 99. Some important examples of when no consent to release information includes (list not exhaustive):

- To other school officials, including teachers, school counselors, nurses, and I.U. personnel within the District who have been determined by the District to have legitimate educational interests or are providing instruction or services to students. The District has determined that all school employees involved in the direct supervision of a student (academic or non-academic) (including support staff) have a legitimate educational interest in academic and health-related student information if the information is necessary to ensure appropriate fulfillment of their professional duties and to ensure the health and safety of the student.
- To officials of another school or school system or post-secondary schools in which the student seeks or intends to enroll, subject to the requirements set forth in 99.34. Parents may request a copy of the record sent.
- To appropriate parties in a health or safety emergency, subject to the conditions set forth in 99.31 (a)(10) and 99.36, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- Information designated by the District as Directory Information. When providing records to authorized third parties, the District will make a reasonable attempt to notify the student's parent (s)/guardian(s) or the eligible student of the transfer of the records at the last known address of the parent(s)/guardian(s) or the eligible student. Per state law, the District will not provide any notice of the transfer of a student's records to a school in which the student seeks or intends to enroll.

PLEASE NOTE: This policy provides resident students and their parents with notice that the District may destroy records under the following circumstances and timelines:

- Records that include a student's name, address, grades, attendance records, classes attended, grade level completed, and year completed may be destroyed 100 years after the student's 24th birthday.
- Special Education records, Section 504 records, Instructional Support Team (IST) records, and health records may be destroyed once 10 years have passed from the date a student has graduated or reached graduation age (if exiting the district before graduation), as long as there is no outstanding request to inspect and review the records and the records are no longer deemed useful to the school district.
- Notice of destruction of these records is provided annually via this publication. The District no longer needs a student's educational records to provide educational services at the end of one year following the student's graduation from the District. A parent/guardian may submit a written request to destroy all education records at that time.
- Destruction will proceed where parents or eligible students have not requested copies by November 1st of the year in which the records may be destroyed, as per paragraphs A & B above. Parents or students over eighteen have the right to request a copy of their record before destruction. Parents are reminded that copies of the records may be needed to obtain Social Security benefits or for other purposes.

Amendment of Education Records

A Parent/guardian or eligible student has the right to request amendment of a student's educational file if it is believed that any information is inaccurate or in violation of a student's rights. The educational agency shall decide within a reasonable time whether to amend the record. If the school district decides not to amend the educational record, it shall notify the parent/student of the right to request an informal hearing. The hearing will be conducted by an official of the District who has no interest in the outcome, either the Assistant Superintendent for Elementary or Secondary Education or their designee. The Parent may present relevant

evidence. The District will issue a written decision based on the hearing.

Complaints regarding violations of rights accorded to parent(s)/guardian(s) and eligible students with respect to student records are to be submitted in writing to Dr. Jay Starnes, Assistant Superintendent, 2552 Route 6, Hawley, PA 18428. All Complaints will be investigated and responded to in writing within a reasonable period of time. If complaints cannot be satisfactorily resolved by the District, complaints can be filed with the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Questions regarding the above information or requests for a copy of the records policy may be referred to: Dr. Jay Starnes, Assistant Superintendent, 2552 Route 6, Hawley, PA 18428.

Community Education

Wallenpaupack Area School District offers an extensive community education program year-round, with courses in many diverse areas, including financial management, local history, CPR, fitness, cooking, foreign language, and dog obedience training, to name a few. These courses are offered after regular school hours in one of the district's buildings, typically at a nominal fee or free of charge. Although fall and spring programs are typically geared toward adult participants, many summer courses are specifically designed for children. Community Education bulletins are sent home with WASD students, and offerings are also advertised in local newspapers. Further information may be found on the district's website: http://www.wallenpaupack.org/ - Community Education link. Our instructors are typically teachers and community members with special skills and areas of expertise they wish to share with others. Adults interested in offering a course are welcome to contact the district office.

Homeless Students

The main objective of the McKinney-Vento Homeless Education Assistance Improvement Act of 2001 (Public Law 107-110, Subtitle B) is to ensure that homeless youth have access to appropriate education and to remove barriers they face. Its goal is to minimize interruptions to the education of homeless youth.
The Wallenpaupack Area School District is committed to working collaboratively with families and local agencies to support homeless youth in our school community. If you believe you fall into the category of children and youth experiencing homelessness or know of someone who is, please contact the homeless liaison listed below.

The Homeless Liaison of the Wallenpaupack Area School District is:

Dr. Tanya Carrelle
Wallenpaupack Area School District, Special Education Department
500 Academy St., Building C
Hawley, PA 18428
Phone: (570) 226-4557 ext. 3081
Email: carrelta@wallenpaupack.org

The Regional Coordinator for Education of Children and Youth Experiencing Homelessness is:

Mr. Jeff Zimmerman
368 Tioga Avenue
Kingston, PA 18704
Phone: (570)718-4613
Email: jzimmerman@liu18.org

This Act ensures educational rights and protections for children and youth experiencing homelessness.

These rights and protections include:

- School stability
- School access
- Support for academic success

This is a federal law that supersedes conflicting state laws or local policies.

School Selection

- School Districts must continue the education in the school of origin (School of origin is the school the child attended when permanently housed or was last enrolled) or enroll the child in school in any public school that non-homeless students who live in the attendance area where the child is actually living are eligible to attend
- To the extent feasible, Districts must keep children in their school of origin unless it conflicts with the wishes of the parent/guardian or the unaccompanied youth.
- The child's right to attend their school of origin extends for the duration of their homelessness and the remainder of the year
- Provide a written explanation as to why attending the school of origin is not in the best interest (when applicable)
- If the child becomes permanently housed during the school year, they can finish the remainder of the year in the school of origin, and the district must transport them
- If a child becomes homeless in between school years, they are entitled to attend their school of origin for the following year
- Written explanation to the parent required (from the District) if they send the child to another school, along with the right to appeal
- In the case of unaccompanied youth, prioritize the youth's wishes
- Placement must be made regardless of whether the child is with or without a parent
- Presume keeping the student in the school of origin is in the student's best interest
- Districts must immediately enroll the child despite the lack of records
- "Enroll" and "enrollment" are defined to include attending classes and participating fully in school activities
- The enrolling school must immediately contact the previous school for records (academic records, immunizations, IEPs, etc.).
- If the child lacks immunizations or immunization records, the school must refer them to the homeless liaison, who shall help obtain what is necessary (30 days)
- Homeless families do not have to prove residency for school enrollment
- Enrollment must not be delayed because of fees owed for textbooks or any other debt the student owes
- Absences caused by homelessness must not be counted against students
- Enrollment deadlines are superseded by the McKinney-Vento Act, which requires immediate enrollment
- District policies concerning enrolling children with a criminal past would take effect if the child is seeking enrollment
- McKinney-Vento Act does not prohibit schools from requiring parents to submit emergency contact information

Special Education

Wallenpaupack Area School District, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate, and evaluate all children who need special education programs and services because of their disabilities.

Child find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of severity, and to determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education can be made available. The types of disabilities that, if found, cause a child to need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury, visual impairment including blindness, and developmental delay for preschool age children. In addition, school-age individuals with IEPs in correctional facilities are entitled to Free Appropriate Public Education, as are “Gifted” students, within the Commonwealth.

Each school district is required to provide an annual notice describing the identification activities and the procedures used to ensure the confidentiality of personally identifiable information.

Identification activities are performed to find a child who is suspected of having a disability that would interfere with their learning unless special education programs and services are made available. These activities are sometimes called screening activities. The activities include: reviewing group data, conducting hearing and vision screenings, assessing the student's academic functioning, observing the student displaying behavioral difficulties, and determining the student's response to attempted remediation. Input from parents is also a source of information for identification. Parents who suspect their child is eligible for special education services and programs may request an evaluation at any time through a written request to the building principal. After a child is identified as a suspected child with a disability, the child is evaluated with parental permission.

Once the evaluation process is complete, a team of qualified professionals and the parents determine whether the child is eligible for, and in need of, special education supports and services. An individualized educational program is developed and implemented only after parental approval.

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

If you believe that your school-age child may need special education services and related programs, or that your young child (age 3 to school age) may need early intervention, screening, and evaluation processes designed to assess the child’s needs and determine the child’s eligibility, these services are available to you at no cost upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District’s public-school program. Requests for evaluation and screening are to be made in writing to the appropriate building principal.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time, and location), the building principal may be contacted.

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

In compliance with state and federal laws, the School District will provide to each protected handicapped student without discrimination or cost to the student or family those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability, which

substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

District Procedures and Guidelines

Custody

It is the intent of the Wallenpaupack Area School District to remain neutral toward families split by divorce or separation. If you have a court decree that establishes you as the legal guardian, please submit a copy for inclusion in the child’s permanent record. This document will serve as a basis for working with the custodial parent. In the absence of a specific court order, we cannot deny either parent access to their child.

Educational Trips/College Visitation

Upon written request, the school district will consider educational trip requests if the student has not exceeded fifteen (15) absences and/or six (6) unexcused absences prior to the date of the trip during the current school year. This guideline may also be applied to school-sponsored educational field trips. Exceptions will be considered for medical reasons. College visitations are considered educational trips. Approval of the trip's length will be based on the college's location and the nature of the program the student is attending. Applications for educational travel may be obtained from the high school main office or the school’s website.

Field Trips

The administration reserves the right to exclude any student from a field trip based upon a review of their academic, behavioral, and attendance records.

While on class trips, students are expected to conform strictly to behavioral guidelines as if they were in school. Chaperones have the authority to send home any student involved in a disciplinary offense at the parents' expense. In addition to consequences during the trip, students may be subject to further disciplinary action upon their return to school. Participation in the following may be restricted.

- Extracurricular activities
- Class Officer or Student Council
- National Honor Society
- Assemblies
- Senior year activities (i.e., Commencement, Class Night, Prom)

Refund Policy for Class Trips

The school cannot guarantee a refund to a student who fails to meet the school's criteria for a class trip. Every attempt will be made to return the student's money if the student fails to meet the criteria. However, it should be understood that circumstances beyond the school's control may arise, preventing the school from guaranteeing the return of the money.

Financial Obligations

Students are obligated to return or make restitution for all borrowed books, materials, iPads, chargers, and iPad cases. Restitution is also required for damage caused by student carelessness or vandalism. The penalty for failing to resolve obligations by the end of the school year includes withholding student privileges and graduation tickets for seniors.

Flag Salute

The opening of school activities includes reciting the Pledge of Allegiance and/or playing the National Anthem. All students will be encouraged to participate in this patriotic activity. Students whose personal beliefs prohibit such actions are not required to participate in this activity, provided that the parents or legal guardians notify the school in writing. However, non-participating students must not disrupt or otherwise

infringe upon the rights of others to participate in this action. Disruption of this ceremony by any student will result in disciplinary action.

Fundraising/Selling

Fundraisers must be approved by the building administration using a fundraiser request form. Each club/activity is permitted to hold one fundraiser per year. Students and student groups are not allowed to sell any food items on school grounds during breakfast or lunch.

Health Services

Students becoming ill during school hours are to report to their classroom teacher, who will issue a pass to the school nurse. If the nurse is not available, the student should report to the Student Services Office. Reporting anywhere else will be considered a class cut. The school nurse or an administrator will excuse students from school when necessary. Students should not call home to ask for an excuse from school without the school nurse's knowledge**.**

Students who require crutches, wheelchairs, or elevators should provide a note to the office substantiating their need.

Health Care and Confidentiality of Student Health Information

- The school nurse maintains health records for each student. Parents or guardians are responsible for notifying the school nurse in writing of any medical needs that may affect a student while in school. Parents/guardians are expected to update this information regularly, especially when a student's needs change. In accordance with School Code Section 14-1409, to the extent necessary to protect the health and safety of students, staff members will be notified of health conditions that may adversely affect student learning or pose a danger to students. Medical information will be disclosed by the nurse's office to school staff only to the extent necessary to ensure a student's safety.
- The nurse will administer vision, hearing, height, weight, and dental screenings to students each school year without parental consent. Parents will be notified if results are below normal as defined by the Pennsylvania Department of Health.
- Physical examinations are required by the state for students at initial entry, at sixth grade, and at eleventh grade. Dental exams are required on initial entry into school and in third and seventh grades. If physical and dental examinations are done privately, reports/forms are to be returned to the school nurse by the first week of October. If completed in school, the parent/guardian will be informed of any abnormal results.
- Students are encouraged to consult with the school nurse about health concerns and interests; however, ongoing health concerns should be directed to the student's primary health care provider.
- Accurate emergency contact information must be submitted to the school and kept current. It is the responsibility of the student, parent/guardian to notify the school if and when this information changes during the school year.
- When it appears that emergency medical attention is necessary, the student shall be taken immediately to the nearest medical facility deemed appropriate by the emergency medical team.

Medication Guidelines

- All medications (prescription and non-prescription) must be registered with, kept, and administered by the school nurse.
- Parents/guardians should transport all medications to school and deliver them to the school nurse. The container must be properly labeled with the amount of medication to be dispensed, the exact time of administration, and the route of administration.
- Students will not be given non-prescription medications on a routine basis unless a written order from the attending physician is on file.
- Medications must be picked up by a parent/guardian by the last day of school. Any medications left in the nurse's office will be properly disposed of.

- Ingestion of any prescribed or legal drugs or proprietary materials to the point of observable disorientation or physical harm is prohibited for all pupils on school property or at school functions.
- Students who do not follow the medication guidelines may be subject to disciplinary action under the school's drug and alcohol procedures.

Asthma/Allergies

For children with asthma and/or allergies, special treatment is available if needed. Please contact the school nurse for more information.

BMI

Pennsylvania mandates that schools participate in a Growth Screening Program. As part of this program, all children enrolled in Pennsylvania schools will have their weight and height measured. This information will be used to calculate the child's Body Mass Index (BMI). BMI information will be mailed to parents/guardians each spring.

Immunizations

One dose of MCV is required for entry into 12th grade for students in the school year in which the student is 18 years of age if the student has not previously received a dose on or after the student's 16th birthday. A dose of MCV received at age 16 or older shall count as the 12th-grade dose. All immunizations required before high school are mandated, including the MCV and Tdap vaccinations, which are due by seventh grade.

Insurance-Bus Accident

In the Commonwealth of Pennsylvania, insurance regulations are established under the no-fault provisions. Therefore, in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents involving the school bus and another vehicle or the school bus alone. There are no options to permit filing a claim directly with the Wallenpaupack Area School District. Your insurance agent or carrier is required to file a claim against the correct individuals based on the claim you submit. If you have any questions concerning the no-fault provisions of the law as they pertain to school bus accidents, please contact your automobile insurance agent or carrier.

Insurance - Children's Health Insurance Program (CHIP)

All uninsured children and teens who are not eligible for Medical Assistance have access to health insurance in Pennsylvania. The program to apply for is called CHIP—the *Children's Health Insurance Program.* It does not matter how much money your family makes. Many will get it free — others, at a low cost. Your child may be eligible for Medical Assistance if your family income is below CHIP guidelines. To learn more about the CHIP program, please visit the website: http://www.chipcoverspakids.com/

Insurance - Student Accident

Students are not covered by the school district in the event of an accident. School insurance is available for purchase at a reasonable price for both school-time coverage and 24-hour coverage. This information will be sent home with the student early in the school year. If interested, parents/guardians may purchase this insurance coverage.

Library Books

The Wallenpaupack Area School District maintains school libraries to facilitate the education of all students. The district recognizes that parents/guardians should have input into their children's access to books in the school libraries. Written notice can be provided to the school librarian if you wish the library management system to indicate that a certain title or author should be off-limits to your child. Additionally, if your child wishes to access materials in another school library that are above their grade level, they may request a Reading Permission Slip from their librarian, which a parent/guardian can sign to grant access.

Loud, Abusive, Discriminatory, and/or Profane Language or Behavior

It is the policy of the Wallenpaupack Area School District to prevent disruptions to school district operations, school-sponsored functions, and the instructional process. Thus, all students are prohibited from the use of

loud, foul, profane, discriminatory, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others.

All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students may be subject to disciplinary procedures in accordance with school district policies and Pennsylvania law. Members of the public may be removed from district property and charged with trespassing for failure to promptly vacate when directed by school district officers or agents. In all cases, violators may be subject to the appropriate laws of the Commonwealth of Pennsylvania.

Procedures Involving Law Enforcement

A cooperative effort shall be maintained between the School District's officials and law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and the individual be clearly understood and protected.

When a law enforcement officer wishes to speak with a student, the officer shall, if at all possible, request to confer with the student at a time when the student is not under school jurisdiction. However, when it is impractical for the law officer to do otherwise, based upon the facts of the case or the nature of the contact, an officer may confer with the student during school hours.

If a member of a law enforcement agency requests an interview with a student during school hours, district personnel will cooperate with the agency, but must also protect the rights of the student involved. To that end, the following guidelines are established:

- The school will attempt to contact the parents or guardians of the student to be interviewed and advise them of the circumstances.
- If the parent or guardian cannot be present for the interview and does not wish their child to be interviewed at school, the administration will advise the officer accordingly.
- In the event that a parent or guardian cannot be present, school officials may act “in loco parentis.”
- School authorities shall not permit a student to leave the school with an officer of the law unless the student’s parent or guardian is present and consents or unless a formal arrest is made.

If a warrant for the arrest of a student has been issued and a constable or other law enforcement official has been sent to locate the student to execute the warrant, the student may be removed from school grounds to avoid unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify them of the student’s status. The school cannot hold the student or refuse to remove the student from the premises.

Reasonable Physical Force

Reasonable physical force may be used by teachers and school authorities in the following situations: to quell a disturbance; to obtain possession of weapons/other dangerous objects; for self-defense; for the protection of persons or property; or when deemed necessary by the principal or assistant principal. Examples of the use of reasonable physical force to quell a disturbance or to protect persons or property include, among others, direct defiance of a reasonable request to cease using obscenities or abusive language directed at another person.

Search on School Property

The District supports eliminating the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances.

School lockers, desks, roadways, and parking areas are the property of the school district. The use of such property by students is a privilege, not a right. The reasonable expectation of privacy does not extend to lockers, desks, or vehicles parked or driven on school property. The school district expressly reserves the right to search lockers, desks, and vehicles on school property whenever deemed necessary or reasonable to protect health and welfare and maintain discipline in the classroom or on school grounds. This may include

random, blanket, periodic, or sweeping searches, and may include the use of animals or mechanical means to detect the presence of illegal substances, weapons, or other prohibited articles or materials. Random, periodic, or sweeping searches of all lockers will be conducted without regard for any individual suspicion.

Searches of students, student clothing, and student possessions may be conducted if the administration determines that a reasonable level of suspicion exists that a violation of school policy has occurred.

Students found in possession of illegal substances or look-alike, weapons or look-alike, or other prohibited articles or materials in their lockers, desks, or vehicles, and/or on their persons shall be subject to discipline in accordance with the rules, policies, and regulations of the district and shall further be subject to any fines, penalties or legal actions as may be provided for by State and Federal laws and regulations. Such evidence may be used against the student in disciplinary proceedings.

School Equipment and Property

Any student who vandalizes school equipment and/or property will be required to pay replacement costs.

Student Contact

Parents/Guardians should call the school in any emergency. The school will, in turn, contact the student as is possible and appropriate. Parents/Guardians shall not contact students by cell phone, text message, or other device.

Students Leaving School Property - Restrictions

No student, for any reason, is permitted to leave the building during the school day without the office's permission. Violators may be subject to disciplinary consequences.

Translation and/or Interpretation Services

All students in the WASD will be provided translation/interpretations services when necessary. Requests for these services should be submitted in a timely manner to allow the district time to request and arrange the services.

Communication with parents will be in the parents' preferred language. WASD will provide translation and/or interpretation services to parents of all children identified for participation in or participating in Title III and/or special education programs. Notification of identification for and placement in a language instruction educational program and/or a special education program will be provided to parents in the most commonly spoken languages of English learner student families. Interpretation services will be arranged, when necessary, by the building counseling department.

Transportation/Busing

The school will assign each child to a specific bus. Pupils are expected to conform to normal standards of acceptable behavior when riding on a school bus, and all school rules apply “door to door.” **Video cameras may be installed on all district transportation vehicles. All students may be audio- and videotaped on district transportation at any time. If inappropriate behavior is recorded, the incident will be referred to the appropriate building administrator for disciplinary action. Any student who willfully attempts to block a camera's view will be subject to disciplinary consequences.**

Questions regarding transportation should be directed to the district administration office at (570)226-4557 ext. 3006.

Conduct and Regulations

Each pupil transported on a school bus, van, or automobile under contract to the Wallenpaupack Area School District shall comply with the following regulations:

- The pupil shall, at all times, sit in the seat assigned by the school bus driver and shall not leave that seat while the bus is in motion.
- Personal audio/video players or cell phones are permitted on buses. These devices may not interfere with other students or the driver. Video recording or picture taking is not permitted on the bus.

- The pupil shall not at any time use foul, loud, or offensive language, nor be involved in rude or discourteous conduct.
- The pupil shall promptly observe instructions given by the school bus driver.
- The pupil shall wait for the school bus to come to a full stop before boarding the bus and shall then immediately proceed to their assigned seat.
- The pupil shall not project any part of their body out of the school bus window nor throw any object from a school bus.
- Throwing of any object within the school bus is prohibited.
- The pupil shall not at any time place books, musical instruments, or other obstructions in the school bus aisle, nor shall the pupil bring articles aboard the school bus that pose a threat to the health, safety, or welfare of the driver or other students.
- No pets or animals on the bus.
- The pupil shall not interfere with or tamper with any equipment on or off the school bus or destroy any property on the school bus. In the event that property is damaged, repair costs must be paid by the offender.
- The pupil shall at all times observe accepted standards of health and cleanliness and shall assist the school bus driver in keeping the bus neat and orderly.
- The pupil shall not at any time fight, push, or engage in any form of horseplay.
- The student is not to light matches, use tobacco products, or smoke on the bus at any time. No alcoholic beverages or controlled substances will be permitted.
- Water guns, pistols, and balloons are prohibited.
- Bus drivers are not obligated to wait for a student who habitually runs to the bus at the last minute. Students must be at the bus stop **five** minutes before pick-up time.
- Students are not to eat or drink on the bus.
- Students are expected to adhere to proper standards of behavior at the bus stop. They are to wait in an orderly manner and refrain from running or other such horseplay.
- Late buses leave from the middle school loading area at 5:20 and the high school at 5:30 P.M. Only students participating in a school activity are eligible to ride a late bus. Students remaining after school for extra-curricular activities, clubs, intramurals, academic work, library, or detention may ride home on an activity bus. Students are not permitted to stay after school as spectators or observers for any event or activity without a parent present or under the direct charge of a staff member.
- Students who wish to temporarily ride a bus other than their assigned one must request permission. A written parent request, indicating the reason, should be given to the homeroom teacher one day in advance. An administrator or an administrator's designee will review the request; permission may be denied based on bus capacity, urgency of reason, etc.
- All transportation discipline problems should be referred to the Principal's office at the appropriate school.
- Parents are not allowed on the school bus at any time.

Discipline Procedures

- For minor infractions, the bus driver will:
    - warn the student – driver documents the incident/date
    - change the student's seat, if possible – driver documents the incident/date
    - contact the parent/guardian – driver files an incident report

- For major or repeated minor infractions, the bus driver will turn the offense in to the Discipline Committee/Principal immediately. In keeping with the school discipline code, each case will be handled accordingly by the discipline committee/principal. Consequences for inappropriate behavior on the school bus will be determined by an administrator or designee and may include bus suspension, suspension from school, detention, community service, citations, expulsion, or any other consequence deemed appropriate by the administrator or designee. Citations will be issued by the district magistrate for smoking or possession of tobacco products, disorderly conduct, vandalism, and any other applicable offense. In addition, the administrator or designee will notify the parent/guardian that a copy of the misconduct report will be mailed to them. A copy of the misconduct report will be sent to the transportation supervisor.
- In the event of a serious or repeated violation of bus regulations, the district may suspend the student's bus-riding privilege for 1 to 10 days or permanently remove it without going through the previous steps. Also, inappropriate behavior or conduct on the bus can result not only in suspension of bus-riding privileges but also in suspension from school.
- During any suspension of bus privileges, it will be the parents' responsibility to transport the children to and from school. Student absence from school because of suspension of bus privileges is, under Pennsylvania law, considered illegal/unexcused.
- If students are behaving inappropriately at the bus stop, parents and/or others should refer incidents to the appropriate police agency.

Bus Transfers

Be advised that your child will always be picked up and dropped off at the designated bus stop unless the school approves a properly executed bus transfer. Bus transfers will be allowed **only in emergencies**.

Bus Accidents

In the event of a school bus accident, students are not to leave the scene unless they are being transported for emergency medical care. School officials, other than the bus driver, may release students to their parents only after the students have been accounted for and examined. Students will not be released to neighbors and/or friends. It is normal school district procedure for all students on the bus/van to be examined by EMT personnel on the scene. EMT personnel will determine which, if any, students should be transported to the school, unless released to their parents at the scene, and rechecked by the school nurse. Parents will be notified of the accident, including the location and condition of their child. If parents wish to, they may accompany their child for additional medical examinations. All medical expenses will be covered by the parents' automobile accident insurance. Should the parents not have insurance or incur expenses beyond their coverage, they should contact the school district's business manager.

Unauthorized Group Procedures

Membership or affiliation in gangs or clubs not sponsored by established agencies or organizations and recognized by the school district is strictly prohibited. Persons who initiate, advocate, or promote activities, openly or otherwise, that threaten the safety or well-being of persons or property and disrupt the school environment are harmful to the educational process and will be dealt with as a disciplinary offense.

Video Surveillance

Video cameras are placed throughout the building. All students may be videotaped on school property at any time. If inappropriate behavior is recorded, the incident will be referred to the appropriate building administrator for disciplinary action. Any student who willfully attempts to block a camera's view will be subject to disciplinary consequences.

High School Student Services

Cafeteria Procedures

In the high school, hot lunches and à la carte lunches are available. Applications and eligibility information for free and reduced breakfast/lunch will be forwarded to all parents at the start of the school year. Parents may examine this information to determine their qualifications. Applications are also available on the district website at http://www.wallenpaupack.org.

High School Lunch

The cafeteria offers both **hot lunches** and **à la carte** items. À la carte prices are posted in the cafeteria.

Attendance

- Students must report to their assigned lunch period.
- Students are not permitted in the cafeteria during any lunch period other than the one assigned to them.
- Students may stop at their lockers on the way to lunch or while returning to class after lunch.
- Students are not permitted to leave the school building during their assigned lunch period.

Cafeteria Expectations

Students are expected to:

- Conduct themselves in a respectful and orderly manner.
- Wait patiently in line and refrain from cutting.
- Keep noise levels appropriate.
- Clean their eating area before leaving.
- Return trays and dispose of all trash in the designated disposal area.
- Follow all directions given by cafeteria staff and school personnel.

School staff reserves the right to assign cafeteria seating when necessary.

Safety and Conduct

The following behaviors are prohibited:

- Throwing food or other objects (may be considered disorderly conduct).
- Excessive yelling, screaming, or disruptive behavior.
- Any conduct that interferes with the safe and orderly operation of the cafeteria.

Violations may result in disciplinary action.

Leaving the Cafeteria

- Students must obtain a Securly pass before leaving the cafeteria for any reason.
- Students who need to use the restroom during lunch must use the restrooms located adjacent to the cafeteria.

Student Meal Accounts

- All students are required to use the cafeteria point-of-sale system by scanning their ID or entering their PIN to access their meal account.

High School Breakfast (Before School)

Students wishing to eat breakfast at school should report directly to the cafeteria beginning at **7:45 a.m.**

Procedures

- All regular cafeteria expectations and lunch procedures apply during breakfast.
- Students arriving at school **after 8:00 a.m.** must report to their homeroom teacher before going to the cafeteria.
- Students are expected to arrive to class on time. **Eating breakfast is not an acceptable excuse for tardiness.**

High School Second Breakfast

A grab-and-go second breakfast is available daily from **9:38–9:42 a.m.** The purpose of second breakfast is to provide a quick meal option for students who may have missed breakfast before school.

Student Expectations

- **Students should pick up their breakfast item as they pass between classes.**
- Students should select only a quick grab-and-go item and proceed directly to their next class.
- Students should not linger in the cafeteria or hallways.

Teacher Expectations

- Do not dismiss students from class to obtain second breakfast.
- Students should not request a Securly pass or other pass to visit the cafeteria after arriving in class.
- Students who miss the second **breakfast window should remain in class.**

School Counseling

The WAHS School Counselors assist all students in obtaining the educational background necessary for future success. The counseling personnel provide students with many services, including:

- Counsel individual students with educational, vocational, or personal concerns
- Schedule students for classes
- Provide financial assistance forms and scholarship information to students interested in higher education
- Prepare high school transcripts for seniors and past graduates
- Provide information bulletins to juniors and seniors
- Process student enrollments and withdrawals
- Work with referral agencies

You may contact the School Counseling Department at (570)226-4557, ext. 3041.

School Police Officer (SPO)

To maintain the safety and order of district buildings, SPOs are assigned to each building and are therefore considered a part of the school faculty. Students and parents should expect SPOs to interact with the student body daily. SPOs will implement the SPO Triad, including law enforcement, teacher/guest instructor, and informal counselor.

Student Assistance Program (SAP)

The WAHS Student Assistance Program (SAP) provides a means to identify and support students with serious problems that interfere with their success at school. The following areas of concern are the focus of the SAP program:

- Child Abuse
- Chemical Substance Abuse
- Pregnancy
- Suicide/Depression
- Eating Disorders
- Other Personal Problems

The Student Assistance Program (SAP) and its advisors follow strict confidentiality guidelines. The only exceptions occur when there is reason to believe that a student may seriously harm themselves or another person. Through the SAP Program, students can access a variety of support services, including individual counseling, peer helpers, faculty mentors, and support groups addressing topics such as drug and alcohol use, eating disorders, anger management, depression, loss and grief, aftercare, family issues, and transitions.

Students can be referred to the Student Assistance Program by parents, peers, administration, faculty, staff, or self-referral. Fill out a referral form and return it to the WAHS Counseling Department.

The members of the SAP Team are:

- Mr. Travis Ey, High School Principal
- Mr. Brett Buselli, High School Assistant Principal/Athletic Director
- Dr. Amanda Schmalzle, High School Assistant Principal
- Mrs. Erin M'Liss Bonagura, Science Teacher
- Dr. Stephanie Campbell, Special Education Teacher
- Ms. Nina Colianni, Social Studies Teacher
- Mr. David Hamill, Fine Arts Teacher
- Mr. Steve Krushnowski, English Teacher
- Mrs. Kristen Nalesnik, Special Education Teacher
- Mrs. Kristin Nebzydoski, Disciplinarian
- Mrs. Lisa Peet, Fine Arts Teacher
- Dr. Katie Schkolenko, CTE Teacher
- Mr. Leonard Spoor, Special Education Teacher

High School Attendance Policy

Student Absence

Parents/guardians should call the school at (570) 226-4557 x3040 between 7:30 a.m. and 8:30 a.m. when their child is absent. Parents/guardians may also fax the High School (570)251-3156 or send an email to the attendance officer at wasdhsattend@wallenpaupack.org.

Parents/guardians are responsible for providing an excuse for each day a student is absent from school. All excuses must be submitted to the office within 5 school days of the absence. **When a student has been excessively absent, the school shall notify parents that all additional absences shall require a written doctor's note or a WASD student medical excusal form.** Excessive absences beyond fifteen (15) days shall be considered unexcused absences.

Excused Absence

After an absence, parents/guardians must provide an excuse or a doctor's note to the office within 5 school days, or the absence will be marked as unexcused. Acceptable forms of excuse documentation include a written note, a telephone call, an email, a fax, or an excuse card.

"Excused" absence includes the absence of a student for reasons such as:

- Illness
- Quarantine
- Death in the immediate family
- Impassable roads
- Pre-approved observance of religious holidays

Excessive Absence

Any absence beyond fifteen (15) days is considered unexcused unless accompanied by the WASD Student Medical Excusal Form or a written doctor's note.

Unexcused Absence

"Unexcused" absence includes the absence of a student for such reasons as, but not limited to:

- Truancy
- Shopping
- Absence due to parental neglect (e.g., car trouble, oversleeping)
- Employment

Students who have unexcused absences may receive a zero for the day and may not be allowed to make up work.

Unlawful Absence

"Unlawful" absence is unexcused absence for all students under 18 years of age. All unexcused absences after the sixth unexcused absence become subject to fines and court costs.

Unexcused Absences

After **three (3) unexcused absences**, a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance

- Contact information of the truancy officer

After five (5) unexcused absences, an administrator or designee will contact the parents/guardians. The administrator or designee will invite the parents/guardians to a School and Family Conference to develop a Student Attendance Improvement Plan (SAIP) and will inform the parent(s)/guardian(s) of::

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance

In addition, a letter will be mailed home, serving as official notice of their child's fifth unexcused absence. A copy of the letter will be sent to the Student Support Team. The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After six (6) unexcused absences, an administrator or designee will contact the parents/guardians and mail a letter to the home. The administrator or designee will apprise the parents/guardians of the severity of the situation and invite them to a School and Family Conference to develop a Student Attendance Improvement Plan (SAIP), unless one has already been conducted during the current school year. If a parent refuses a meeting, the student's attendance information will be forwarded to the magistrate's office. The letter will serve as official notice of the child's seventh unexcused absence. The letter will state that the parent has five school days to respond and set up a School and Family Conference, or the student's attendance information will be forwarded to the magistrate's office. A copy of the letter will be sent to Children and Youth Services.

Excessive Absences

After **eight (8) absences**, a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After twelve (12) absences, an administrator or designee will contact the parents/guardians. The administrator or designee will invite the parents/guardians to a School and Family Conference to develop a Student Attendance Improvement Plan (SAIP), unless one has already been conducted during the current school year, and will inform the parents/guardians of:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance

In addition, a letter will be mailed home. The letter will serve as official notice of their child's seven absences. A copy of the letter will be sent to the Student Support Team. The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- District policy on excessive absences, including information that after the 10th absence, a doctor's note is required for each additional absence
- The possible consequences of noncompliance
- Contact information of the truancy officer

After fifteen (15) absences, an administrator or designee will contact the parents/guardians. The administrator or designee will apprise the parents/guardians of the severity of the situation and invite them to a School and Family Conference to develop a Student Attendance Improvement Plan (SAIP), unless one has already been conducted during the current school year. A letter will be mailed home. The letter will serve as official notice of their child's fifteenth

absence. The parent/guardian must attend a School and Family Conference to address this issue, which will be scheduled by a school official, unless one was already held during the current school year. The family has two days to contact the school about the SAIP before the school initiates contact by phone. The letter will also state that any subsequent absence without a doctor's note will be considered unexcused and may be forwarded to the magistrate's office. Referral to the SAP Team is at the school counselor's discretion, and the school counselor will be copied on the letter. A copy of this letter will be mailed to Children and Youth Services, as authorized by the building administrator.

Student Early Dismissal

Students should schedule medical and other appointments after school hours. If an early dismissal is necessary on any given day, a written parental request MUST be submitted to the first-block teacher on the day of the request. Appropriate documentation must be submitted for the excusal to be considered, e.g., a doctor's note. This request should contain:

- Student's name
- Specific reason for request
- Time and date of requested excusal

Parents/guardians must sign the student out at the office when the student is picked up. No student may sign themselves out without parental permission, regardless of age. Students who are excused early from school due to illness are not to return to the school building or property for the remainder of the day. This includes during school hours, after dismissal, and at night, whether participating in or spectating at an extracurricular activity or sporting event.

Tardiness

The school day begins at 8:00 a.m. Students who report to their first-period class after 8:09 a.m. are considered to be tardy. Unexcused tardiness includes lateness due to parental neglect, oversleeping, shopping, employment, car issues, truancy, etc. Excused tardiness includes family emergency, verifiable medical or dental appointment, illness, attendance at funerals, impassable roads, or participation in religious services/holidays. **Only unexcused tardiness** will be recorded on the student's report card. **Upon the third unexcused tardy, the student will receive a written warning, and a letter will be sent to the student's parent(s) or guardian(s). Further disciplinary action will be taken if tardiness becomes excessive.** Students who arrive before 8:00 a.m. should report directly to the cafeteria or auxiliary gym. Any student who arrives to school after 11:16 a.m. will be charged with a half-day absence. Any student who leaves before 11:16 a.m. will be charged with a half-day absence. If a student arrives at school after 11:16 a.m. on the day of an after-school activity or event, the student will be ineligible to participate unless an administrator or designee grants authorization.

Attendance at Activities

Any student who is absent or excused from school before the end of the school day due to illness or suspension may not attend any after-school functions that day unless approval is granted by the principal or the principal's designee.

Arrival Procedures

- Students are encouraged to arrive after 7:45 a.m. If arriving at school prior to 7:30 a.m., enter through the main office.
- Students are NOT to open any outside doors or admit ANYONE into the building, whether or not they know the person (s).
- Prior to 8:00 a.m., students may not visit classrooms without a pass from the teacher or advisor.
- Beginning at 8:00 a.m., students must report directly to their block one class. Loitering is not permitted in the corridors or any other area of the school.

- All students must be in their block one class by 8:09 a.m.

High School Building Procedures

Student Responsibilities & Rights

Student responsibilities include regular attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Students, administration, and faculty share responsibility for developing a climate within the school that is conducive to wholesome learning and living.

- No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- Students should express their ideas and opinions in a respectful manner.
- It is the responsibility of the students to conform to the following:
    - Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
    - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
    - Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
    - Assist the school staff in operating a safe school for all students enrolled therein.
    - Comply with Commonwealth and local laws.
    - Exercise proper care when using public facilities and equipment.
    - Attend school daily and be on time for all classes and other school functions.
    - Make up work when absent from school.
    - Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
    - Report accurately and do not use indecent or obscene language in student newspapers or publications.
    - Check school-provided email, Schoology, and PowerSchool regularly.
    - Follow all Board-approved Health and Safety guidelines, including masking, social distancing, and quarantining when appropriate.

Backpacks, Book Bags, and Book Sacks

Students shall be allowed to carry a sensibly sized and appropriate backpack or book bag to bring books, supplies, and other allowed and appropriate items to and from school. Students will be allowed to carry book bags on their person during the school day. Purses are allowed for personal items.

Class Cutting

Students are required to attend all scheduled classes, study halls and lunch, unless properly excused. “Cutting” is defined as being absent from an assigned area or class for any period of time without the knowledge of the person(s) responsible for that area. A “cut” of any class may result in a grade of zero for all work missed, a denial of school privileges and a detention and/or suspension.

Class Procedures

Promptness to Class

- Students are required to arrive to class and be seated in their assigned area by the time designated

for the beginning of class.

- Students who arrive late to class because they were meeting with a staff member must obtain a pass from that staff member. Upon arriving in class, they must present the pass to their teacher.
- Students who miss any class for unexcused reasons may be given a failing grade for the missed work and be disciplined for cutting class.
- A student who is late to class three times will receive a referral, resulting in a formal warning. Continued lateness will result in additional consequences, such as detention. Chronic tardiness may result in further disciplinary action, including restricted movement.

Conduct in Class

Courtesy must be observed at all times and in all situations. Disruptions in class or in other areas in and around the school will result in disciplinary action.

Procedure for Leaving Class

Students must obtain permission from classroom teachers via the Securly Hall Pass System. The Securly Hall Pass System is a valuable tool for maintaining school safety and efficiency. Adherence to this procedure ensures its effective use. Students are expected to follow the guidelines and respect the system's purpose. Misuse of the hall pass system will result in consequences intended to correct behavior and maintain a secure learning environment.

Dismissal Procedures

- Students should leave school property or report directly to a supervised after-school activity at dismissal.
- Students are not permitted to cross Route 6 without a crossing guard present.
- Parents or legal guardians may pick up their child from school by following the normal visitor sign-in procedures.
- Students being picked up by an adult other than parents or guardians must have permission in writing submitted to the main office.
- Photo identification is required when picking up a student.

Dress Code and Grooming

The Wallenpaupack Area School District (WASD) administration, faculty, and staff have the right to question and regulate any mode of dress that in any manner jeopardizes the health, welfare, and/or safety of an individual student and/or other students. Any clothing judged to be a disruptive influence in class or interfering with the educational rights of others is considered improper dress. Students may be required to wear certain types of clothing during physical education classes, extracurricular activities, or other situations where special attire is required to ensure their health or safety. Students may be required to wear specific attire when representing the school for certain events and activities. Students are responsible for keeping themselves, their clothes, and their hair clean.

The following items are allowed:

- Shirts with collars (including golf-style and button-down), turtlenecks, and t-shirts with (finished) long or short sleeves. Shirts must touch the top portion of the lower garment at all times. The necklines of all upper garments must be modest. Low-cut necklines are prohibited. Hooded shirts are permitted, but they must allow the student’s face and ears to be visible at all times.
- Jeans or pants (any style) worn at or above the waistline and not exposing undergarments or hips/groin/buttocks.
- Shorts, skorts, skirts, or dresses worn at or above the waistline that do not expose undergarments or the hips/groin/buttocks.

The following items also apply:

- All items permitted in this dress code must be clean and made of material that is not sheer or see-through.
- Footwear must be worn at all times. Any footwear that poses a safety hazard is not permitted.
- Sunglasses are not permitted unless there is a documented medical issue (i.e., a concussion).
- Smart glasses, including Meta/Ray-Ban Smart Glasses and any eyewear equipped with cameras, microphones, recording, communication, or AI-enabled features, are prohibited during the school day, regardless of whether the eyewear is prescription or non-prescription.
- Clothing, patches, buttons, pins, and/or jewelry are permitted, but they must not do any of the following: display sexually suggestive writing/pictures; advocate violence; advertise and/or promote the use of tobacco, alcohol, and/or drugs; display double-meaning wording and/or obscene language; use disrespectful language; suggest gang affiliation or activities.

Dress code violations may require a change of clothing, removal from class or removal from school. Students may call home for proper clothing.

Electronic Devices

Personal electronic devices, including but not limited to cell phones, earbuds, headphones, laptops, video game devices, smartwatches, and smart glasses, must not be visible during instructional time. Smart glasses include Meta/Ray-Ban Smart Glasses and any prescription or non-prescription eyewear equipped with cameras, microphones, recording, communication, or AI-enabled features. Students will be required to place devices in their bookbags or in secure classroom areas designated by the teacher (e.g., a cell phone caddie). Failure to comply with this classroom rule will result in progressive discipline, including confiscation of the electronic device. Personal phone calls must be made in the Student Support Office. Students are not permitted to connect personal devices to the school Wi-Fi.

Elevator Usage

Students who require the use of crutches, wheelchairs, and/or the elevator must submit a doctor's note to the office substantiating such a need. The nurse's office will issue an elevator key to those students possessing a medical excuse. Students' friends are not permitted to "go along for the ride."

Emergency/Evacuation Procedures

All students are to follow procedures as directed by an announcement or by a teacher.

Fighting

All students, regardless of the circumstances, should make every effort to avoid fighting. Instead, students should seek help from the school's professional staff, including the SAP Team. Students involved in fights will be suspended from school and school-related activities and may face further disciplinary action, including citations, placement in an alternative setting, and expulsion.

Gambling / Games

All forms of gambling are not allowed in school, on school buses, or during any school-sponsored activity. Students who violate this rule will be subject to disciplinary action.

Hall Passes

The Securly Hall Pass System is designed to streamline and manage student movement during school hours. It enhances security, accountability, and efficiency by providing digital hall passes. Chronic abuse of hall passes will result in disciplinary consequences, such as the student being placed on restrictive movement. While on restrictive movement, the student may not leave the classroom without an escort.

Leaving School Property

Once on school property, students are not permitted to leave without signing out in the main office and obtaining parental consent. Parents/guardians should come into the main office to pick up students for early dismissal. Dismissals will be categorized as "excused" for legal absences and "unexcused" for illegal absences. Students who are ill will only be marked as "excused" if they are dismissed by the school nurse. Students who leave school property without following procedure may receive up to three (3) days of in-school suspension. Students will not be dismissed to leave school with other student drivers, except in emergency situations and with written parental consent from parents/guardians.

Lockers

Hallway lockers will be assigned at the beginning of the school year. Students are encouraged to use lockers in order to minimize the amount of materials to be carried around during the school day.

Name Changes

Students have two names saved in the WASD Student Information System (PowerSchool):

- A student's **legal name** is the name that appears on the birth certificate, passport or adoption decree. This is the name under which a student must be enrolled. Legal documentation (court order, adoption decree, certified birth certificate or passport) must be provided to change a student's legal name.

- A parent/guardian/student may request that a **preferred** first name appear in PowerSchool. No documentation is required.

To change a student's legal or preferred name, please complete the Name Change Form and return it and any required documentation (for legal name changes) to the guidance office.

A student's preferred name may be changed for any of the following reasons:

- A student is being harassed or bullied because their legal name is displayed.
- A student is transitioning and has requested to be identified by their preferred name.
- A student is commonly known as and prefers to be identified with their middle name or a name that is not on their birth certificate or passport (legal first name).

Personal Property

Students should refrain from bringing valuable personal property or large quantities of money to school. Students are not permitted to buy, sell, or trade personal property on school grounds or buses. The school and its employees are not responsible for personal property brought to school by students.

Show of Affection (Public Display of Affection - PDA)

Students are expected to maintain appropriate physical boundaries while at school and at school-sponsored activities. Excessive public displays of affection that disrupt the educational environment or create discomfort for others are not permitted and may result in disciplinary action.

Restrooms

The restrooms are provided for convenience and comfort, not as a lounge. Students should use the restroom closest to the classroom they are leaving. The school will make every reasonable attempt to keep them clean and functioning and to maintain the proper supplies for use. Please help us keep these areas clean and as pleasant as possible. Smoking, vaping, writing on walls and partitions, loitering, and other actions that damage property will result in disciplinary action.

Student Parking Permit Information

- Eligible students who wish to drive to school must complete an application and return it to the high school office prior to driving to school. Grade 12 students are accommodated first. Any remaining spaces, if available, will then be given to underclassmen. Students without parking permits are not allowed to drive to school.
- Misplaced or lost parking permits may result in a $15.00 charge for a new one.
- A completed registration form and a new permit will be required every school year.
- It is absolutely necessary to register cars properly and display the WAHS Student Parking Permit to have the privilege of driving to school and using the school's parking lot.
- Parking privileges may be revoked due to driving violations, tardiness, truancy, or discipline issues.

- To be eligible for and to maintain a parking permit, students must maintain a 90% attendance rating. Students holding a parking permit will have their attendance evaluated bi-quarterly. Students with an attendance rating of less than 90% may have their parking permit suspended until they have been in school for 10 consecutive days. Students will then be re-evaluated, and the parking permit may or may not be returned.

- Parking permits are issued to individual student drivers; therefore, students who loan their assigned permit to another driver will face disciplinary consequences, including loss of parking privileges.

Student Technology Participation

Wallenpaupack Area School District provides every student with the opportunity to utilize technology for educational purposes. All students K-12 are issued an iPad as part of our 1:1 Technology program. Students are expected to bring the issued device to and from school each day.

Each student must have a signed Acceptable Use Policy (AUP) form to participate in the program. iPads will be issued in working condition, along with a keyboard case. Students who are new to the 1:1 program will be issued a complimentary charging adaptor to use and keep at home. Students who have previously participated in the 1:1 program will not be issued a new charging adaptor.

Families may choose to opt in to an insurance program that covers student iPads against damage. iPads not covered by the optional insurance program will incur repair fees for any damage.

The Apple iPad and related accessories are the property of WASD and are to be used as learning tools. When in class, students are expected to use iPad devices as directed by their teachers. Detailed responsibilities can be found by opening the “WASD iPad Info” application on all school-issued iPads.

The district's Internet content filter will function on all iPad devices used within the district. It will also continue to function on all district-issued devices when off campus. Students should not attempt to bypass the filters using any technology available.

Students may not:

- Violate any School Board Policies, including, but not limited to, the WASD Acceptable Use Policy 815, or any public law.
- Record or take photographs, audio, or visual recordings of anyone without their explicit permission.
- Illegally install or transmit copyrighted photos, videos, audio, and/or text.
- Send mass or inappropriate emails.
- Download inappropriate apps such as those that involve adult-related content, gambling, violence, etc.
- Share their device or password/login credentials with anyone, unless directed by an administrator.
- Use, access, or attempt to access another person's account, password, or login credentials, nor permit another person to use their own credentials, unless specifically authorized by a school administrator.
- Overtly misuse the iPad in any way.

All students are expected to fully engage in schoolwork while using devices. If a student violates any part of the above guidelines or behaves or interacts in ways inconsistent with the WAHS Student Handbook, the WASD Acceptable Use Policy, or any other district policy, appropriate disciplinary action will be taken.

Any Acceptable Use Policy violation is subject to prosecution by local, state, and/or federal entities, based on the extent of the violation.

All students participating in the 1:1 program will return the issued iPads and cases immediately upon withdrawing from WASD, transferring to an outside educational placement program, or upon graduation. All iPads will be collected at the conclusion of the school year.

Use of Generative Artificial Intelligence (AI) Tools:

The district makes every effort to ensure that Generative AI tools and resources are used responsibly by students and staff. The availability and access to Generative AI tools and resources do not imply endorsement by the district, nor does the district guarantee the accuracy of information obtained from such tools and resources. Generative AI tools and resources used in district schools and programs are evaluated on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards, and data security.

The use of Generative AI by students to complete assignments or assessments shall be allowed only to the extent specified by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for the use of Generative AI in assignments and assessments.

Textbooks

The school provides students with textbooks, digital resources, technology, and other instructional materials to support learning. Students are responsible for the proper care and return of all school-issued materials; unreasonable damage, loss, or failure to return materials may result in a replacement fee based on the current replacement cost. Replacement materials may be issued as needed, but all associated costs must be paid by the student and/or parent/guardian. Payment of fees must be verified by a receipt.

Tobacco/Nicotine

The Wallenpaupack Area School District is a tobacco- and nicotine-free environment. The possession, use, distribution, sale, or being under the influence of tobacco, nicotine, vape products, electronic cigarettes, nicotine pouches, or related paraphernalia on school property, school transportation, or at school-sponsored events is prohibited and may result in disciplinary action and/or referral to law enforcement in accordance with district policy and state law.

Working Papers

Pennsylvania State Law requires that all students under eighteen (18) obtain working papers before beginning work. Working papers cannot be filled out for students under the age of fourteen (14).

Follow these steps to receive working papers as required by the State of Pennsylvania:

- Obtain an "Application for Employment Certificate or Transferable Work Permit" from the main office staff or download the form from the High School's website at www.wallenpaupack.org/wahs.
- Complete the form and return it to the WAHS main office Monday-Friday from 9 a.m.-2 p.m. during the school year. Summer Hours are Monday-Thursday, 9 a.m.-2 p.m.
- Specific questions can be directed to the High School Main Office.

High School Academics

Academic Integrity

Academic Integrity is essential to the success of an educational community. Students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work that students submit MUST be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, multiple submissions, and other forms of dishonest or unethical behavior, is prohibited. Any form of academic dishonesty will be subject to disciplinary consequences, a change in grade, or both.

Expectations of Students

Each student will maintain academic integrity by the following:

- Students will complete all assigned work, activities, and assessments responsibly, avoiding cheating, lying, and stealing.
- Students will consult with their teacher about any concerns or questions when they are unclear about an assignment's expectations or requirements.

Violations of Academic Integrity

Cheat: "To deprive of something through fraud or deceit; to violate rules dishonestly." "Cheat." *The Merriam- Webster Dictionary.* 2004. Print.

- Students will not utilize any form of communication to provide or prompt answers during assessments (i.e., cheat sheets, marks/writing on the body or clothing, electronic devices).
- Students will not send or receive any verbal, nonverbal, or electronic forms of communication during assessments (i.e., texting, showing/looking at another's assessment, hand gestures, facial gestures, or signals such as tapping or coughing).

Plagiarize: "To present the ideas or words of another as one's own." "Plagiarize." *The Merriam-Webster Dictionary.* 2004. Print.

- Students will not copy the language, ideas, thoughts, opinions, theories, or images of another without providing proper acknowledgments or citations.
- Students will not purchase another's work or partial work and submit it as their own.

Misconduct: "Intentional wrongdoing; improper behavior." "Misconduct." *The Merriam-Webster Dictionary.* 2004. Print.

Students will not commit dishonest acts or academic misconduct or assist other students in the committing any of the following acts.

- Stealing, giving, buying, or selling any portion of an exam or assignment (including answers and essay topics)
- Fabricating an excuse to receive an extension on an assignment/assessment
- Compromising the integrity of an assignment/assessment by revealing questions or topics to students who have not yet been given the assignment/assessment

Assessment

Purposes of Assessment and Grading

The primary purpose of any system for reporting student progress to parents/guardians is to strengthen the home-school partnership and to keep parents/guardians informed of their child's progress. Frequently, school districts are also required to report student achievement to post-secondary institutions and employers. Secondary purposes for assessment/grading include: 1) providing teachers with information for instructional planning; and 2) providing teachers, administrators, parents, and students with information for placement and selection.

Core Beliefs

Three issues must be considered before determining assessment practices and grades. They are fairness, motivation, accuracy, and consistency (O'Connor, 2007).

- **Fairness** – is about "equity of opportunity" (O'Connor, 2007). All students should be given an equal opportunity to demonstrate what they know and can do.
- **Motivation** – best classroom practices maximize intrinsic motivation and minimize extrinsic motivation. Teachers help students understand that what matters is what you learn and how you use it (O'Connor, 2007).
- **Accuracy and Consistency** – assessment and grading must reflect a shared understanding of PDE's academic standards, which results in defensible and credible assessments (O'Connor, 2007).

WASD Academic Grading Key

Grades 9-12 all areas

Numeric Grading	Letter Conversion
96 – 100	A+
90 – 95	A
86 – 89	B+
80 – 85	B
76 – 79	C+
70 – 75	C
67 – 69	D
66 or below	F
I – Incomplete	An Incomplete is due to a student missing an assignment(s). It is the student's responsibility to coordinate with the teacher to make up the assignment(s) within 5 school days of the final day of the marking period. After that time, missing assignments will become a zero. This may affect a student's class rank, honor roll and/or GPA.
P - Pass	Students will not receive a numerical grade but will receive credit for the course.
NC - No Credit	Students will receive no credit for the course and will not be eligible for honor roll or National Honor Society.
M - Medical	Used when a student has a documented medical excuse.

PowerSchool®/Schoology®

The Wallenpaupack Area School District believes it is extremely important that parents and teachers work together to provide the best educational experience possible for our students. As such, the District offers online home/school communications services, *PowerSchool*® and *Schoology*®, available via the district's website. Through a secure login and password provided by WASD, parents and students may view schedules, grades, daily/weekly bulletins and menus, and upcoming tests and projects. Information regarding *PowerSchool*® and *Schoology*® is provided during school open houses, parent meetings and through your child's homeroom teacher.

Graduation Requirements

A student must acquire a minimum of 27 credits to graduate. These credits must include the following:

- 4 – 1 credit courses in English (one required each year)
- 4 – 1 credit courses in Math
- 4 – 1 credit courses in Social Studies
- 3 – 1 credit courses in Science
- 4 - .5 credit seminar courses
- 3 - .5 credit courses of Physical Education
- 1 - .5 credit course of Health and Driver's Education
- 8 credits of Electives (2 credits must be Arts and/or Humanities)

Students will be expected to meet the testing requirements set forth by the Federal and State Education Departments. Students who are not proficient on these state assessments may take a retest.

A student may repeat a course to improve understanding of the material or to raise a grade but will not receive a second credit if the student received credit the first time. All freshmen, sophomores, and juniors must schedule at least 7 credits every year. Students are not permitted to schedule in excess of one study hall every other day.

Accelerated Graduation

Seniors who have completed all courses required for graduation by the end of the fall semester will be excused from school attendance for the spring semester preceding graduation. Seniors will be required to schedule at least 3.5 credits for the fall semester. During the spring semester, seniors may elect to schedule only those courses required for graduation and then be excused.

Requests for participation in the accelerated graduation program must have parental approval and a meeting with the building administrator. Course availability and class size limitations may require students to schedule courses in the spring semester. Yearlong part-time attendance will not be permitted. If the Senior Class trip is scheduled for the spring semester, students excused from attendance for the spring semester preceding graduation are not eligible to attend the trip. Program participants:

- Must accept responsibility for meeting graduation requirements.
- Are responsible for obtaining information on scholarship opportunities, Senior Class activities, and end of the year functions such as the Junior/Senior Prom, Class Night, Baccalaureate and Commencement. All students wishing to participate in Commencement must attend all scheduled Commencement practices.
- May not participate in spring interscholastic athletic teams or co-curricular activities.
- Should contact Social Security to determine continued eligibility for student benefits.
- Must leave school grounds at the close of scheduled classes unless given permission to remain by an administrator or staff member.
- Must demonstrate continued good citizenship during the Spring Semester preceding graduation, as determined by the School Administration, or participation in Commencement ceremonies may be denied. Students who choose to withdraw from high school prior to graduation may earn a Wallenpaupack Area High School Diploma by completing courses required for graduation at an accredited post-secondary institution. All courses taken for high school credit must be pre-approved by the High School Administration. Students wishing to participate in Commencement activities must ensure that official transcripts of completed coursework are received by the High School Counseling Office 10 days prior to the WAHS graduation date. Grades received from outside institutions will not be included in GPA calculations. Students must attend WAHS for at least one semester during the academic year of graduation in order to be eligible for local scholarship awards.

Commencement

Violation(s) of the school's discipline code may exclude a student from participating in the graduation ceremony. Seniors will be informed of regulations pertaining to the graduation ceremony. Attendance at all Commencement practices is mandatory for participants.

Latin Honors

Graduating seniors will be recognized for honors at Commencement according to the following cumulative GPA thresholds:

- *Cum Laude*: 92 – 94.99
- *Magna Cum Laude*: 95 – 97.99
- *Summa Cum Laude*: 98 and above

Make-Up Work

- Students who miss school for legal reasons will be allowed the same number of school days to make up missed work as the number of days they were absent. For example, if a student misses five days of school, the student will have five school days to make up the work, beginning on the day the student returns and not counting any subsequent days of absence.
- Students who are homebound are generally expected to be current with their schoolwork upon their return, but some latitude may be given in individual circumstances.
- Students who have unexcused absences may receive a zero for the day and may not be allowed to make up work.

Physical Education Regulations

The State of Pennsylvania's laws require that each student participate in a physical education class. If there is any reason for a student to be excused from participating on a particular day, the student must report to the Nurse's Office before 8:10 a.m. with a written excuse. A doctor's note is required for a student to be fully excused from participation. These students will receive a medical (M) on their report card. A note from a parent/guardian will enable a student to take a *limited* physical education class, which includes dressing and participating to the extent possible. The note must state specifically the reason the student would be excused. Any student who repeatedly refuses to participate in physical education class without an acceptable excuse will be subject to a failing grade in the class. Please see the course syllabus for physical education attire.

Progress Reports

Parents are strongly encouraged to use PowerSchool, the District's web-based grading/homework/project network, throughout the school year, to better ascertain student performance and upcoming projects/assignments. Progress reports will be generated and mailed to parents halfway through the quarter for all students who have a grade below 67% at that time.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors or principal by contacting the school office. Conferences can be arranged by calling the School Counseling Office; however, several days' notice is generally required to arrange joint conferences with teachers. Fall and spring conferences will be scheduled and announced.

Grade Point Average

Numeric averages will be converted to a grade point average (GPA) on a weighted 4.0 scale for college applications. Courses are weighted for the purpose of calculating a numeric grade average that is utilized to determine honor roll, National Honor Society, and Latin honors.

Standard Challenge	100 = 4.5
College Prep	100 = 4.75
Honors Challenge	100 = 5.25
Advanced Placement Challenge	100 = 5.5

Additional information concerning course weights and calculations can be obtained from the School Counseling Office.

Honor Roll

The Honor Roll is posted at the end of each semester and is based on the student's final grade average from that semester. To qualify for high honors, the students must obtain a 96.0000% average or higher. To qualify for honors, an average of 86.0000% is required. Both percentages must be met without rounding. Students with Incomplete (I) or No Credit (NC) for a course are not eligible for Honor Roll. Please note that being on the High Honor Roll/Honor Roll does not guarantee membership in the National Honor Society.

Any student who achieves High Honor Roll for both semesters in a school year will earn a Gold Academic Award. Any student who achieves Honor Roll for both semesters will earn a Silver Academic Award.

National Honor Society

Membership in the Wallenpaupack Area High School Chapter of the National Honor Society is based upon Scholarship, Service, Leadership, and Character. Membership in the National Honor Society is a privilege, not a right. Members of the sophomore, junior, or senior classes may be chosen as members if they satisfy the following requirements:

- Complete and submit an application by the assigned deadline.
- Maintain a cumulative, weighted 9-12 GPA at or above 95%.
- Show a positive attitude toward the school and its regulations.
- Document at least 12 hours of community service per school year. Contact Mrs. Gilson or Mrs. Saylor for the guidelines regarding community service.

Students who meet the above requirements will be inducted into the National Honor Society in the next school year. Seniors may not earn membership after the end of the first semester of their senior year.

Any member who falls below the eligibility requirements or has disciplinary action may be placed on probation for

one semester, including receiving No Credit in a course. If the deficiency is not improved, the student will be dismissed. Once a student is dismissed, that student will no longer be eligible for the National Honor Society. Drug/alcohol, weapons, violent or disorderly behavior violations will result in removal from the National Honor Society. A faculty and administrative council will review all academic, disciplinary, and character issues that arise with National Honor Society students.

Semester 2 Senior Early Dismissal Privilege

- Early dismissal in Semester 2 is a privilege for seniors who meet academic, attendance, and citizenship requirements.
- Seniors who are not proficient in Pennsylvania State Assessments may be required to take remedial courses, which may affect their ability to qualify for early senior excusal.
- The school is under no obligation to make adjustments to individual student schedules to accommodate early dismissal.
- Students who have early dismissal privileges are expected to stay for special programs or events (assemblies, testing programs, commencement practice, etc.). Work outside of school will not be considered a sufficient reason for leaving school.
- Revisions in the school schedule will require students to adjust their senior release time. (Example: A two-hour delay would mean senior early dismissal is at 1:54 p.m. instead of 1:20 p.m.)
- Students may not leave campus and then return for sports, meetings, buses, etc., without administrative approval.
- Senior privileges will be revoked for the following reasons:
    - Failure to leave school property within five (5) minutes after the student's last scheduled class without prior administrative approval.
    - Excessive tardiness to class or school, excessive absenteeism
    - Truancy
    - Violation of school driving regulations
    - Serious or frequent disciplinary infractions
    - Failure to maintain passing grades in all subjects
    - Incomplete grades
    - Misuse of the senior early dismissal system
- Seniors who lose this privilege will be assigned to a study hall.
    - Application for this privilege may be made after the school year has begun and must be approved by both the parent and the administration.

Promotion

Students are responsible for tracking their own progress toward graduation. The accumulated credit count will be printed on the student's report card. The minimum number of credits required for graduation is 27; therefore, students should be acquiring approximately 7 credits per year. Students must reschedule failed required courses until they are successfully completed.

In the senior year, students will be retained until they meet the minimum graduation requirement of 27 credits. Students who are not eligible for graduation will not be eligible to participate in senior class activities.

Request for School Records

Upon written request, the school counselor will forward an official copy of a student's high school transcript to a post-high school institution or prospective employer. Parental permission is required for students currently enrolled at Wallenpaupack Area High School. An unofficial transcript may be given to the individual student, but an official transcript must be mailed directly to the school or employer. There is no charge for this service. Please allow three weeks' notice so the school counseling office can prepare either an official or an unofficial transcript.

Student Schedules

Scheduling is one of the most important aspects of a student's academic development. Students and their parents are encouraged to review scheduling materials online prior to completing their schedules. Student course requests and a parent/guardian signature must be submitted for a schedule to be finalized. Any changes must be approved by an administrator.

Dual Enrollment

Dual Enrollment is a locally administered program that allows high school students to concurrently enroll in postsecondary courses and to receive both secondary and postsecondary credit for that coursework. Students must meet certain criteria for participation and will be notified by their school counselor.

Summer School

If a student has failed a course and an approved summer school course is available, the student may take the course for credit if the student has earned a grade of 55–66 or has received administrative approval. Summer school courses are weighted standard challenge for GPA purposes, and successful completion of a course will result in a maximum grade of 67. Students/families will be responsible for the cost of summer school.

High School Student Activities

After-School and Extracurricular Activities

The co-curricular and extra-curricular programs sponsored by the school are designed to supplement academics, provide enrichment experiences, entertainment, or service to the student body. In addition, students who participate receive personal enjoyment and satisfaction and develop desirable character traits such as cooperativeness, initiative, self-confidence, tolerance, and creativity.

Students must report directly to their after-school activity and remain under the supervision of their advisor or coach. Any student who is not involved in a supervised after-school activity must leave school grounds at dismissal or face disciplinary action. Students may not cross Rt. 6 after 3:05 pm, when crossing guards are no longer at the crosswalk.

The school administration reserves the right to restrict a student from participation or attendance at an extracurricular activity such as assemblies, dances, clubs, or field trips. Restrictions from events will be determined by a review of a student's disciplinary record, academic records, and adherence to this policy.

Extra-Curricular Eligibility

- The grades of students participating in extracurricular activities will be reviewed weekly. If a student is failing one full-credit course or its equivalent, the student will be ineligible for at least one week.
- Students applying for leadership positions (student council, class officers, etc.) must be in good academic standing, demonstrate good citizenship, and have been active in class activities. Student leaders must continue to display these positive characteristics during their term in office.
- Student Council will oversee class elections.
- If a student fails one credit for the first semester, that student is ineligible for the first fifteen (15) school days of the second semester.
- If a student fails one credit for the second semester, that student shall be ineligible for the first fifteen (15) school days in September.
- If the student makes up the subject in which the student failed, the student shall become eligible.
- A student will be ineligible to compete or practice if the student arrives at school after 11:16 a.m., unless approved by the Athletic Director.

Co-Curricular and Extra-Curricular Activities Drug and Alcohol Policy

When it is determined with reasonable certainty that a student participating in co-curricular or extracurricular activities has been in possession of, under the influence of, or in proximity to underage students consuming drugs or alcohol (a student attending a party but not consuming drugs or alcohol will be subject to the same penalties), the student will be subject to the following consequences:

- *First Offense*: Parental notification, school interventions, and drug & alcohol assessment provided by the District.
- *Second Offense:* Fourteen calendar days of ineligibility, parental notification, continued school interventions,

and a drug & alcohol assessment provided by the District.

- *Third Offense*: Student will be declared ineligible to participate in any co- curricular or extra-curricular activity for the remainder of the school year.

*NOTE: Refusal to participate in a drug & alcohol assessment or comply with the recommendations of the drug & alcohol assessment will render the student ineligible for the remainder of the 2026-2027 school year. The District will continue to offer services to ineligible students.

For any Wallenpaupack Area High School student to participate in a co-curricular or extracurricular activity, both the student and a parent/guardian must sign the participation form provided by the advisor or coach and return it within five (5) school days of the first meeting date.

Athletics

The varsity sports program is designed to help each participant develop an agile, coordinated, and healthy body, an appreciation of the need for cooperative effort, and a spirit of competitiveness and fair play.

WAHS sponsors varsity sports as follows:

Baseball	Girls' Lacrosse	Girls' Tennis
Boys' Basketball	Boys' Soccer	Boys' Track & Field
Girls' Basketball	Girls' Soccer	Girls' Track & Field
Competitive Cheer	Softball	Unified Bocce Ball
Cross Country	Boys' Swimming	Unified Track & Field
Field Hockey	Girls' Swimming	Boys' Wrestling
Football	Boys' Tennis	Girls' Wrestling
Golf		

The school also sponsors several junior varsity and junior high teams.

Athletic Regulations

The following regulations will govern participation in varsity sports and cheerleading:

- Each student must have a PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) on file for the current school year. The CIPPE may not be performed earlier than May 1st of each school year and shall be effective, regardless of when performed during a school year, until the next April 30th. Students involved in subsequent sports in the same school year must complete Section 7 of this CIPPE and submit it before being eligible to participate in a subsequent sport. If it is determined from the information provided in Section 7 that the student must be medically cleared by a physician, Section 8 must be completed before the student is eligible to participate in an athletic program.
- Parents should be aware that there is no automatic "school district insurance." The Wallenpaupack Area School District carries an insurance policy for students participating in interscholastic sports, including band, cheerleaders, majorettes, student trainers, and student managers, during their individual seasons as established by the Pennsylvania Interscholastic Athletic Association (PIAA). This policy is activated only after the family's primary insurance plan is exhausted. Parents are encouraged to enroll their students in the District's Student Accident Insurance Program. This insurance program should be viewed only as an addition to the family's primary medical insurance plan and not as a substitute plan.
- Each student-athlete is required to complete a Co-Curricular Drug and Alcohol Policy Form, which must also be signed by the student's parent(s) or guardian(s). This form outlines the consequences of violating the District's Policy.

- A student will be ineligible to compete if they are absent on the day of the game unless approved by an administrator or an administrator's designee.
- A student will be ineligible to compete or practice if they arrive at school after 11:16 a.m. unless approved by an administrator or an administrator's designee.
- It is expected that the student body will demonstrate good sportsmanship. Unsportsmanlike conduct will not be tolerated.
- The WAHS Athletic Program is a member of the Pennsylvania Interscholastic Athletic Association, Inc., and all PIAA rules will be followed.

Athletic Transportation Policy

- All transportation to and from games and practices will be provided by the school district.
- Students are permitted to drive their vehicles to practices or games only with a completed permission form from the HS Office.
- Any student who leaves school in their vehicle will be considered to be leaving for home and, therefore, will not be permitted to participate in practice that day.
- At least one coach should ride the bus to and from games. The head coach shall be responsible (along with the bus driver) for seeing that the bus is cleaned after returning from an away game.
- Students will not be allowed to leave a practice or game with anyone except a parent, guardian, or designated school personnel unless a Travel Release Form (available on the school's website) is completed by the parent/guardian.
- Teams using the Middle School athletic facilities will be supervised to and from games or practices. The team may pick up the late bus at the Middle School.

Athletic Policy

All interscholastic athletic programs shall be conducted in accordance with the regulations of the State Board of Education and the Pennsylvania Interscholastic Athletic Association.

Consent of Parent

A student is eligible to practice or participate in a sport only if a signed PIAA Athletic Eligibility Card is on file. The card must be signed by the student's parent or guardian.

Physical Examination

No student is eligible to represent the school in any interscholastic athletic contest unless they have been examined by a licensed physician before their first sports season of the academic year. Before each subsequent sports season, the student must be recertified by a licensed physician.

Clubs and Activities

The co-curricular and extra-curricular programs sponsored by the school are designed to supplement academics, provide enrichment experiences, entertainment, or service to the student body. In addition, students who participate receive personal enjoyment and satisfaction and develop desirable character traits such as cooperativeness, initiative, self-confidence, tolerance, and creativity.

The following clubs are available:

Aevidum	Literary Magazine	Show Choir
Art Club	Local History Club	Skills USA
Aviation Club	Marching Band	Stage Crew
Band Front (Color Guard)	National Art Honor Society	Student Council
Chess Club	National Honor Society	Technology Student Assoc.
Environmental Club	National Technical Honor Society	Video Club
E-Sports	Our Kids' Food Pantry	Vocal Music
FBLA	Paupack United	Volunteers in Paupack
FCCLA	SADD	WAHS Players
Guitar Club	Scholastic Team	World Language Club
HOSA	Science Olympiad	Yearbook Club

High School Discipline

Student Misconduct

The Wallenpaupack Area School District is committed to the belief that all students are entitled to the best education possible. The Wallenpaupack Area High School has developed the following discipline policy in order to ensure that all students receive their education in an educational environment that is safe, orderly, and conducive to learning.

Authority to act in an administrative capacity regarding disciplinary matters has been delegated to a Discipline Committee composed of teachers directly responsible to the administration. The discipline committee may assign various consequences, or combinations thereof, to students who have violated school regulations.

State police will be notified, and charges will be filed for serious violations of school rules. Such offenses include, but are not limited to, fighting, assault, theft, violation of drug and alcohol policy, vandalism, disorderly conduct, possession of weapons and/or look-alikes.

At the Wallenpaupack Area High School, the civil rights of students are respected, and students are held accountable for their civil responsibilities. Students who commit criminal offenses while under the school's jurisdiction will be referred to the appropriate civil authorities. Consequences of infractions include, but are not limited to: detention, in-school suspension, out-of-school suspension, expulsion, prosecution, and/or fines.

Referral and Administrative Actions

Referral Procedure

- Students referred will be informed of the charges and given an opportunity to state their view(s) of the event(s) that took place.
- In order to further the school investigation, school administrators or designees reserve the right to interview and question students without parents being present or notified beforehand.
- An administrator or faculty member will collect information pertinent to the event and discuss it with the student during their discipline hearing.
- If it is determined that the student has violated the school rules, appropriate disciplinary action will be taken by the administrator.

- Teachers, school counselors, and administrators have the authority to maintain appropriate student conduct and discipline while students are under school supervision, including during travel to and from school, consistent with applicable laws and district policies.

Discipline Committee

When the principal is unavailable, the discipline committee acts as the designee. Authority to act in an administrative capacity regarding disciplinary matters has been delegated to a disciplinary committee that is directly responsible to the administration. The discipline committee may assign various consequences or combinations thereof to students who have violated school regulations.

Consequences

Disciplinary actions that may be taken include, but are not limited to:

- Parental conference
- Referral to counselor
- Denial of privileges
- Confiscation of property
- Restricted movement
- Lunch detention
- Bus suspension
- Detention
- Referral to psychological services staff
- Conference suspension
- Liability for damages or financial loss
- In-school suspension
- Out-of-school suspension
- Alternative placement (a reentry meeting is required when the student returns from an alternative placement)
- Expulsion
- Referral to appropriate local, county, and/or state agencies and/or institutions
- Civil and/or criminal prosecution

Students and parents share the responsibility to review the contents of this publication to become familiar with the rules and regulations governing the school.

Detention Procedures

- Detention(s) will be assigned as a consequence of violating school regulations.
- Detention will be held before school from 7:00 a.m. to 8:00 a.m. or after school from 3:05 p.m. to 5:15 p.m.
- A student may choose to serve two consecutive morning detentions or one after-school detention.
- Students will receive at least 24 hours' notice of any after-school detention they are required to serve. It is the student's responsibility to inform their parent(s) or guardian(s) of the scheduled detention date(s).
- Only an administrator or a member of the discipline committee may excuse a student from detention.

- Students will be allowed to reschedule detention for excused medical or dental appointments, but must provide verification from a doctor to the discipline office.
- Serving a detention takes precedence over all school activities.
- Students will not be excused from detention to participate in extracurricular activities.
- Students who have work responsibilities must make arrangements to serve the detention(s) on the day(s) assigned.
- Students who, without permission, do not report to a scheduled detention will be rescheduled for another detention and subject to further disciplinary action.
- Students may not visit their lockers during detention.
- Students must report to detention with sufficient school-related work for the entire time of detention.
- Any student who is disruptive during detention or fails to follow the detention monitor's specific instructions will be considered insubordinate and may face further consequences. The student will be referred to an administrator.
- Detentions missed because of absence from school are served immediately upon return to school by attending the next scheduled detention(s).
- The atmosphere of detention will be one of individual study. Students should use their time to complete homework assignments, study notes, or read. The use of electronic devices is strictly prohibited.

Exclusion from School - Suspensions and Expulsions

- Exclusion from school may be based on a single incident or a culmination of several incidents. Chronic, habitual behavior could result in a student being excluded from school through suspension or expulsion. Exclusion from school can occur in the following forms:
    - Suspension - exclusion from school for a period of up to ten (10) school days.
    - Expulsion - exclusion from school by School Board action for a period of over ten (10) days.
- Students who are suspended or expelled will be informed of the reason(s) for the action and given an opportunity to discuss the behavior that led to it before the action takes effect.
- A hearing is not required prior to a suspension of up to three (3) days.
- An informal hearing will be offered to the student and the parent(s) or guardian(s) within five (5) school days when a student receives a suspension of four (4) or more days.
- In the event that a student commits a violation that may result in a recommendation to the school board for expulsion from the Wallenpaupack School District, the student shall have the right to request an administrative review within three (3) school days of the date of the offense. Such requests shall be made in writing to the principal of the school that the student is attending. The purpose of an administrative review is to discuss all relevant information regarding the student, including information related to the offense in question, the student's prior academic, disciplinary and attendance record at the school, and information regarding possible disciplinary action which may be taken against the student, including referral to the Board of School Directors with a recommendation for expulsion. Administrative review shall not be deemed to be disciplinary action and shall not be considered action in lieu of suspension or expulsion. In the event that the student fails to elect administrative review, the administration shall proceed with disciplinary action, including, if appropriate, a referral to the Board of School Directors with a recommendation for expulsion.

- Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform them or supply information requested by the parent or guardian.
- The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.
- A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
- Students who are suspended are not permitted to attend any school functions during or after school hours throughout the period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespass laws.
- All out-of-school suspension homework is due the day the suspended student returns to school.
- All student privileges are revoked when a student is suspended from school.
- A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
- Cases of chronic disregard for school rules or of violent or dangerous student misconduct may result in alternative placement.
- A student will be excluded from school for more than ten (10) consecutive days, pending a board hearing, when, in the opinion of an administrator, the student's continued presence poses a threat to the health, safety, morals, or welfare of others. In such cases, alternative instruction will be provided.
- Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law, even though expelled, and must attend another school.
- The responsibility for placing the student in school rests with the student's parent(s) or guardian(s).
- If the student is unable to secure an alternative educational placement, the Wallenpaupack Area School District will make provisions for some form of education through alternative instruction at the discretion of the school district.
- Initiating a Bomb Scare will result in permanent expulsion from the district.

In-School Suspension Procedures

- The high school administrator or discipline committee member who assigns a student to ISS will notify the parents/guardians of that student.
- Each student will receive a handout from the high school administrator or a member of the discipline committee explaining the ISS rules and procedures.
- Students will report to the Student Services Office, rather than homeroom, on a day of assigned ISS.
    - Students assigned to ISS are permitted to eat breakfast in the high school cafeteria.
    - Students assigned to ISS must be in the Student Services Office by 8:09 a.m.
- Students will be permitted to bring lunch to ISS or purchase lunch.
- Prior to leaving the Student Services Offices, the student's electronic device(s) will be confiscated.

Rules

- Students must remain in ISS for the entire school day.
    - Students who normally have senior early dismissal will forfeit this privilege on days they are assigned to ISS.
- The following consequences apply to students who miss assigned time in ISS:
    - If a student is absent on a day they are assigned ISS, they will serve the assigned day of ISS on the first day they return to school.
    - If a student arrives late to school on a day they are assigned ISS, they will serve the remaining portion of the assigned day. In addition, the student will be assigned an additional day of ISS.
    - If a student has an early dismissal on a day they are assigned ISS, the remaining portion of the ISS will be served the following day.
    - If a student has a previously scheduled doctor's appointment, the disciplinarian assigning the ISS will work with the parent to schedule the ISS around this appointment.
    - If the school schedule is disrupted due to inclement weather, the following procedures will be followed:
        - If school is canceled, the student will serve ISS on the first day that school resumes.
        - If there is a delayed opening (2-hour delay), the student will serve ISS on the scheduled day and will follow the amended schedule.
        - If there is an early dismissal, students will not make up time lost due to being released early.
    - Students will be escorted to lavatories.
- Students must bring all texts/materials needed to complete assignments.
- All school rules apply in ISS.
- Students are to remain seated in their assigned seats during ISS.
- Students are only permitted to do the following while serving ISS:
    - Complete class work assigned by classroom teachers
    - Complete behavioral assignments associated with the reason ISS is being served
    - Read appropriate materials
- The following behaviors are not permitted:
    - Sleeping
    - Talking
    - Using entertainment/communication devices (will be confiscated)
    - Eating and drinking (with the exception of lunchtime)
- Violation of the ISS rules may result in more ISS time, OSS, or elimination of ISS as an option for disciplinary action.
    - If a student does not successfully complete ISS on a given day due to inappropriate behavior, they will be assigned additional time in ISS as determined by an administrator.
    - If a student continues to misbehave in ISS, they will receive OSS; however, they will return to ISS following the OSS until the ISS assignment has been successfully completed.

- Students assigned to ISS may not participate in or attend after-school activities on the days of the scheduled ISS.
- Completion of assigned work is a condition of successful ISS program completion. If a student refuses to complete assigned work, the student will be subject to further disciplinary consequences.
- Students' performance in ISS will be evaluated using a rubric provided to students on their day of ISS. Unsatisfactory performance will result in referral to an administrator for possible further disciplinary action.

Appendix – Board Policies

Acceptable Use of the Computers, Networks, Internet, Electronic Communications and Information System

The increased use of technology and the district's information technology systems (IT Systems) and the possible misuse, abuse, and increased district liability requires that the district more closely maintain, monitor, and limit the use of the district's IT systems. All users are now required to sign an acknowledgement and consent form in order to use and access the district's IT systems. WASD's IT systems must be used for education-related purposes and performance of district job duties. Users may not use their personal computers or other technology devices to connect to the WASD's intranet, Internet or any other IT System. Access to the WASD's IT systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the WASD, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The WASD will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the IT systems. Users have no privacy expectation in the contents of their personal files or in the use of the WASD's IT systems. The WASD reserves the right to monitor, track, log and access IT systems user accounts and to monitor and allocate fileserver space. WASD reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, the WASD operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. No person may have access to material that is illegal under federal or state law.

For more information, see Board Policy No. 815

Attendance

Frequent absences of students from regular classroom attendance disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be regained. Consequently many pupils who miss school frequently experience great difficulty in achieving the benefits of schooling. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of educational benefits for each individual child.

For more information, see Board Policy No. 204

Bullying/Cyberbullying

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting or outside a school setting that is severe, persistent, or pervasive. Bullying is a pattern of abuse over time and involves being "picked on." Bullying can take many forms and can include many different behaviors, including, but not limited to, intimidation, humiliation, ridicule, defamation, extortion, oral or written threats, teasing, put-downs, name-calling, threatening gestures or actions, cruel rumors, false accusations, and social isolation.

When a student believes they are being bullied, intimidated, or in physical danger, they should immediately inform the bully that their behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall follow the established complaint procedure.

For more information, see Board Policy No. 249

Communication Devices

Student use of communication devices shall be prohibited from the beginning to the end of the educational day; such devices shall be turned off or rendered inoperable. This includes the use of a cell phone or communication device to take photographs and/or audio and/or video recordings. While in the school facility and/or when participating in a school-sponsored event during the educational day, unless otherwise approved by the building principal or designee, it will be a policy violation for a communication device to be seen or heard. A student may not make a call or receive a call, send or receive a text message, and/or take, send, or receive an electronic image, and the communication device is to be turned off at all times, even if the device is stored in a backpack, locker, or other out-of-sight location. Communication devices are prohibited for use in health suites and/or lavatories at all times. Parents/Guardians should call the school for any emergency

situation. The school will, in turn, contact the student in question as is possible and appropriate. Parents/Guardians shall not try to contact students by cell phone, pager, or other device.

For more information, see Board Policy No. 237

Destruction of Property

Students shall attempt to keep the school campus, buildings, and furnishings clean and in good order at all times. Students who deface the building, grounds, or equipment or destroy school property or the property of school district employees or other students in any way will be appropriately disciplined, and the student and parent(s)/guardian(s) will receive a bill for all damages. In extreme cases or in the case of a repeat offender, referral to law enforcement authorities may be initiated.

For more information, see Board Policy No. 218

Controlled Substances/Paraphernalia

Pupils are prohibited from the use or possession of any unauthorized drugs, controlled substances, and/or alcoholic beverages in school buildings or on school property. This includes “look-alikes.” This prohibition includes all school events on or off school grounds, as well as in route to or from school. Any pupil found using, in possession of, or under the influence of a controlled substance and/or intoxicating beverage will be subject to disciplinary action, including expulsion.

For more information, see Board Policy No. 227

Flag Salute

The opening of school activities includes reciting the Pledge of Allegiance and/or playing the National Anthem. All students will be encouraged to participate in this patriotic activity. Students whose personal beliefs prohibit such actions are not required to participate in this activity, provided that the school is notified in writing by the parents or legal guardians. However, non-participating students must not disrupt or otherwise infringe upon others' rights to participate in this action. Disruption of this ceremony, by any student, will result in disciplinary action.

For more information, see Board Policy No. 807

Freedom of Expression

Students have the right to express themselves in any manner that does not directly interfere with the educational process, threaten harm to the school or community, or encourage unlawful activity. Students have the responsibility to obey the laws regarding obscenity and libel and to be aware of the full meaning of their expression. They also have a responsibility to be sensitive to the feelings and opinions of others and to give others an opportunity to express their views.

For more information, see Board Policy No. 220

Fundraising/Selling

Students are not allowed to sell any items on school grounds without the Principal’s permission.

For more information, see Board Policy No. 229

Gang Activity

Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process. Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited. Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious type/category.

For more information, see Board Policy No. 218.3

Hazing

The school district does not condone any form of initiation or harassment, known as hazing, as part of any school-related student activity. No student, coach, sponsor, volunteer, or school district employee shall plan, direct, encourage, assist, or engage in any hazing activity. The school district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

For more information, see Board Policy No. 247

Homebound Instruction

Students who request homebound education must present evidence supporting the need, such as a doctor's note specifying the need and the duration for homebound or a court placement ordering homebound. A request for the Homebound Form may be obtained from the School Counseling Office.

For more information, see Board Policy No. 117

Homework

Homework is defined as written or non-written tasks assigned by teachers for students to complete outside of class time. The purposes of homework are to practice newly taught skills, to review mastered skills, to develop independent study habits, and to extend and enrich the curriculum. Homework is related to the school curriculum, and assignments are made according to the student's ability. Parents are encouraged to support their children with the homework process. Failure to complete homework is not a disciplinary issue. It is academic in nature and should be addressed by the classroom teacher. Homework should not be used as a form of punishment.

For more information, see Board Policy No. 130

Search of School Property

The District supports eliminating the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances.

It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances:

- The administration shall authorize the search and have a designee on hand while the search is taking place.
- Parents and students are notified of this policy through its inclusion in the student and/or parent handbook.
- All school property, such as lockers, classrooms, and storage areas, may be searched.
- Individual(s) shall not be subjected to a search by dogs.

For more information, see Board Policy No. 226

School Visitors

Any person, not a school employee or student, is required to report to the office immediately upon entering the building.

For more information, see Board Policy No. 907

Student Expression/Distribution and Posting of Materials

Students may distribute and/or post non-school materials, provided that the form of expression and/or the use of public-school facilities and equipment is/are in accordance with policy, these procedures, and the school dress code, if applicable.

For more information, see Board Policy No. 220

Terroristic Threats/Acts

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

For more information, see Board Policy No. 218.2

Tobacco Use/Possession

In compliance with the legislated mandate, and pursuant to the authority of the district to develop post and implement policy to regulate tobacco use, it shall be the policy of the District that students are not permitted to possess tobacco, tobacco paraphernalia or to smoke in any school district building, school vehicle, other school district vehicle, or on any school property owned by, leased by, or under the control of the District. The Superintendent is authorized and directed to designate appropriate District Officials responsible for enforcing this policy. School personnel shall confiscate such products and assign appropriate punishment.

For more information, see Board Policy No. 222

Unlawful Harassment

All forms of unlawful harassment of students and/or third parties by students are prohibited. Harassment includes: verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion. A student shall report harassment to the school principal and/or school staff. Those witnessing harassment are responsible to report it to the principal and/or school staff.

For more information, see Board Policy No. 248.

Weapons

A student shall not possess, handle, or transmit any "weapon." The definition of "weapon" for purposes of this section shall include but not be limited to, any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, ammunition, any explosive including firecrackers, matches, lighters, mace, pepper spray and any tool, instrument, or implement capable of inflicting serious bodily injury including look-alikes. Weapons and/or any other endangering items are never allowed (1) on school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any time when the school is being used by a school group, (3) off the school grounds at any school activity, function, or event, or (4) on school transportation. A student who violates this rule commits a misdemeanor of the first degree if he/she possesses a weapon and will be subject to suspension, possible expulsion and prosecution under the Crimes Code of Pennsylvania.

For more information, see Board Policy No. 218.1

Wellness Plan

The primary goals of the WASD Wellness Plan are:

- To promote a healthy environment.
- To facilitate student learning of lifelong healthy habits.
- To increase student achievement.

The plan includes a commitment to physical activity, health education, and proper nutrition. Annual student health screenings require that height, weight, and BMI information be provided for the parents. These reports are mailed to the family each spring.

For more information, see Board Policy No. 246

WALLENPAUPACK AREA SCHOOL DISTRICT

Induction Plan

2024 – 2027

Administration Office

2552 Route 6

Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. D r . Keith E. Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570- 226-4557 Ext. 3000.

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Wallenpaupack Area School District

Induction Program

Elementary and Secondary Procedures Manual for Mentors/Inductees

Inductee Name: _____
(Printed)

School: _____

Year: _____

Inductee: _____
(Signature)

Mentor: _____
(Signature)

Upon completion of the induction program, the mentor and inductee should retain copies in their files.

Wallenpaupack Area School District Hawley, Pennsylvania

Induction Program

I. PURPOSE

Chapter 49, Section 16 of the State Board of Education Regulations, requires that all school districts have a state-approved induction plan that spans across 2 years for all inductees. The intent of the plan is to enhance the teaching skills and effectiveness of beginning teachers and related service providers and teachers new to WASD. Ultimately, this will have an impact on overall student achievement.

II. GOALS

- To ensure a successful transition into the various professional positions in the Wallenpaupack Area School District.
- To familiarize the inductee with district and building policies, procedures, and resources, including the Comprehensive Plan.
- To create a peer support system between the inductee and an experienced mentor teacher/professional.
- To foster a professional attitude and positive self-esteem in the inductee through an awareness of community, district, and building expectations.

III. PROGRAM OBJECTIVES

To help inductees focus on the Performance Standards of Professional Practice for student learning by becoming familiar with the PDE evaluation expectations. (See Appendix)

A. Domain 1: Planning and Preparation

- To develop a comprehensive understanding of the content to be taught, knowledge of the students' background, and the designing of instruction and assessment.

B. Domain 2: The Classroom Environment

- To enhance the skills necessary in establishing an environment conducive to learning, including both the physical and interpersonal aspects of the environment.

C. Domain 3: Instruction

- To develop the skills necessary to engage students in learning the content, as well as the wide range of instructional strategies that enable all students to learn.

D. Domain 4: Professional Responsibilities

- To emphasize professional responsibilities such as self-assessment,

reflection, communication with parents, participation in on-going professional development, and contributing to the school and district environment.

IV. DEFINITIONS

Induction – A process designed to assist beginning teachers, related service providers, and teachers/related service providers new to Wallenpaupack Area School District during their first two years of employment, which is supportive, non- evaluative and organized.

Year 1 focuses on conversations that apply to building and district level procedures as well as instructional and other professional conversations. In Year 2, inductees will participate in various meetings that focus on contemporary topics in the education field. The mentor will support the inductee in both Years 1 and 2.

Mentor Professional –

- Is a tenured staff member with at least one (1) year of teaching experience in the district.
- Demonstrates competence in planning, instruction, and classroom management.
- Shows enthusiasm and positive attitude toward education.
- Has knowledge of building assignment, subject area, and/or grade level appropriate to inductee.
- Is willing to serve.
- Mentor Role Year 1: Year 1 mentors receive a stipend, as outlined in the CBA, to work with the inductee as described above and to aid the inductee in completing the Year 1 induction paperwork.
- Mentor Role Year 2: Mentors and Inductees will attend one in-person meeting held in District in either August or October. This meeting will focus on one or more of the in-person topics listed on page 20 of this document. Following the in-person meeting, inductees will meet a minimum of 4 times per year with their mentor as needed and determined by the mentor/inductee pair. Upon full attendance of these meetings, the mentor and inductee will submit the associated Year 2 Completion Form (See Appendix I.) This form will be presented to the Assistant Superintendent by June 1 of the school year in which the mentor/inductee attended these sessions. The Year 2 Mentor will be compensated at this time for four hours at curriculum rate. In addition, should the August/October meeting be held outside of school hours, mentors will be compensated accordingly per the current CBA. The Mentor/Inductee relationship will continue from Year 1 to Year 2 unless one or both of the parties seeks a change at which time, a new mentor will be determined for Year 2 of the Induction Program.
- Mentor Change Process for Year 2: If one, or both parties desire a change in mentorship, then they are to contact the Assistant Superintendent by June 1 of the end of Year 1. The Assistant Superintendent will initiate and carry out a

change in mentorship.

V. ORGANIZATIONAL SUPPORT STRUCTURES OF THE INDUCTION PROGRAM

A. District Induction Team

1. Composition

- All representatives will be selected by and from the Act 48 committee.
- One representative professional staff member from each elementary and secondary school.
- Representative principals.
- Wallenpaupack Area Education Association (WAEA) representation.

2. Function

- Coordinate the district induction program.
- Evaluate the district induction program and make revisions as needed.
- Identify and plan training needs of new teachers.
- The Team may request additional assistance from the Intermediate Unit, Higher Education Agencies ,etc.
- The District Induction Team shall meet as needed.

B. Building Level Induction Team

1. Composition

- Principal or Assistant Principal(s)
- Inductees
- Mentors

2. Function

- To establish a collaborative learning process which assists the inductee in understanding various managerial and organizational components.
- Orient faculty to the induction process.
- Assist the inductee in meeting the objectives of the program.
- Plan appropriate building level activities to implement the district induction program.
- Report the progress of the building program to the Assistant Superintendent of Personnel.
- Evaluate each individual inductee's plan, as well as the entire building induction program and modify as needed.
- The Principal will notify the Assistant Superintendent of each inductee's successful completion of the program

- The Building Induction Team shall meet as needed

C. Year 1 Mentor/Inductee

Responsibilities

- Establish a supportive relationship with the inductee.
- Offer advice, help and assistance to the inductee on all aspects of implementing district and building policies and procedures, instructional planning, classroom organization and management, curriculum delivery, the teaching process, communicating with students, parents and colleagues, obtaining necessary resources (materials and support services), and the district's comprehensive plan.
- Serve as a sounding board and mentor to the inductee.
- Visit the inductee's classroom at least once per quarter and provide feedback to the inductee.
- Arrange inductee visits to the support teacher's (and/or other appropriate teacher's classroom.
- Keep a log of all support teacher-inductee meetings and activities.
- Make available and explain the district curriculum and Pennsylvania standards.

Wallenpaupack Area School District Induction Program, Year 1.
Guidelines and Responsibilities Mentor/Inductee Process

Year 1 of the Mentor/Inductee Program shall provide planned activities to enrich the experiences of the inductee throughout the first year. It will establish a firm foundation, which will prepare the inductee for continued professional development. This process is to be used as a working model containing minimum guidelines.

The purpose of this induction process is to aid the inductee. It should provide an opportunity for short questions and positive feedback. Discussions between mentor and inductee pairs may vary depending upon individual personalities and styles. The induction program is not to be a time-consuming process for either party involved. The mentor's role is to support the inductee, not to evaluate. The mentor will not report any perceived deficiencies to supervisors, even though discussions between the mentor and inductee concerning curriculum and/or perceived deficiencies are appropriate. The mentor should build a strong understanding and trust with the inductee so that there is no confusion with this program being used as an evaluation or assessment. It does not replace the administrative functions of supervision and evaluation. Mentoring should not replace supervisory assistance by a principal, nor special education advice provided by the Director of Special Education. Inductees can and should seek various sources of guidance. Curriculum direction and assistance may be sought from the grade level coordinators or department chairs as well as from the mentors.

Responsibilities of the Mentor:

1. Participate in functions related to the induction process.
2. Establish mutual trust and collegiality with the inductee.
3. Help the inductee become aware of primary concerns related to classroom management, school policies, procedures, and the school system (students, parents and staff).
4. Work with the inductee to develop a positive feeling about teaching, the district, their professional growth, and the setting of personal and career goals.
5. Suggest ways to plan for instruction.
6. Log each meeting by recording the date to the left of the objectives on the log/checklist.
7. <u>During the last week of May, return the necessary completed forms and assessments, containing the proper signatures, to the building principal who will send them to the office of the Assistant Superintendent.</u>

Mentor/Inductee Log/Checklist Procedures

It is the responsibility of the mentor to adhere to the following procedures while working with the inductee in completing Year 1 of the Wallenpaupack Area School District Induction Program.

1. The mentor shall collaborate with his/her inductee to complete the enclosed Mentor/Inductee Packet.
2. The name of the building and the current school term shall be placed on the cover sheet of the packet. The spaces provided for inductee, mentor and principal signatures should be blank until all activities have been completed.
3. Mentors and inductees shall attend meetings with the principal if needed, but no more than at the beginning, middle, and end of the school year.
4. The mentor shall record the date in the appropriate blank after completing each activity. (See pages 7-12).
5. The mentor, inductee and Principal shall sign page 18 of the packet. The mentor and inductee shall each complete an induction process evaluation form. The mentor shall return the completed forms to the building principal during the last week of May.
6. The Assistant Superintendent shall submit the names of all inductees who have successfully completed the induction program to the Superintendent of Schools.
7. The Superintendent of Schools shall issue the inductee a certificate upon successful completion of the induction program.
8. A copy of the certificate and submitted forms shall be retained in the inductee's personnel file, in the office of the Superintendent of Schools.
9. The Superintendent of Schools shall forward a list of inductees who successfully completed the induction program to the Department of Education on an annual basis.

Year 1 Mentor Log/Checklist*

***Related Service Providers (nurses, therapists, school counselors, social workers) are to complete their discipline specific checklists located in Appendices F, G, or H in addition to this checklist. For this checklist, anything that does not apply for Related Service Providers, mark N/A.**

INDUCTION ACTIVITIES

Note: Please record the date each activity was completed.

(All activities relate to the Performance Standard of Professional Practice for Student Learning. Domain #4: Professional Responsibilities)

Date	Task
	Meet with the inductee prior to the first student day
	Conduct a tour of the assigned building and make appropriate introductions.
	Establish times and places when the inductee and mentor will meet. An informal agenda should be developed.
	The mentor will help to arrange for the inductee to complete 3 peer visitations. (See pages 13 & 14)
	Document each meeting (formal and informal) by keeping a record of all contacts. This log may be reviewed by the Principal at the end of the school year. (See page 14).

Year 1 Mentor/Inductee Activity Log/Checklist

GETTING READY FOR THE OPENING DAY (Should be completed prior to the first student day)

Note: Please record the date each activity was completed.

(All activities relate to the Performance Standard of Professional Practice for Student Learning; Domain #4: Professional Responsibilities) If not applicable, please mark N/A.

Date	Task
	Received information on the opening day schedule (Length of periods, assembly, etc.)
	Been made aware of what your duties are during assemblies, recess, bus duty, etc.
	Completed a tour of the assigned school
	Been made aware of cafeteria procedures and lunch schedules
	Been made aware of building- specific procedures, emergency protocols, schedules, and resources
Where applicable, have you been made aware of your responsibilities with respect to:	
	Computer lab
	Duties
	Department/grade level meetings
	Flextime meetings
	After school/evening activities
	Caseload if applicable
	Prepared a plan for your first day of classes and have all the necessary materials and resources to prepare for classes/service delivery
	Been given all the necessary keys

THE FOLLOWING RESPONSIBILITIES SHALL BE COMPLETED DURING THE INDUCTION PROCESS

Note: Please record the date each item is completed.

(All activities relate to the Performance Standard of Professional Practice for Student Learning; Domain #1: Planning and Preparation)

Planning and Preparation

Date	Task
	Do you have knowledge of content and pedagogy (based on your certificate)?
	Do you have knowledge of Pennsylvania's Academic Standards?
	Do you have knowledge of lesson plan design?
	Do you have knowledge of assessing student learning and needs?

(All activities relate to the Performance Standard of Professional Practice for Student Learning; Domain #2: The Classroom Environment)

Educational Philosophy

Date	Task
	Have you read copies of the philosophies found in the Teacher and Student Handbooks?
	Have you discussed the philosophies with your mentor? Have your questions been answered?

Contractual Responsibilities

Date	Task
	Have you received a copy of your professional teaching contract?
	Have you received a copy of the current collective bargaining agreement?
	Did you discuss the contracts with your mentor?

Professional Responsibilities

Date	Task
Do you understand your duties regarding the following?	
	Absences from school, leave requests and preparations for a substitute
	Certification, licensure, and clearance requirements.
	District, building and mentor/inductee responsibilities and induction plan
	Professional Development
	Open House/Parent Conferences
	Grade level/department meetings, flex meetings and faculty meetings
	District and state observation and evaluation procedures (Copies of PDE Form 82-1 and 82.3 are included in the Appendix)
	PA-ETEP
	Student Learning Objectives
	Flex and departmental time
	Act 48 time
	District Technology

Student Discipline

Date	Task
	Do you understand your building level disciplinary procedures and disciplinary sequences?
	Have you been afforded the opportunity for follow-up sessions related to disciplinary referrals (if applicable)?

Year 1 Mentor/Inductee Activity Log/Checklist – continued

(All activities relate to the Performance Standard of Professional Practice for Student Learning; Domain #3: Instructional Delivery)

Instructional Delivery

Date	Task
	Are you prepared to communicate the objective?
	Are you prepared to capture and maintain the students' attention?
	Are you prepared to use multiple learning strategies?
	Are you prepared to use summative and formative assessments to monitor student learning?
	Are you prepared to differentiate instruction and make modifications/adaptations to meet the students' needs?

Year 1 Mentor/Inductee Activity Log/Checklist – continued

(All activities relate to the Performance Standard of Professional Practice for Student Learning; Domain #4: Professional Responsibilities)

Faculty Handbook Procedures

Date	Task
After reading the faculty handbook, have you had the opportunity to discuss the implementation of the following procedures and policies contained therein?	
	Attendance Procedures
	Interpreting student and teacher schedules
	Lesson Planning and Learning Management System
	Recordkeeping
	Grading policy; Reporting pupil progress (Student Management System)
	Failure/Retention policy
	Emergency procedures
	Emergency information
	Materials acquisition
	Home/School communication procedures
	Parent/Teacher conference procedures (including all forms of Parent Contact)
	Access to materials and equipment
	Textbook/Resource material
	Field trip procedures
	Conference applications
	Library services
	Budget requests/Inventories
	Summer school, summer enrichment
	Chaperoning/evening responsibilities
	Substitutes – (preparation for)
	Athletic eligibility, if applicable
	Clubs
	How students drop/add courses, if applicable
	School Calendar
	Student Support Services
	Busing
	Phone numbers/procedures
	Custodial/clerical procedures

Year 1 Mentor/Inductee Activity Log/Checklist – continued

End-of-year procedures

Date	Task
	Charges for lost and damaged books and obligations
	Grading procedures
	Inventory of books and classroom items
	Work Station clean-up
	Submission of all required reports, keys and other items
	Update student records (Student Management System)

Peer Visitation Guidelines

Peer visitations, conducted at the building level, are another means of assisting beginning teachers, by providing opportunities to observe effective teaching methods and share ideas. Potential peer visitations' options include:

1) Inductee's visitation to the mentor's classroom,

2) Mentor visitation to the inductee's classroom, and

3) Inductee's visitation to the classroom of a teacher who is not a member of the induction team.

REQUIREMENTS

Each inductee is required to complete three (3) peer visitations during the school year. Peer visitations shall be completed between November and May of the induction year at a mutually agreed upon time. All visitations should be scheduled in advance during the inductee's planning period, with the approval of the teacher. The visitation must be followed by a discussion (between mentor and inductee) of the classroom visit.

Activity Log: Mentor/Inductee Meetings

Date	Topic

Peer Visitations

Date	Teacher Visited	Subject Area

Mid-Year Assessment of Year 1 Mentor/Inductee Process Completed By Inductee

Inductee Name:_____

Complete and return to Principal by February 1.

1. Do you feel that you have a basic understanding of the Wallenpaupack school community? Yes or no? If no, please indicate which areas need improvement.

2. Have you developed a working understanding of the building to which you are assigned? Yes or no? If no, please indicate which areas need improvement.

3. Has your mentor discussed the various Domains with you and do you understand these Domains? Yes or no? If no, please indicate which areas need improvement.

4. Have various Professional Development programs been explained to you and do you understand these programs? Yes or no? If no, please indicate which areas need improvement.

5. Is there anything that we can do to help make your teaching experience at Wallenpaupack more positive?

_____ _____

(Signature of Inductee) (Date)

Return to the Principal on or before February 1. Second semester long-term subs should return to Principal by May 31.

End of Year- Assessment of Year 1 Mentor/Inductee Process Completed By Inductee

Inductee Name:_____

1. Did the induction program provide the support you needed to make the transition to a professional position in the Wallenpaupack Area School District? Explain.

2. What items would you suggest being added to the program to better assist the beginning Wallenpaupack staff members?

3. Are there items in the program you suggest be dropped because they were of little or no value to you as a beginning staff member in WASD? If yes, please explain.

4. To what extent were the following objectives met by the program?

	Good	Fair	Poor
a. Familiarization with district and building policies			
b. Contractual information			
c. Training and technical assistance			

_____ _____

(Signature of Inductee) (Date)

Return to the building principal on or before May 31.

Assessment of Year 1 Mentor/Inductee Process By Mentor

Inductee Name:_____

1. Do you feel that this program helped to provide adequate support to the inductee? Explain.

2. What items would you suggest be added to the program to better assist the beginning Wallenpaupack staff member?

3. Are there items in the program you suggest be dropped because they were of little or no value to the beginning staff member in WASD? If yes, please explain.

4. To what extent were the following objectives met by the program?

	Good	Fair	Poor
a. Familiarization with district and building policies			
b. Contractual information			
c. Training and technical assistance			

_____ _____

(Signature of Mentor) (Date)

Return to the building principal on or before May 31.

THIS INDUCTEE HAS COMPLETED THE FOLLOWING ACTIVITIES DURING THE INDUCTION PROCESS

☐ I. Participation in a year-long mentoring program with an assigned mentor.

☐ II. Three peer visitations of experienced peers by the inductee.

☐ III. Orientation and instruction relating to the Performance Standards of Professional Practice for Student Learning. (CHECK ON THIS TERM TO BE SURE IT REFERS TO DOMAINS 1-4)

☐ IV. Completed all items required by Log/Checklist.

☐ V. Activities and discussion related to the four distinct aspects of teaching.

Domains:

#1 -Planning and Preparation

#2 -The Classroom Environment

#3 -Instruction

#4 -Professional Responsibilities

_____

Mentor Signature/Date

_____

Inductee Signature/Date

_____

Administrator Signature/Date

Return to the building principal on or before May 31.

Wallenpaupack Area School District New Teacher Induction Program, Year 2.
Year 2 focuses on opportunities for new teachers to exchange thoughts, methods, and best practices with their colleagues as well as opportunities to discuss current events/topics in the profession. Collaboration and networking will assist new teachers in becoming a part of a community of educators while encouraging lifelong learning. Through this work, new teachers will be encouraged to engage in reflective practice which helps enable teachers to evaluate their instructional strategies critically, pinpoint areas for development and make necessary improvements, and stay abreast of current trends in the profession.

Content Included:
In-Person Topics:

- **Trauma-Informed Practices**: Teachers who understand trauma-informed practices can work with students to recognize and respond to the impact of trauma on their lives. The focus of this session is creating a safe and supportive environment and helping students build resilience and coping skills.
- **Act 13: Educator Effectiveness**: Educator Effectiveness is a Pennsylvania law that establishes a system for evaluating the performance of classroom teachers, non-teaching professionals, and principals. Evaluations can include classroom/practice observations, student achievement data, and peer feedback.
- **Developing a Professional Network**: Helping educators develop a strong professional network can help educators stay up to date on the latest trends and developments in education and find new ideas and strategies for their teaching.
- **Professional Ethics**: Professional ethics in education refers to the standards of conduct that are expected of educators. These standards are designed to protect the rights and well-being of students and to ensure that educators are providing high-quality instruction.
- **Effective Parent Communication**: Communication is essential for building strong relationships between parents and teachers, and for supporting student success.

Other Available Meeting Topics Offered:

- **Behavior management** - This session will provide an overview of effective classroom management techniques to create a positive and supportive learning environment where students feel safe and respected. This involves building relationships with students and teaching them how to self-manage their behavior.
- **Strategies for working with diverse learners and cultural awareness** - This session will provide strategies that include getting to know your students, using culturally responsive teaching practices, building relationships with students, and differentiation.
- **Special Education Practices** - This session will provide a basic introduction to special education, including the definition of disability, the eligibility process for special education services, and the different types of special education services that are available.

- **English Language Learners** - This session will help educators learn how to create a supportive learning environment for ELLs, develop differentiated instruction to meet their needs, and use effective language learning strategies.
- **Creating Formative Assessments**- This session will help educators learn how to design and implement formative assessments that are aligned with learning goals, provide timely and meaningful feedback to students, and inform instructional decision-making.
- **Using Data to Drive Instruction** - This session will show educators how to collect, analyze, and interpret data to identify student strengths and weaknesses, plan targeted interventions, and track student progress.
- **Social Emotional Learning/Self-Care for Educators** - This session is designed to help educators learn about the importance of self-care, develop strategies for managing stress and burnout, and build resilience.

Mentor/Inductee Pairing, Induction Program Year 2: At the conclusion of Year 1, the mentor/inductee pair can decide to continue working together in the same capacity during Year 2. However, should one or both parties decide that a change is needed, a new mentor will be assigned to the inductee for Year 2.

Meeting Frequency and Delivery Format, Year 2:
Inductees will attend one in-person meeting held in District in either August or October. This meeting will focus on one or more of the in-person topics listed above. Following the in-person meeting, inductees will meet a minimum of 4 times per year with their mentor as needed and determined by the mentor/inductee pair.

Documentation and Mentor Selection Compensation: Upon full attendance of these meetings, the mentor and inductee will submit the associated YEAR 2 COMPLETION FORM (See Appendix I.) This form will be presented to the Assistant Superintendent by June 1 of the school year in which the mentor/inductee attended these sessions. The Year 2 Mentor will be compensated at this time for four hours at curriculum rate. The Mentor/Inductee relationship will continue from Year 1 to Year 2 unless one or both of the parties seeks a change at which time, a new mentor will be determined for Year 2 of the Induction Program.

Mentor Change Process for Year 2: In the event that one, or both parties desire a change in mentorship, then they are to contact the Assistant Superintendent by June 1 of the end of YEAR 1. The Assistant Superintendent will initiate and carry out a change in mentor.

Appendix A: Performance Standards *for Professional Practice for Student Learning*

Each Domain Refers to a Distinct Aspect of Teaching

Domain 1: Planning and Preparation

The employee's comprehensive understanding of the content to be taught, knowledge of the students' backgrounds and designing instruction and assessment.

1a: Demonstrating knowledge of content and pedagogy
- Command of subject
- Awareness between different disciplines

1b: Demonstrating knowledge of students
- Developmental characteristics
- Actively constructs meaning

1c: Selecting instructional goals
- Ability to establish instructional goals
- High level for learning
- Ability to assess goals

1d: Demonstrating knowledge of resources (people)
- Know resources for teaching
- Know resources for students

1e: Designing coherent instruction
- Creation of learning activities
- Choice of materials and resources
- Interdisciplinary connections

1f: Assessing student learning
- Knowledge of assessment methodologies

Domain 2: The Classroom Environment

Classroom environment is concerned with the employee's skill in establishing an environment conducive to learning, including both the physical and interpersonal aspects of the environment.

2a: Creating an environment of respect and rapport
- High levels of respect and rapport
- Caring

2b: Establishing a culture for learning
- High expectations, risk-taking, safe environment

2c: Managing classroom procedures
- Effective management

2d: Managing student behavior

- Consistent standards for behavior
- Clear expectations

2e: Organizing physical space

- Accessibility to learning

Domain 3: Instruction

Instruction is concerned with the employee's skill in engaging student in learning the content, and includes the wide range of instructional strategies that enable all students to learn.

3a: Communicating clearly and accurately

- Clarity of directions and procedures
- Quality of oral and written communications

3b: Using questioning and discussion techniques

- Skilled questioning
- Engagement
- Wait time

3c: Engaging students in learning

- Intellectual involvement – not "time on task"

3d: Providing feedback to students

3e: Demonstrating flexibility and responsiveness

- Adjusting a lesson

Domain 4: Professional Responsibilities

Professional responsibilities include the employee's self-assessment and reflection, communication with parents, participating in on-going professional development, and contributing to the school and district environment.

4a: Reflecting on teaching

- Skill of reflection, improvement

4b: Maintaining accurate records

4c: Communicating with families

- Informing parents
- Engagement of parents

4d: Contributing to the school and district

4e: Growing and developing professionally

4f: Showing professionalism

4g: Collaboration

Appendix B: PDE Classroom Teacher Rating Form

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B.2 Teacher Specific Data	0
B.3 LEA Selected Measures	0

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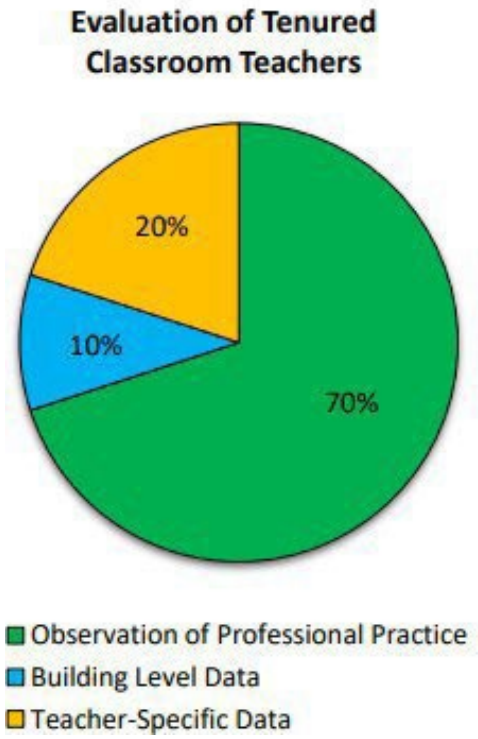
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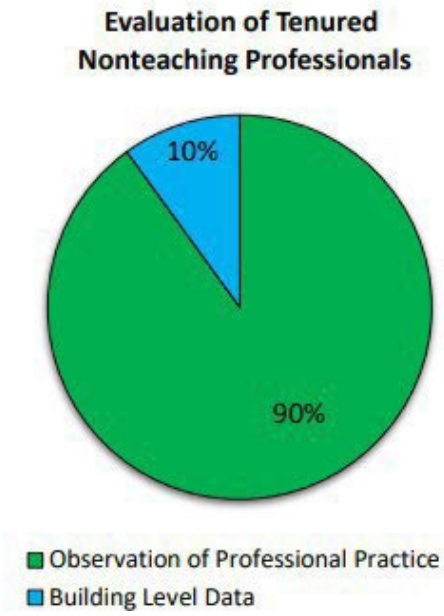
The following table offers a summary of the various measures to be utilized in the evaluation of Educator Effectiveness per Act 13.

Figure 1:



Observation of Professional Practice		**70%**
Planning and Preparation	20%	(14%)
Classroom Environment	30%	(21%)
Instruction	30%	(21%)
Professional Responsibilities	20%	(14%)
Building-Level Data[2]		**10%**
State Assessments Growth (PVAAS) Graduation Rate Attendance Rate	10%	(10%)
Teacher-Specific Data[3]		**20%**
State Assessments Growth (PVAAS) IEP Goal Progress	50%	(10%)
Locally Selected Measures (SLOs)	50%	(10%)

Figure 2:



Observation of Professional Practice		**90%**
Planning and Preparation	25%	(22.5%)
Educational Environment	25%	(22.5%)
Delivery of Service	25%	(22.5%)
Professional Development	25%	(22.5%)
Building-Level Data[4]		**10%**
State Assessments Growth (PVAAS) Graduation Rate Attendance Rate	10%	(10%)

Beginning in 2021-22, Pennsylvania's revised Educator Effectiveness System will require all temporary professional employees to be evaluated at least twice annually with evaluations based entirely on Observation & Practice. Observation & Practice is measured in the four domains of Charlotte Danielson's Framework.

For temporary classroom teachers, the four domains will be weighted in the following manner:

Planning and Preparation	20 percent
Classroom Environment	30 percent
Instruction	30 percent
Professional Responsibilities	20 percent

For temporary non-teaching professionals, the four domains are weighted evenly:

Planning and Preparation	25 percent
Educational Environment	25 percent
Delivery of Service	25 percent
Professional Development	25 percent

Appendix D: Induction Needs Assessment

School:_____

Subject or Grade Level:_____ **Years of Service:**_____

The purpose of this Needs Assessment is to determine specific staff development needs for our professional staff. Our goal will be to develop staff development activities relating to the needs identified in this assessment. The choices presented here relate to our Performance Standards of Professional Practice for Student Learning and take into consideration our four domains: Planning and Preparation, Classroom Environment, Instruction and Professional Responsibilities. To help us please:

1. Identify programs which you feel are important for your own professional development by marking, on the line in front of the topic, your top 5 needs, from 1 to 5, using 1 as your most urgent.
2. Place a check mark in front of any others that would be of interest to you.
3. Indicate the presentation level that meets your needs after each of your selections: Informational would be an introduction to a topic: Advanced would be designed to add additional strategies, or provide more advanced instruction.
4. Complete the assessment and return it to your building principal at the conclusion of the faculty meeting.

		Informational	Advanced
_____	Meeting Standards and Maintaining Instructional Integrity	_____	_____
_____	Reading and Writing Across the Disciplines	_____	_____
	ELEMENTARY:		
_____	Reading and Writing Workshop Training	_____	_____
_____	Integrating a Balanced Literacy Program	_____	_____
_____	Small Reading Group Work/Guided Reading	_____	_____
_____	Strategies to help students construct meaning independently	_____	_____
_____	Running records for assessment and using leveled materials	_____	_____
	SECONDARY:		
_____	Strategies for Effective Skill Integration	_____	_____
_____	Using and Grading Writing Efficiently	_____	_____
_____	Alternative Assessment and Performance Assessment Issues	_____	_____
_____	Rubric Development and Use	_____	_____

Induction Needs Assessment-continued

		Informational	Advanced
_____	Designing Differentiated Instruction	_____	_____
_____	Using Multiple Intelligences in the Classroom	_____	_____
_____	Addressing Various Learning Abilities in One Classroom, including adaptations and modifications necessary for special needs students	_____	_____
_____	Designing Coherent Instruction	_____	_____
_____	Fitting Reading and Writing Activities into the Curriculum	_____	_____
_____	Meshing Content/Integrating Subject Areas	_____	_____
_____	Effectively Addressing Student Behavior	_____	_____
_____	Class Meetings	_____	_____
_____	Developing Rules and Expectations	_____	_____
_____	Bullying Prevention	_____	_____
_____	Health Issues in the Classroom (accidents, seizures, allergies)	_____	_____
_____	Working with “at-risk” and Special Education Students	_____	_____
_____		_____	_____
_____	Mental Health, Depression, Drugs and Alcoholism	_____	_____
_____	Eating Disorders	_____	_____
_____	Understanding and Implementing 504s, IEPs, EL plans as well as understanding the nature of the specific disabilities outlined in each	_____	_____
_____	Home/School Connections	_____	_____
_____	Involving Parents in their Child’s Education	_____	_____
	Continuing Development of Technology Competencies	_____	_____
_____	Classroom Uses of Technology	_____	_____
_____	Planning for Computerized Instruction	_____	_____
_____	Basics of School Law	_____	_____
_____	PDE Primer (What is it? Who runs it? How does it work?)	_____	_____
_____	Current Trends in Education	_____	_____
_____	PSSA Administration / Keystone Exam Administration	_____	_____
_____	Social Emotional Learning	_____	_____
_____	Trauma Informed Decisions	_____	_____
_____	Other: _____	_____	_____

Appendix E: Educator Code of Conduct

Professional Standards and Practices Commission

Code of Conduct

Section 1. Mission

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

Section 2. Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251 - 12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12-1255(a)(10).

(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

Section 3. Purpose

(a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

Section 4. Practices

(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.

(b) Professional educators are expected to abide by the following:

(1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § § 1-101 - 27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.

(2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

(3) Professional educators shall maintain high levels of competence throughout their careers.

(4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

(5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have

a range of methodologies and to request the necessary tools for effective teaching and learning.
(6) Professional educators shall impart to their students principles of good citizenship and societal responsibility.
(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.
(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.
(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.
(10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

Section 5. Conduct
Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of § § 235.6-235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

Section 6. Legal obligations
(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251-12-1268), known as the Teacher Certification Law.
(b) The professional educator may not engage in conduct prohibited by:
(1) The Public School Code of 1949 (24 P. S. § § 1-101-27-2702) and other laws relating to the schools or the education of children.
(2) The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § § 401-413), known as the Public Official and Employee Ethics Law.
(c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Section 7. Certification
The professional educator may not:
(1) Accept employment, when not properly certificated, in a position for which certification is required.
(2) Assist entry into or continuance in the education profession of an unqualified person.
(3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

Section 8. Civil Rights
The professional educator may not:
(1) Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.
(2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

Section 9. Improper personal or financial gain
(1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.
(2) Exploit a professional relationship for personal gain or advantage.

Section 10. Relationships with students
The professional educator may not:
(1) Knowingly and intentionally distort or misrepresent evaluations of students.
(2) Knowingly and intentionally misrepresent subject matter or curriculum.
(3) Sexually harass or engage in sexual relationships with students.
(4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Section 11. Professional relationships
The professional educator may not:
1. Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.

2. Knowingly and intentionally distort evaluations of colleagues.
3. Sexually harass a fellow employee.
4. Use coercive means or promise special treatment to influence professional decisions of colleagues.
5. Threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

The Code of Professional Practice and Conduct for Educators can be found at 22 Pa. Code §§235.1 - 235.11.

All questions should be directed to the Professional Standards and Practices Commission at (717) 787-6576.

For further information, please contact:

Carolyn Angelo, Executive Director
Suzanne Markowicz, Administrative Assistant

Professional Standards
and Practices
Commission 9th Floor -
333 Market Street
Harrisburg, PA 17126-0333
(717) 787-6576

Note for Appendices F, G and H:

Dated lines for each item in checklists for appendix F, G, and H comparable to teacher checklist up front

For therapists, nurses, and school counselors, replace domain-based conversations from above with appropriate domains from PDE for non-teaching professionals

Appendix F: PT/OT/SPEECH

Creating a mentor checklist for new therapists in a school setting involves outlining key tasks, responsibilities, and considerations to ensure a smooth transition and successful integration into the school environment. Here's a comprehensive mentor checklist:

1. **Introduction and Orientation:**
    - Welcome the Related Service Provider to the school.
    - Provide a tour of the school facilities, including the therapy room and any relevant spaces.
    - Introduce them to key school staff, administrators, and fellow therapists.
2. **School Policies and Procedures:**
    - Review and explain school policies and procedures.
    - Provide information on emergency protocols.
    - Discuss confidentiality and privacy guidelines.
    - Orient to building specific resources/people if mentor is not in building.
3. **Caseload Overview:**
    - Provide an overview of the students on the caseload.
    - Discuss individual student needs, IEPs (Individualized Education Programs), and relevant medical information.
    - Creating schedules for students.
4. **Collaboration with School Team:**
    - Schedule meetings with teachers, support staff, and administrators to foster collaboration.
    - Discuss communication strategies and establish regular check-ins.
    - Orientation to roles and responsibilities of other providers and provide contact information for resources such as “homelessness, crisis prevention, SAP process etc.”
    - Discuss extracurricular opportunities
5. **Therapy Room Setup:**
    - Assist in setting up the therapy room, ensuring it is conducive to effective therapy.
    - Provide information on available resources and equipment.
6. **Documentation Training:**
    - Review the school's documentation and reporting requirements.
    - Provide training on maintaining accurate and timely records.
    - Provide guidance on maintaining records and documentation timelines.

7. **Professional Development Opportunities:**
    - Identify and discuss relevant professional development opportunities.
    - Share resources and materials to support ongoing learning.
8. **IEP Meetings/ER Meetings:**
    - Attend IEP meetings with the new related service providers based upon the entry level competence.
    - Clarify roles and responsibilities during these meetings.
9. **Data Collection and Analysis:**
    - Review evaluation procedures
    - Review referral procedures
    - Guide the new therapist on data collection methods.
    - Assist in analyzing data to inform therapy goals and strategies.
10. **Behavior Management Strategies:**
    - Share effective behavior management strategies in the school setting.
    - Discuss how to collaborate with teachers on behavior interventions.
    - Discussion of behavior personnel roles related to individual student needs (example: BHT's)
11. **Communication with Parents:**
    - Provide guidance on effective communication with parents.
    - Discuss strategies for involving parents in the therapeutic process.
12. **Time Management:**
    - Offer tips on effective time management in a school setting.
    - Help prioritize tasks and responsibilities.
13. **Self-Care and Burnout Prevention:**
    - Discuss the importance of self-care.
    - Share strategies for preventing burnout and maintaining a healthy work-life balance.
14. **Feedback and Evaluation:**
    - Establish a system for regular feedback and evaluation.
    - Provide constructive feedback to support professional growth.
15. **Professional Organizations and Resources:**
    - Introduce professional organizations relevant to school-based related service providers.
    - Share useful websites, journals, and literature and resources related to professional development and continuing education opportunities for related service providers.
16. **Follow-Up Support:**
    - Offer ongoing support and check-ins.
    - Address any concerns or challenges that arise.
17. **Celebrating Successes:**
    - Acknowledge and celebrate achievements and milestones.
    - Foster a positive and supportive work environment.

18. Medical Access

- Discuss billing and contacts for billing where applicable
- Discuss processes and procedures related to the Random Moment in Time Study (SSG)

Appendix G: School Nurses

Mentor Checklist for Certified School Nurses:

1. **Introduction and Orientation**
   - Welcome inductee and provide an overview of the mentorship program.
   - Discuss roles, expectations, and confidentiality.
   - Share background, experience, and areas of expertise.
2. **Establishing Goals**
   - Collaboratively set short-term and long-term goals with the inductee.
   - Ensure goals align with the inductee's professional development needs.
3. **Orientation to School Policies**
   - Familiarize inductee with school policies and procedures.
   - Provide guidance on documentation and reporting requirements.
4. **Clinical Skills Development**
   - Assess inductee's clinical skills and identify areas for improvement.
   - Plan and implement skill-building activities or workshops.
5. **Professional Development:**
   - Discuss continuing education opportunities and resources.
   - Encourage attendance at relevant conferences or workshops.
6. **Networking and Collaboration:**
   - Introduce inductee to key school staff and administrators.
   - Facilitate opportunities for inductee to collaborate with other healthcare professionals.
7. **Communication and Documentation:**
   - Review effective communication strategies with students, parents, and colleagues.
   - Provide guidance on thorough and accurate documentation practices.
8. **Time Management:**
   - Share tips for effective time management in a school nursing setting.
   - Discuss strategies for balancing administrative tasks and direct patient care.
9. **Conflict Resolution:**
   - Discuss common challenges and conflicts in school nursing.
   - Provide guidance on conflict resolution strategies.
10. **Self-Care and Wellness:**
    - Emphasize the importance of self-care and wellness for the school nurse.
    - Discuss stress management techniques and resources.
11. **Reflective Practice:**
    - Encourage inductee to engage in reflective practice.
    - Provide guidance on self-assessment and continuous improvement.
12. **Feedback and Evaluation:**
    - Conduct regular feedback sessions with the inductee.

- Collaboratively evaluate progress towards goals.

13. Support During Transitions:

- Offer support during challenging periods or transitions.
- Discuss strategies for adapting to changes in the school environment.

14. Professional Boundaries:

- Review and discuss maintaining professional boundaries.
- Address ethical considerations and dilemmas.

15. Closure and Next Steps:

- Facilitate a closing session to discuss achievements and areas for future growth.
- Provide guidance on continued professional development.

Remember, this checklist is a guide, and mentors may need to adapt it based on the specific needs of their inductees and the context of their school nursing environment.

Regular communication and flexibility are key elements of a successful mentorship relationship.

Appendix H: School Counselors and Social Workers

1. Introduction and Orientation:
    - Welcome the new school counselor and social workers to the school.
    - Provide a tour of the school facilities, including the counseling office and any relevant spaces.
    - Introduce them to key school staff, administrators, and fellow counselors.
2. School Policies and Procedures:
    - Review and explain school policies and procedures related to counseling and social work services.
    - Provide information on emergency protocols specific to counseling situations such as crisis referrals and threat assessments.
    - Discuss confidentiality and privacy guidelines within the counseling context.
    - Orient them to building-specific resources and individuals if applicable.
    - Review the role of school counselors and social workers in SAP, Child Study, and/or Child Find within your building.
3. Caseload Overview:
    - Provide an overview of the students on the counselor's or social worker's caseload.
    - Discuss individual student needs, 504 plans, IEPs, and relevant background information.
    - Discuss scheduling and appointment procedures for counseling sessions.
4. Collaboration with School Team:
    - Schedule meetings with teachers, support staff, and administrators to foster collaboration, this should include SAP Team, Child Study, Concussion, and 504 Teams, as appropriate.
    - Discuss communication strategies and establish regular check-ins with other stakeholders.
    - Orient to roles and responsibilities of other providers and provide contact information for resources such as crisis intervention teams, student support teams, etc.
    - Discuss opportunities for collaboration with extracurricular programs or special initiatives.
5. Counseling Office Setup:
    - Assist in setting up the counseling office, ensuring it is conducive to effective counseling sessions.
    - Provide information on available resources, materials, and confidentiality safeguards within the office.
6. Documentation Training:
    - Review the school's documentation and reporting requirements for counseling services.
    - Provide training on maintaining accurate and confidential records of counseling sessions.
    - Guide on maintaining records and documentation timelines, including confidentiality protocols.
7. Medical Access (Social Work only)
    - Discuss billing and contacts for billing where applicable

- Discuss processes and procedures related to the Random Moment in Time Study (SSG**)**

8. Professional Development Opportunities:
    - Identify and discuss relevant professional development opportunities for school counselors and social workers.
    - Share resources and materials to support ongoing learning and professional growth.
9. Data Collection and Analysis:
    - Review procedures for collecting and analyzing data related to counseling services.
    - Guide on data-driven decision-making for school counseling and social work interventions.
10. Behavioral Intervention Strategies:
    - Share effective behavioral intervention strategies in the school setting.
    - Discuss collaboration with teachers and other staff on behavior management plans.
11. Communication with Parents and Guardians:
    - Provide guidance on effective communication strategies with parents and guardians.
    - Discuss strategies for involving parents in the counseling process and addressing their concerns.

12. Time Management:
    - Offer tips on effective time management strategies specific to counseling duties.
    - Help prioritize tasks and responsibilities to maximize efficiency.
13. Self-Care and Burnout Prevention:
    - Discuss the importance of self-care for school counselors.
    - Share strategies for preventing burnout and maintaining a healthy work-life balance.
14. Professional Organizations and Resources:
    - Introduce professional organizations relevant to school counselors and social workers
    - Share useful websites, journals, and literature for professional development and continuing education.
15. Follow-Up Support:
    - Offer ongoing support and check-ins to address any concerns or challenges.
    - Provide additional training or resources as needed for continued growth.
16. Celebrating Successes:
    - Acknowledge and celebrate achievements and milestones in counseling services.
    - Foster a positive and supportive work environment for the counselor and the counseling team.

Appendix I: Wallenpaupack Area School District Induction Plan Year 2 Completion Form

Inductee Name:_____

Meeting Frequency and Delivery Format, Year 2:
Inductees will attend one face-to-face meeting held in District in either August or October. This meeting will focus on one or more of the in-person topics determined by the Act 48 Committee. Following the initial meeting, inductees and their mentors will meet a minimum of 4 times per year on an as needed basis determined by the mentor/inductee pair.

Documentation and Mentor Selection Compensation: Upon full attendance of these meetings, the mentor and inductee will submit the associated form. (See below) This form will be presented to the Assistant Superintendent by June 1 of the school year in which the mentor/inductee attended these sessions. The Year 2 Mentor will be compensated at this time for four hours at curriculum rate. The Mentor/Inductee relationship will continue from Year 1 to Year 2 unless one or both of the parties seeks a change at which time, a new mentor will be determined for Year 2 of the Induction Program

Wallenpaupack Area School District
Hawley, PA
Wallenpaupack Area School District Induction Plan Year 2 Completion Form

Completion of the August or October Meeting: _____ Yes
_____ No
_____ Date
_____

Topic

Completion of meetings at the Mentor/Inductee's discretion, totaling 4 hours

Meeting Dates:

Date	Amount of time

Mentor Signature: _____
Inductee Signature: _____
Assistant Superintendent Signature: _____

WALLENPAUPACK AREA SCHOOL DISTRICT

Professional Development Handbook

2026 - 2027

Administration Office

2552 Route 6

Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Dr. Keith E. Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570- 226-4557 Ext. 3000.

WASD Board Policy 433- Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.

The Board shall approve a professional education plan that is designed to meet the educational needs of the district and its certificated administrative and professional employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers.

The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, the Comprehensive Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board.

Professional education plans associated with the federal requirements of Title I and Title II funding shall be developed by the professional education committee and forwarded to the Board for approval prior to submission for approval by the Pennsylvania Department of Education.

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.

Introduction

As professionals in an ever-changing knowledge-based society, educators are required to continuously upgrade their skill-set—just as lawyers, doctors, accountants, and other licensed professionals are expected to do. Pennsylvania's educator professional development law, known as Act 48 of 1999, describes the requirements that apply to all certified educational professionals.

The professional education plan of each school entity should be designed to meet the continuing education needs of that school entity and its professional employees, so that they may in turn meet the specific needs of students. Professional development must be based on sound research and promising practices of educator effectiveness, consistent with 24 P.S. §11- 1123, and it must be part of an approved plan for building educators' skills over the long term. Act 48 of 1999 requires all Pennsylvania educators holding Pennsylvania public school certification (including Instructional I and II, Educational Specialist I and II, Administrative, Supervisory, Letters of Eligibility, and all vocational certificates) to participate in ongoing professional education.

School districts and intermediate units are presumed providers of Act 48 hours for their certified professional educators by virtue of the continuing professional education plan they must file and have approved by PDE. A school district may

recognize and grant Act 48 hours to its employees for activities that were offered outside of the school district's own in-service program, if the school district concurs that the training activity was consistent with the district's approved professional education plan, as it extends logically to the individual educator.

Educators must earn six credits of collegiate study; or six credits of PDE-approved continuing professional education courses; or 180 hours of continuing professional education programs, activities or learning experiences through a PDE approved provider; or any combination of the above every five years to maintain active certification status.

Professional development must also be aligned to the applicable learning standards. The Pennsylvania Academic Standards for core instruction have legal status as appendices to 22 Pa. Code Chapter 4 (Academic Standards and Assessment), and can be accessed on PDE's Standards Aligned System (SAS).

1. If the proposed offerings cover topical content related to the core academic content areas, they must be aligned by grade level to the standards.
2. If the proposed offerings focus on social-emotional wellness, they should be aligned to the Pennsylvania Interpersonal Skills standards, also accessible via SAS.
3. If the proposed offerings are designed for early childhood educators, they must be aligned to the Pennsylvania Early Learning Standards. The Early Learning Standards are meant to guide the development of pre-kindergarten programs, and were developed by a task force consisting of early childhood practitioners and administrators, policy analysts and researchers, and university faculty.
4. If the proposed offerings aim to develop teachers' professional capabilities to use learning technologies or software, they should be aligned to: a. Partnership for 21st Century Skills Frameworks for Information, Media and Technology Skills; or b. International Society for Technology Education's National Educational Technology Standards for Students, Teachers, and Administrators.
5. Professional development activities that target educators working with special needs learners or students with Individualized Education Programs (IEPs) can reference the provisions and requirements of 22 Pa. Code Chapter 14 (Special Education Services and Programs), the Individuals with Disabilities Education Act (IDEA), or 34 CFR Part 300. They provide educators with information on dealing with special conditions that impact student achievement (ADHD, autism, visual, auditory and speech limitations, disabilities that limit physical mobility, and intellectual disabilities).

Professional Education Committee

According to 24 P.S. §12- 1205.1, a school entity's Professional Education Plan must be prepared by a committee consisting of:

- Teacher representatives divided equally among elementary, middle, and high school teachers, chosen by the teachers;
- Educational specialist representatives, chosen by educational specialists;
- Administrative representatives, chosen by the administrators of the school entity;
- Parents of children attending a school in the district, appointed by the board of school directors;
- Local business representatives, appointed by the board of school directors; and
- Other individuals representing the community, appointed by the board of school directors.

The Department of Education recommends that the Professional Education Committee also obtain input from early childhood educators and community partners and, when applicable, representatives from tutoring programs.

Professional Education Committee Responsibilities

The Professional Education Committee is responsible for:

- Establishing operating functions/subcommittees;
- Conducting a needs assessment and setting clear goals for professional education;
- Creating a delivery system for approved professional education that is designed to meet the identified needs of students;
- Signing off on the Professional Education Plan and submitting it for approval by the school board; and
- Reviewing the plan annually, making revisions as needed.

Needs Assessment and Goal Setting

The Professional Education Committee must assess the educational and staff development needs of the school entity and its professional educators, students and the community. The needs assessment must be data-driven and identify the staff development needed to achieve the academic standards and goals of the entity's comprehensive plan. After the educational and staff development needs have been evaluated, goals must be established for the three-year Professional Education Plan. This includes setting goals for students and goals for staff that support achievement of the goals for all students.

Wallenpaupack Area School District Act 48 Committee Guidelines: Functions and Duties

I. Commitment to Professional Development

The Act 48 Committee will:

i. Establish procedures for review and management of professional development opportunities.
    1. In-service
    2. Flex offerings
    3. WASD Course offerings
ii. Present the views of the professional staff and administrators to develop productive professional development opportunities.

II. Committee Meetings and Employee Involvement

The Act 48 Committee will:

i. Be comprised of 50% professional staff representatives (9) and 50% administrative representatives (9)
ii. Designate co-chairpersons for the committee (one professional staff committee member and one administrative committee member)
iii. Hold meetings with a quorum of committee members (simple majority).
iv. Maintain attendance lists of each committee meeting.
v. Rotate members as necessary, ensuring that the majority members are experienced members (more than one year on the committee).
vi. Develop and maintain a membership list.
vii. Keep meeting agendas and notes, including all committee recommendations.
viii. Develop, make available, and store a written agenda for each meeting. Agendas should include a review of past/current professional development offerings, state and federal mandates, WASD credit information, suggested professional development offerings, good of the committee information, etc.)
ix. Solicit ideas and suggestions from professional staff and administration in order to offer professional development equal to the needs of the professional staff.

Act 48 Committee Approved Guidelines

I. Flex time Guidelines

Flex time consists of six (6) hours of approved "out of school flex time" meetings, curriculum/instructional work and other professional activities. The ACT 48 Implementation Committee will monitor the process with final resolution of disputed cases resolved by agreement between the Superintendent and the Association President. If no agreement is reached, the activity will not be approved.

- Pre-approval of flex time will be requested from an administrator.
- When submitting flex time, allow ample time for the request to be reviewed and approved by the appropriate administrator. Contact your administrator directly if you have a time-sensitive request, or if your request has gone un-approved. In the rare instance that a request is submitted after the flex time occurs, the teacher shall explain in the comments section of the request the reason why they were unable to have the activity pre-approved. The administrator is not obligated to approve the flex time; however, before making the determination the administrator will consider if the flex time would have been approved if the activity had been submitted for pre-approval.
- No more than two hours of flex time will be approved per request.
- Flex-time participants who are no longer able to attend the flex meeting should cancel the flex time prior to the meeting being held.
- Flex hours are intended to be used throughout the year and should NEVER be completed all at one time, or in one day.
- When flex time is completed outside of our School District Grounds, a certificate of completion, when available, and/or notes of the flex time must be submitted to the approving administrator, upon request.
- Unless written permission is given by an administrator, self-guided meetings (teachers meeting in groups for professional development) must meet on District Grounds.
- Teachers are encouraged to mark their professional development activities complete by May 31st. For flex time activities occurring after May 31st, activities should be marked complete as soon as possible, and are required to be submitted by the last day of school.
- Flex hours not completed by the last day of school will result in reduction in pay.
- Flex time facilitators may receive one hour of flex time for the preparation of the flex session and additional flex time for facilitating/attending the session.
- The spirit of flex time is the hope that individualized professional development will enhance classroom instruction, increase student achievement, or offer growth as a professional.

II. Act 48 Credit Guidelines

The professional education committee has approved the following list of professional education options that may be used to fulfill the six credits and/or 180-hour requirement with prior approval from the appropriate supervisor/administrator.

- Collegiate studies;
- Continuing professional education courses taken for credit;
- Approved continuing education units;
- Curriculum development and other program design and delivery activities at the school entity or grade level as determined by the school entity;
- Participation in professional conferences and workshops;
- Education in the Workplace, where the work is related to the professional educator's area of assignment;
- In-service programs that comply with the professional education criteria;
- Early childhood and child development activities for professional educators whose area of assignment includes kindergarten through third grade;
- Other continuing professional education courses, programs, activities on learning experiences sponsored by the Department of Education, Intermediate Units, and Pennsylvania school entities;
- Preparation for the teaching of continuing professional education courses and in-service or workshop sessions for school districts, the Department of Education, professional conferences, or Intermediate Units; the initial preparation for the course will be at a ratio of 1:1;
- Preparation for the teaching of undergraduate/graduate education courses; the initial preparation for the course will be at a ratio of 1:1;
- Any experience or course related to certification, general pedagogy, and the needs identified in the district's plan;
- Induction professional development activities occurring during a district or intermediate unit's defined induction program; and mentor activities;
- Observations and visitations – Observations and visitations are defined as school entity sponsored visitations for the purpose of improving instruction and student achievement. These opportunities may include, but are not limited to, activities such as observations within the intermediate unit, visitations to other sites outside of the intermediate unit, and business and industry collaboration;
- Program/department meetings; e.g. meetings for a specific purpose (planning and coordinating curriculum, sharing of successful projects). These meetings may be scheduled during in-service days, the regular school day, and/or through release time;
- Online courses;
- Distance learning staff development;
- Presentations by staff of the school entity;

- State-sponsored/developed professional education courses, programs, activities, or learning experiences;
- Inquiry into practice, action research, study groups, and independent study;
- Peer observation, peer coaching, and collegial study and support group activities;
- Professional enhancement activities as approved by the district;
- Online professional development; i.e. teacher-to-teacher, video streaming, etc.

Act 48 Hours for Class Preparation - On the occasion that a professional employee teaches a class, workshop, or program for other professional employees in the school district the following guidelines will apply:

- For the time devoted to instruction, Act 48 hours will not accumulate, however, Act 48 hours will be awarded for preparation prior to class presentation.
- Time for preparation will earn Act 48 hours once per class offering. For a two (2) hour class, two (2) hours of Act 48 hours will be awarded to the instructor for class preparation. Likewise, for a four (4) hour class four (4) hours of Act 48 hours will be awarded etc.

Act 48 Conference Hours **-** When a professional employee attends a multi-day conference, and verification of participation and Act 48 hours is not provided by the organizers of the conference, the following guidelines will apply. Each day of full participation will count as six (6) hours of Act 48 hours. If travel curtails any part of the full six (6) hours the professional employee will report the correct hours to his/her immediate supervisor.

III. Wallenpaupack Credit Courses

Wallenpaupack Credit Courses are recognized by the district as a means of salary column movement. Guidelines for WASD credit courses are as follows:

- WASD Courses are designed for professional employees who have attained the minimum of a master's degree.
- Professional employees who do not have a master's degree may take WASD Courses, however, they cannot "bank" them as master's credits. Only professional employees with a master's degree or above may bank credits for column movement.
- WASD Courses will be offered three sessions per year, Fall, Spring and Summer. Year- long courses are also acceptable.
- WASD Courses may be one, two, to three credits. Instructors will be paid at a rate of $1,200 per credit.
- Each credit requires a minimum of 15 hours of face-to-face seat time. Face- to-face plus outside assignment time must total 30 hours per credit.

An attendance policy must be clearly stated within the course syllabus. The syllabus must be submitted, reviewed, and approved by the Act 48 sub- committee, prior to advertising the proposed course. Notification of the course expectations prior to enrollment is required. Instructors should make every effort to adhere to the pre-determined class schedule.

- Any professional staff member or administrator may submit a course proposal. Course proposals must be submitted through AESOP and provide evidence of the alignment to District Initiatives. Deadlines for submissions will be issued yearly by the District Office.
- The Act 48 Committee (or a designated sub-committee) will review and approve course proposals.
- Classes must have a minimum of 10 participants unless the Assistant Superintendent and Instructor agree that a lesser amount is appropriate.
- All approved courses must include the District's standard end-of-course evaluation.
- Instructors are responsible for confirming attendance and submitting end-of- course paperwork to the district within one week of the course conclusion.
- WASD Credits are not transferrable to other school districts.
- Deadlines for submission of proposals 2026-2027:

Fall: September 14, 2026

Spring: January 4, 2027

Summer: May 3, 2027

Appendix

WASD Instructor Guide

- Attendance should be taken at every session on a dated sign in sheet. This sheet can be printed from MLP by the building principal or technology coach. Copies should be made for every session and one extra for recording final grades.
- At the conclusion of the course, all of the dated sign in sheets, the pay sheet and a sheet reflecting each participant's final grade (Pass or Fail) should be submitted to Dr. Szader.
- Dr. Szader will enter the data into MLP and forward all sheets to Lindsey Shaheen for recording of the credits and instructor payment.
- A fillable PDF of the pay sheet can be found on the Te@ch site

WALLENPAUPACK AREA SCHOOL DISTRICT

2552Rout.c 8
tt:.Wley, PA 18428,00S.S
(570)226-4557t!xt. 3003
Fa)(: (570)226-0638

Professional Development Instructor

Name:			
Building:			
Position:			
Begin Date	End Date	Course(s) Taught	# of Credits
		Total Credits:	
		Cost per Credt	$1,200.00
		Total Compensation Due:	
Instructor Signature:			
Date Submitted:			

Assistant Superintendent Date

Bud et Code:

Wallenpaupack Area School District

2026 - 2027

Substitute Support Staff Handbook

Administration Office

2552 Route 6

Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Dr. Keith E. Gunuskey Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570-226-4557 Ext. 3000

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Wallenpaupack Area School District

Mission Statement

The Wallenpaupack Area School District's Mission is to provide an educational environment that promotes excellence for all students, thereby developing life-long learners who are responsible citizens.

Superintendent's Welcome

Welcome to the Wallenpaupack Area School District.

The purpose of this handbook is to provide information to our substitutes on matters pertaining to the general administration of the Wallenpaupack Area Schools. Please read and review this handbook thoroughly, as each year there are many updates and revisions.

The items appearing have been carefully selected and approved by the Board of Education. Please keep this handbook accessible and refer to it when you have questions regarding district policies and procedures. The administrative staff is available to assist you in providing our students with the best educational program possible. In instances where further clarification is requested, a conference will be gladly arranged. Your whole-hearted cooperation is solicited.

I look forward to working with you.

Dr. Keith E. Gunuskey
Superintendent

Administrative Staff

Keith E. Gunuskey, Ed.D ..... Superintendent
Jay Starnes, Ed. D ..... Assistant Superintendent
Diane Szader, Ed. D. ..... Director of Educational Technology
Tanya Carrelle, Ph. D ..... Director of Special Education
Sherman Bronson……. ..... Assistant Director of Special Education
Clayton LaCoe, Ed. D. ..... Director of Curriculum. Assessment & Instruction
William Theobald…… Director of Support Services
Travis Ey ..... High School Principal
Brett Buselli..... High School Assistant Principal
Amanda Schmalzle..... High School Assistant Principal
James Kane..... Middle School Principal
Ashley Gross ..... Middle School Assistant Principal
Lisa Ussia ..... North Intermediate School Principal
Frances D. Peppiatt. ..... South School Principal
Kevin Kromko..... North Primary School Principal

Introduction
The purpose of this Handbook is to provide general information and to assist you in knowing what is expected of you as a substitute in this district.

Classroom Environment
Classroom environment is a vital component in student learning. Each member of the support staff is to assist the teachers in creating a positive classroom environment that is responsive to the needs of the students and where they can feel safe. It is important that the environment is one of acceptance, where students feel valued as individuals as well as contributing members of the group as a whole.

Computers and the Internet
All support staff should comply with School Board Policy #815-Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems. The school district's computers are not for personal use. All ethics and morals of the teaching profession, which are described in previous paragraphs, should be applied during computer usage.

Correcting Personal Information
Please contact extension 3014 in the District Administration Office on the following matters:

- Error in paycheck
- Change of address
- Change in dependent status
- Change in telephone number

Dress Code of Secretaries and Teacher Assistants
Each member of the support staff is expected to dress in a manner that reflects well on both themselves and the school. The following guidelines are suggested:

- Jeans and wind-suits may be worn only on days when special activities such as field trips are planned. At the discretion of the principal at the individual school, the school may have "Casual Friday" in which the staff is allowed to wear jeans, school shirts, etc.
- Tee shirts should not be worn unless the school has a "Casual Friday" when they are allowed. Any tee shirt which is worn is to be in good taste and of appropriate appearance (not faded, appropriately loose, appropriate logo, etc.)
- Shorts should not be worn unless approved for an event such as Field Day.
- Staff members should not wear any clothing which is excessively tight fitting, excessively large or loose fitting, excessively short in length, or otherwise in poor taste for the professional position held.
- Staff members should not to wear tank tops or spaghetti straps. This includes those covered by open-work lace or crocheted tops.
- Staff members should not wear hats.
- Staff members should not wear flip flops. If a shoe meets any of the following criteria, it should not be worn: beach wear, made of rubber or a rubber type material, no heel, and makes a flopping noise when the person walks. Teacher assistants may wear open-toed and/or open-heeled shoes if they have a heel and are in good taste.

Emergency Closing
During the winter, it may be necessary to close school because of inclement weather. Late start and closing announcements will be made on WARM, WGBI, WKRZ, WCDL, WDNH, and WNEP.

Fire Drill Procedure

- Students are to leave the building in a single file and remain with their teacher.
- There is to be no idle conversation by either students or teachers while exiting the building or until the teacher has completed taking attendance outside.
- Teachers will carry roll books and Go-Kits with them during the evacuation.
- Windows and doors will be closed before leaving the room.
- Any student, not accounted for, and any students who have joined the group will be documented on the proper form and delivered to the secretary will be at the building's designated area(s). All teachers should send the attendance report with a dependable student.
- All students are to remain at least 100 feet from the building and off driveways so as not to impede the progress of emergency vehicles. Remain on paved areas whenever possible.
- EVERYONE must leave the building as QUICKLY as possible.
- Everyone will return promptly when the outside bell is rung.
- Students who are in the hall or otherwise separated from their group when a fire drill begins will join their group outside if possible, otherwise, they will report to the flagpole.
- The librarian and nurse will use their sign-in sheet for taking attendance.
- Large groups of students at lunch will split and go out the designated exits to the parking lot with a teacher or aide in charge of each group.
- Do not leave exterior doors open.
- Teacher assistants need to report to either their supervising teacher or their designated area.

Hall Supervision
Between periods, all staff are expected to assist in student control in the room and in the hall areas. All visitors must report to the office when entering the building. Please notify the office immediately if you believe an unauthorized person is in the building.

Injury
Any student or faculty injury or accident must be reported to the school nurse and administration office immediately.

Instructions for Substitute Teacher Assistants Assigned to a Specific Teacher
The primary goal of the teacher assistant who assists a teacher in a regular classroom is to serve as an instructional resource to increase student testing performance in the basic skills of reading, mathematics and writing. This student assistance will typically be done by working with students in small groups or individually as instructed by the certified teacher, but also may include assisting individuals in the large group as needed as a teacher instructs the group. The Teacher Assistant will work with the students to strengthen areas of weakness, to reinforce skills which have been taught, to provide remediation as needed, and any other appropriate educational goal as assigned by the teacher. The work of the Teacher Assistant will be supervised by the certified teacher and by the principal. The Teacher Assistant may be assigned to work with more than one teacher on a regular basis.

Medical Examinations
All employees of the school district are required by law to take a pre-employment medical examination, including a tine test, the results of which will be recorded on the school medical form. This examination may be done by the school physician or by a physician at the employee's expense. Flu shots will be provided by the school district on an annual basis, depending on the availability of the shots.

Professional Ethics
The services of men and women of integrity, high ideals, and human understanding are basic to an effective educational program. To maintain and promote these essential qualities, all employees of this district shall maintain high standards of conduct in their behavior and in their school relationships. This includes being honest, treating students and fellow staff members fairly and with courtesy, and treating teachers and administrators with respect.

School Safety
All exterior doors are to be closed and locked at all times. When taking students outside, please firmly close the door. To re-enter the building, please use the front door. If a door is left open, please close it. Keeping WASD as safe as possible is the responsibility of each and every one of us!

School Telephones
School telephones are for the use of school authorities to facilitate the operation of the school. Substitutes are not to make personal long-distance calls at district expense. Students are not to use school telephones or be called to receive telephone messages except in the case of illness/emergency. Messages will be placed on voice mail or delivered when appropriate.

Student Safety & Notifying the Principal
All staff members are responsible for assisting the principal with maintaining a safe and hazard free environment for the students and staff. Teachers and staff members are to consider themselves on duty at all times regarding student and staff safety and are to immediately notify the principal or assistant principal if an unsafe situation is noted. This includes but is not limited to hazards or unsafe situations in the environment such as broken playground equipment which might injure someone and potential hazards or unsafe situations which may come to the staff member's attention involving threats made by a student to harm others or when a staff member has a reasonable suspicion that student may potentially harm others. Staff members are to be observant, attentive, and use all reasonable means at their disposal to assist the principal in maintaining a safe school environment for everyone.

Student Supervision Guidelines
Students are to be well supervised during all recess and break times with the goals of maintaining safety and preventing problems. Teacher Assistants will be present at any and all assigned duty times on the playground or cafeteria. Each member of the support staff will:

- Be visible, watchful, and alert.
- Ensure students remain in the assigned area.
- Ensure students are not engaging in rough play that could lead to injuries or fights.
- Be up and walking around the play or break area perimeter in order to properly supervise the activity.

- Intervene and prevent problems when a student's physical or emotional well-being is at stake, such as due to bullying, harassment, aggressive behavior towards others, risk-taking behavior which could lead to injuries, and other such situations.

During inside recess required due to inclement weather, students are to be properly supervised in the classroom or other area as outlined above and will not be left alone.

Substance Abuse
All employees are prohibited from the use or possession of any unauthorized drugs, controlled substance and or alcoholic beverages in school buildings or on school property. This includes "look-alikes". This prohibition includes all school events on or off school grounds, as well as in route to or from school. Any employee found using, in possession of or under the influence of a controlled substance and/or intoxicating beverage will be subject o disciplinary action, including termination.

Substitute - Student Relations
Every substitute is an important part of the school system. All school district employees and substitutes must work together to create a positive school climate in which learning can take place. Effective schools focus on instruction. School staff should strive to create the expectation that all students can obtain at least a minimum mastery of basic skills. Support staff behaviors should show acceptance of each student as an individual. Students should be treated with courtesy and respect.

Substitute Supervision
Each member of the substitute staff shall come under the direct supervision of the principal assigned to his or her work area or building.

Substitute - Teacher Relations
All school district employees shall treat each other respectfully and with consideration. Support staff substitutes who are assigned to a particular teacher's room are to receive their instructions of daily duties from that teacher. The most important duty of any teachers assistant is to carry out any and all assigned duties which add to and benefit the education of all students.

Substitutes Leaving the Building
Because of potential liability, the following will be the format for any staff members who must leave the building during the school day:

- Staff members who leave the building to run an errand during the school day, should notify the office secretary, and utilize the sign-out form when leaving the building and also upon your return.
- Please be aware, because of liability, the office staff will keep a record of people who leave during the day so that in the event of a fire drill or a real emergency, we will know who is in and who is out of the building. In the event of an emergency phone call from a family member, we will know whether a staff member is in or out of the building and can inform the phone caller with an accurate response.
- If you must leave for the remainder of the day, you must get permission from the principal or the assistant principal.

Time Schedule
All substitutes are required to be at school and sign in by the time designated by the building principal. Substitutes are to be punctual and must sign in upon arrival and out when leaving campus. This task may not be delegated to others. No employee is to sign out prior to the assigned work time, unless special arrangements have been made with the supervising principal to leave early

Tobacco Free Environment
The Wallenpaupack Area School District is a tobacco free environment. Effective July 1, 2000 no person shall use any tobacco product on school property. The use of tobacco in any form constitutes a potential health hazard to the user and in the case of second-hand smoke, to those who are in the presence of the user and thereby has the potential to impede the educational process in the district.

Use of tobacco on a school campus or on school property is against the policy of this district and against the laws of the Commonwealth of Pennsylvania. For the purpose of this act, school property means public school building, bus, campus grounds, recreational area, athletic field, or other property owned, used, or operated by a local school board, school or directors for administration of any public educational institution or during a school related activity. No teacher or staff member is to leave the campus in their vehicle or travel to another location away from the campus during working hours for the purpose of using tobacco off school property.

Use of Communication Devices
Cell phones are NOT to be openly carried or displayed on the body at any time. Cell phones are to be kept on silent or vibrate so that the ring is not audible. At no time should a teacher, teacher assistant or staff member be observed talking on, making a call on, or otherwise using a cell phone.

Use of any Communication device is prohibited during an emergency situation other than in its initial reporting and/or as requested by those in authority. Cell phones should be used in a location that provides privacy and is not in the view of students.

Substitutes should review the Student Use of Communication Devices in the Parent/Student Handbook. Enforcement of these guidelines is the responsibility of all faculty members. Calls shall not be made or received while operating school district owned vehicles or equipment.

Those who violate this policy shall be written up and a record placed in their file. Repeated violation of this policy may result in more serious consequences. The Wallenpaupack Area School District assumes no liability for cell phones brought onto school property, including school buses. The owners of the cell phone brings the cell phone at his or her own risk. The Wallenpaupack Area School District is not responsible if the cell phone is stolen, lost, damaged or otherwise harmed.

Emergency Reference Guide

Classroom "Go" Kits
Each classroom has been provided with a "Go Kit." This kit should be taken from the room in any drill, emergency or any evacuation. The kit contains information on the various safety drills and procedures as well as an emergency reference guide, and first aid quick reference. The "Go" kits need to be kept in the same place within each classroom which is typically near the classroom door in a highly visible place.

Code Green

- Lock your door.
- Do not allow students in hallways.
- Continue to teach as normal.
- Ignore the bell schedule until the "all clear" signal is given from the office.

Code Red

- Quickly check the hallway and direct any individuals to the nearest classroom.
- Remain Calm!!!
- Lock the door and turn off the lights.
- Move all students away from areas of visibility.
- Ignore the bell schedule until the "all clear" signal is given from the office.
- Only call the office if you have pertinent emergency information.

Emergency Evacuation/Bomb Threat

- Take your class roster, "Go" kit, and students to the area designated by the administrator, PA system.
- **Do Not Touch** light switches, suspicious objects, telephones, cellular phones, or walkie-talkies.
- Close windows and doors.
- Take roll and send attendance to the Incident Command Post, designated by the administration. NP, NI, and SE should follow attendance procedures for evacuations.
- Substitute teachers without a class will supervise students and make sure the building has been evacuated.

Fire Drill/Alarm

- Take your roll book, "Go" kit, and students outside according to the emergency evacuation map posted next to the door.
- If you exit is blocked, use the next available exit.
- Leave the lights on and close the door. Do not lock the door.
- Walk students to the designated area, 500 feet away from the building and fire lanes, and supervise.
- Take roll and send attendance to the flagpole, NP, NI, and SE should follow attendance procedures for evacuations.
- Substitute teachers without a class will supervise students and make sure the building has been completely evacuated.

Hazardous Materials

- Clear students and staff from immediate area of spill.
- Report to the office the type of substance spilled, exact location, names of students/staff who had or may have had contact with the substance.
- If possible, isolate contaminated individuals.

Power Outage

- Students are to remain in the rooms or areas they are in when the outage occurs.

- Off-duty substitute teachers are to check for students in restrooms and other areas not equipped with emergency lighting.
- The administrator will decide as to students changing classes and maintaining the daily schedule. Substitute teachers will be notified of the situation through messenger or the PA system, if functioning.
- If emergency light does not work, and your classroom is in complete darkness, move your classroom to another room with light and notify the office.

Stoppage of Breathing and Circulation – AED

- Establish unresponsiveness.
- Send for nurse and AED.
- Give CPR. Only people who have successfully completed a certified course in the technique should administer CPR.
- When AED arrives, Use It! Simple directions are found on the AED.
- Continue CPR and/or use of AED until relieved by the nurse or emergency personnel.

Stranger in the School/No ID

- Ask the Individual if you could help him/her.
- If they respond "No", state, "That's fine, but you need to check-in with the main office. Let me show you the way".
- If the individual ignores your request, do the following:
  - Never attempt to detain the individual.
  - Step into the nearest classroom and have the teacher notify the main office.
  - Write a detailed description of the person.

Suspected Drugs/Alcohol/Weapons

- Report all related rumors to the office immediately
- If teaching, send a note to the office, addressed: "**Immediate Attention of the Principal"**
- Continue to observe the student until help arrives. Do not attempt to confiscate the contraband or weapon. **Stay Calm!**

Tornado/Severe Weather Drill

- Follow administrator's directions, PA announcements.
- Move class away from windows and doors, high free-spanning ceilings and exterior walls.

Emergency Phone Contacts

High School

- Principal Secretary – 3037
- Nurse – 3033
- Switchboard – 0
- Discipline – 3040
- Office – 3039
- Custodial - 3048

Middle School

- Principal Secretary – 3054
- Nurse – 3060
- Office – 3056
- Office – 3057
- 6th Grade Level Coordinator – 4124
- 7th Grade Level Coordinator - 4315
- 8th Grade Level Coordinator – 4308
- Custodial – 3062

North Intermediate

- Principal Secretary – 3069
- Nurse – 3067
- 3rd Grade Level Coordinator – 3320
- 4th Grade Level Coordinator – 3087
- 5th Grade Level Coordinator – 3205
- Custodial - 3062

North Primary

- Principal Secretary – 3077
- Nurse – 3080
- Office – 3078
- Kindergarten Level Coordinator – 2126
- 1st Grade Level Coordinator – 2206
- 2nd Grade Level Coordinator – 2220
- Custodial – 3090

South Elementary

- Principal Secretary – 3087
- Nurse – 3084
- Office – 3086
- Kindergarten Level Coordinator – 1112
- 1st Grade Level Coordinator – 1108
- 2nd Grade Level Coordinator – 1105
- 3rd Grade Level Coordinator – 1213
- 4th Grade Level Coordinator – 1207
- 5th Grade Level Coordinator – 1222
- Custodial - 3089

2026-2027 Time Schedule

REGULAR START AND DISMISSAL TIME SCHEDULE

SCHOOL	ARRIVAL	START	DISMISSAL	DEPARTURE
High School	8:00 AM	8:09 AM	2:54 PM	3:01 PM
Middle School	7:50 AM	8:00 AM	2:41 PM	2:48 PM
North Intermediate	7:50 AM	8:00 AM	2:39 PM	2:48 PM
North Primary	7:50 AM	8:00 AM	2:27 PM	2:32 PM
South Elementary	7:50 AM	8:00 AM	2:38 PM	2:42 PM

EARLY DISMISSAL TIME SCHEDULE

SCHOOL	1:00 DISMISSAL	DEPARTURE
High School	12:54 PM	1:01 PM
Middle School	12:41 PM	12:48 PM
North Intermediate	12:39 PM	12:48 PM
North Primary	12:27 PM	12:32 PM
South Elementary	12:38 PM	12:42 PM

SCHOOL	12:00 DISMISSAL	DEPARTURE
High School	11:54 PM	12:01 PM
Middle School	11:41 PM	11:48 PM
North Intermediate	11:39 PM	11:48 PM
North Primary	11:27 PM	11:32 PM
South Elementary	11:38 PM	11:42 PM

SCHOOL	11:00 DISMISSAL	DEPARTURE
High School	10:54 PM	11:01 PM
Middle School	10:41 PM	10:48 PM
North Intermediate	10:39 PM	10:48 PM
North Primary	10:27 PM	10:32 PM
South Elementary	10:38 PM	10:42 PM

LATE BUS DEPARTURE TIMES

SCHOOL	DEPARTURE
High School	5:30 PM
Middle School	5:20 PM
South Elementary	4:15 PM

WALLENPAUPACK AREA SCHOOL DISTRICT

Support Staff Handbook

2026 - 2027

Administration Office 2552

Route 6

Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Dr. Keith E. Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570- 226-4557 Ext. 3000.

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Superintendent's Welcome

Dear Wallenpaupack Family,

Welcome to a new school year! I hope your summer was filled with rest, renewal, and time with those you love. As we return, I want to take a moment to thank you for your continued commitment to our students, families, and community.

Each year brings new opportunities to learn, grow, and inspire—and I'm confident that, together, we will continue building a culture rooted in excellence, and quality care. The purpose of this handbook is to provide information to our personnel on matters pertaining to the general administration of the Wallenpaupack Area Schools. Please read and review this handbook thoroughly, as each year there are many updates and revisions.

The items appearing have been carefully selected and approved by the Board of Education. Please keep this handbook accessible and refer to it when you have questions regarding district policies and procedures. The administrative staff is available to assist you in providing our students with the best educational program possible. In instances where further clarification is requested, a conference will be gladly arranged. Your whole-hearted cooperation is solicited.

As your superintendent, I am proud to serve alongside such a dedicated and passionate team. Let's make this year one of progress, purpose, and impact.

I look forward to working with you.

Keith E Gunuskey
Superintendent

WASD Administration

Board of Education

Attorney John F. Spall, President	Mrs. Genevieve Reese, Vice President	Mr. Michael Spencer, Treasurer
Mr. Roy Finney	Mr. John Kiesendahl	Mr. Michael Romeo
Mrs. Kelly Obermiller	Mr. Paul Ottway	Ms. Lisa Smith

Mrs. Jillian Klocko, Secretary (Non-Member)

Wallenpaupack Area Administration

Superintendent..... Dr. Keith E. Gunuskey
Assistant Superintendent..... Dr. Jay Starnes
Director of Curriculum, Instruction, and Assessment ..... Dr. Clay LaCoe
Director of Technology..... Mr. Daniel Nalesnik
Director of Educational Technology..... Dr. Diane Szader
Director of Food Services .....Mrs. Heather Fedoryk
Director of Support Services .....Mr. William Theobald
Director of Transportation ..... Mrs. Deanne Mausolf
Administrator of Federal Programs, Grants and Community Partnerships .....Ms. Amanda Cykosky
Business Administrator ..... Mrs. Kerriann Horan
Coordinator of Alternative Education.....Mr. Frank Williams
Technology Systems Administrator.....Mr. Kraig Obermiller
Solicitor ..... Mr. R. Anthony Waldron III

Wallenpaupack Area Middle School

Principal ..... Mr. Jim Kane
Assistant Principal/Assistant Athletic Director ..... Mrs. Ashley Gross

Wallenpaupack Area Special Education

Director of Special Education.....Dr. Tanya Carrelle
Assistant Director of Special Education ..... Dr. Sherman Bronson

Wallenpaupack North Primary School

Principal .....Mr. Kevin Kromko

Wallenpaupack North Intermediate School

Principal .....Mrs. Lisa Ussia

Wallenpaupack South Elementary School

Principal ..... Ms. Delia Pepiatt

Wallenpaupack Area High School

Principal.....Mr. Travis Ey
Assistant Principal/Athletic Director.....Mr. Brett Buselli
Assistant Principal .....Dr. Amanda Schmalzle

Mission Statement

The Wallenpaupack area School District's mission is to provide an educational environment that promotes excellence for all students, thereby developing life-long learners who are responsible citizens.

District Beliefs

A life-long learner and responsible citizen is a person who has acquired "higher order literacy skills" to read critically, write effectively, and think critically. These characteristics are developed through a consistent K-12 curriculum with all disciplines focusing on reading, writing, and thinking. As a learning community, the WASD is committed to providing all students with a rigorous and relevant curriculum supported by strong relationships.

Educational and Organizational Goals

By cooperating and collaborating with parents, families, community organizations, and the Pennsylvania State Department of Education, the Wallenpaupack Area School District will prepare its students to achieve the highest academic and personal levels. The district will provide opportunities for students to:

- Acquire knowledge and skills.
- Develop integrity.
- Process information.
- Think critically.
- Work independently.
- Collaborate with others.
- Adapt to change.

Important Documents
All support staff are asked to review and familiar with the following:

- The Parent Student Handbook
- Emergency Procedures Reference Guide

Introduction
This Support Staff Handbook has been compiled by a committee consisting of the school principals, the superintendent, and Central Office Administration. Its purpose is to provide general information and to assist you in knowing what is expected of you as an employee in this district.

Classroom Environment
Classroom environment is a vital component in student learning. Each member of the support staff is to assist the teachers in creating a positive classroom environment that is responsive to the needs of the students and where they can feel safe. It is important that the environment is one of acceptance, where students feel valued as individuals as well as contributing members of the group as a whole.

Computers and the Internet
All support staff should comply with School Board Policy #815-Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems. The school district's computers are not for personal use. All ethics and morals of the teaching profession should be applied during computer usage.

Conferences with Parents
All parental concerns should be addressed by the classroom teacher. You may be asked by the classroom teacher to participate in a parent conference to show your knowledge of a particular student.

Correcting Personal Information
Please contact the District Administration Office on the following matters:

- Error in paycheck
- Change of address
- Change in dependent status
- Change in telephone number

Dress Code of Secretaries and Teacher Assistants
Each member of the support staff is expected to dress in a manner that reflects well on both them and the school. The following guidelines are suggested:

- Jeans and wind-suits may be worn only on days when special activities such as field trips are planned. At the discretion of the principal at the individual school, the school may have "Casual Friday" in which the staff is allowed to wear jeans, school shirts, etc.
- Tee shirts should not be worn unless the school has a "Casual Friday" when they are allowed. Any tee shirt which is worn is to be in good taste and of appropriate appearance (not faded, appropriately loose, appropriate logo, etc.)

- Shorts should not be worn unless approved for an event such as Field Day.
- Staff members should not wear any clothing which is excessively tight fitting, excessively large or loose fitting, excessively short in length, or otherwise in poor taste for the professional position held.
- Staff members should not wear tank tops or spaghetti straps. This includes those covered by open-work lace or crocheted tops.
- Staff members should not wear hats.
- Staff members should not wear flip flops. If a shoe meets any of the following criteria, it should not be worn: beach wear, made of rubber or a rubber type material, no heel, and makes a flopping noise when the person walks. Teacher assistants may wear open-toed or open-heeled shoes if they have a heel and are in good taste.

Duty Assignments
Support staff may be assigned reasonable duties over and above their regular responsibilities by the principal. Each principal will strive to make their duty assignments in an equitable manner.

Emergency Closing
During the winter, it may be necessary to close school because of inclement weather. Late start and closing announcements will be made on WDNH, PAHomepage, and WNEP, as well as district websites and social media.

Faculty Room
Each person is responsible for keeping staff areas neat and clean. No furniture, vending machines, etc. are to be moved in or out of the faculty room without administration approval. Cafeteria trays, etc., are to be taken directly back to the cafeteria. Please check at the end of the lunch period to see that all trays have been returned to the cafeteria. The refrigerator will be emptied and cleaned on a regular basis. The faculty's effort and cooperation to keep the faculty room neat and orderly is appreciated.

Family Medical Leave Act
The Wallenpaupack Area School District is in compliance with the Family Medical Leave Act of 1993 (P.L. 103-3) where applicable. For complete definitions and specifications of this policy, see Family Medical Leave Act, Wallenpaupack Area School Board Policy Manual. An employee who wishes to take family medical leave must notify his or her immediate supervisor as well as the district office.

Fire Drill Procedure
- Students are to leave the building in a single file and remain with their teacher.
- There is to be no idle conversation by either students or teachers while exiting the building or until the teacher has completed taking attendance outside.
- Teachers will carry roll books and Go-Kits with them during the evacuation.
- Windows and doors will be closed before leaving the room.
- Any student, not accounted for, and any student who have joined the group will be documented on the proper form and delivered to the secretary will be at the building's designated area(s). All teachers should send the attendance report with a dependable student.

- All students are to remain at least 100 feet from the building and off driveways so as not to impede the progress of emergency vehicles. Remain on paved areas whenever possible.
- EVERYONE must leave the building as QUICKLY as possible.
- Everyone will return promptly when the outside bell is rung.
- Students who are in the hall or otherwise separated from their group when a fire drill begins will join their group outside, if possible, otherwise, they will report to the flagpole.
- The librarian and nurse will use their sign-in sheet for attendance.
- Large groups of students at lunch will split and go out the designated exits to the parking lot with a teacher or aide in charge of each group.
- Do not leave exterior doors open.
- Teacher assistants need to report to either their supervising teacher or to designated area.

Hall Supervision
Between periods, all staff are expected to assist with student control in the room and in the hall areas. All visitors must report to the office when entering the building. Please notify the office immediately if you believe an unauthorized person is in the building.

Injury
Any student or faculty injury or accident must be reported to the school nurse and administration office immediately.

Instructions for Teacher Assistants Assigned to a Specific Teacher
The primary goal of the teacher assistant who assists a teacher in a regular classroom is to serve as an instructional resource to increase student testing performance in the basic skills of reading, mathematics and writing. This student assistance will typically be done by working with students in small groups or individually as instructed by the certified teacher but also may include assisting individuals in the large group as needed as a teacher instructs the group. The teacher assistant will work with the students to strengthen areas of weakness, to reinforce skills which have been taught, to provide remediation as needed, and any other appropriate educational goal as assigned by the teacher. The work of the teacher assistant will be supervised by the certified teacher and by the principal. The teacher assistant may be assigned to work with more than one teacher on a regular basis.

Leave Policies – AESOP Protocol
The district uses AESOP to track absences. AESOP is used for illness, bereavement, jury duty, and personal leaves. All accumulated sick time may be used in any given school year.

1. Employees should create their absence request by 6:30 a.m. Anyone calling in after that time should notify their building administrator by phone and then create an absence request in AESOP.
2. On a two hour delay an absence request must still be created by 6:30 a.m. Do not wait to create your absence request. Last-minute calls reduce the possibility of finding a substitute.

3. In the event of a school cancellation, AESOP will automatically cancel your absence request.
4. If an employee is at work and needs to request an absence for the same day, they should contact their building administrator or designee. The administrator will contact Jennifer Marmeleira who will record the absence.
5. If you have scheduled an absence that you want to cancel you must email Jennifer Marmeleira to cancel the absence.
6. If an employee has exhausted all their days, they cannot create an absence request in AESOP. If a day without pay is needed, **a letter must be sent to the superintendent in advance of the absence date** and should only be submitted if the leave fits the following descriptions:
    a. To attend the graduation of a member of the immediate family or of a relative who resides in the same household.
    b. To attend all courts pursuant to a subpoena where the employee is not a party to the proceedings.
    c. Marriage of the employee.
    d. To attend the settlement of the estate of a member of the immediate family.
    e. To attend the settlement of the sale or purchase of home or personal real estate.
    f. An automobile accident when the employee is involved, or employee's husband, wife, or child.
    g. The moving of the employee's homestead.
    h. Taking a child to or from college.
    i. Compulsory attendance at required university examination held during school hours.
    j. Other reasonable responsibilities, which cannot be fulfilled at a time other than during school hours.
7. Days without pay that have not been pre-approved will be considered "abandonment of position".
8. If you have been approved for Family Medical Leave Absence (FMLA) you must email Jennifer Marmeleira by 6:30 a.m. and she will create your absence in AESOP.

Medical Examinations
All employees of the school district are required by law to take a pre-employment medical examination, including a tine test, the results of which will be recorded on the school medical form. This examination may be done by the school physician or by a physician at the employee's expense. Flu shots will be provided by the school district on an annual basis, depending on the availability of the shots.

Non-School Employment
Employees shall not engage at any time in employment which would interfere with their effectiveness in performing their regular assigned duties. Employees shall not engage in any other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

Professional Ethics
The services of people of integrity, high ideals, and human understanding are basic to an effective educational program. To maintain and promote these essential qualities, all employees of this district shall maintain high standards of conduct in their behavior and in their school relationships. This includes being honest, treating students and fellow staff members fairly and with courtesy, and treating teachers and administrators with respect.

School Nurse
A child's request for permission to visit the nurse should be granted. When a determination is made by the nurse as to the inadvisability of continued visits, the classroom teacher will be notified. All special communications about a student's health (doctor's excuse) must be sent directly to the nurse, who will file the information and make appropriate referrals. **In no instance** should any staff member prescribe or administer any kind of drug. In special cases, at parental request, the school nurse will dispense prescribed medicine. If in doubt, call the school nurse.

School Safety
All exterior doors are to be closed and locked at all times. When taking students outside, please firmly close the door. To re-enter the building, please use the front door. If a door is left open, please close it. Keeping WASD as safe as possible is the responsibility of each and every one of us!

School Telephones
School telephones are for the use of school authorities to facilitate the operation of the school. Support staff are not to make personal long-distance calls at district expense. Students are not to use school telephones or be called to receive telephone messages except in the case of illness/emergency. Messages will be placed on voice mail or delivered when appropriate.

Solicitations by/of Staff Members
Support staff will not sell, solicit for sale, or advertise for sale merchandise or services, nor organize students for such purposes without the prior approval of the building principal. No organization may solicit funds from employees or may distribute flyers related to fund drives through the schools without the approval of the building principal

Staff Leaving the Building
Follow the procedures listed below for staff members who must leave the building during the school day:

- Staff members who leave the building during the day, should notify the office secretary, and utilize the sign-out form when leaving the building and upon your return.
- Please be aware, because of liability, the office staff will keep a record of people who leave during the day so that in the event of an emergency, we will know who is in and who is out of the building.

- If you must leave for the remainder of the day, you must get permission from the principal/designee.

Staff - Student Relations
Every school employee is an important and valuable part of the school system. All school district employees must work together to create a positive school climate in which learning can take place. Effective schools focus on instruction. School staff should strive to create the expectation that all students can obtain at least a minimum mastery of basic skills. Support staff behaviors should show acceptance of each student as an individual. Students should be treated with courtesy and respect. All interactions with students must be professional in nature and within appropriate professional boundaries.

Staff - Teacher Relations
All school district employees shall treat each other respectfully and with consideration. Support staff who are assigned to a particular teacher's room are to receive their instructions of daily duties from that teacher. The most important duty of any teacher's assistant is to carry out all assigned duties which add to and benefit the education of all students.

Student Safety & Notifying the Principal
All staff members are responsible for assisting the principal with maintaining a safe and hazard-free environment for the students and staff. Teachers and staff members are to always consider themselves on duty regarding student and staff safety and are to immediately notify the principal/designee if an unsafe situation is noted. This includes but is not limited to hazards or unsafe situations in the environment such as broken playground equipment which might injure someone and potential hazards or unsafe situations which may come to the staff member's attention involving threats made by a student to harm others or when a staff member has a reasonable suspicion that student may potentially harm others. Staff members are to be observant, attentive, and use all reasonable means at their disposal to assist the principal in maintaining a safe school environment for everyone.

Student Supervision Guidelines
Students are to be well supervised during all recess and break times with the goal of maintaining safety. Teacher Assistants will be present at all assigned duty times on the playground or cafeteria. Each member of the support staff will:

- Be visible, watchful, and alert.
- Ensure students remain in the assigned area.
- Ensure students are not engaging in rough play that could lead to injuries or fights.
- Actively monitoring (circulating around) the play or break area perimeter to properly supervise the activity.
- Intervene and prevent problems when a student's physical or emotional well-being is at stake, such as due to bullying, harassment, aggressive behavior towards others, risk-taking behavior which could lead to injuries, and other such situations.

When inside recess is required due to inclement weather, students are to be properly supervised in the classroom or other area as outlined above and will not be left alone.

Substance Abuse
All employees are prohibited from the use or possession of any unauthorized drugs, controlled substance and or alcoholic beverages in school buildings or on school property. This includes “look-alikes”. This prohibition includes all school events on or off school grounds, as well as in route to or from school. Any employee found using, in possession of or under the influence of a controlled substance and/or intoxicating beverage will be subject to disciplinary action, including termination.

Supervisory Assignments
A.M. Supervisory Assignments – as designated by building principal/designee
P.M. Supervisory Assignments – as designated by building principal/designee

Assignment Descriptions:

- Cafeteria: To direct and monitor students in the proper routine for the cafeteria period.
- Dismissal: To assure that students leave the classrooms and the building in an orderly, respectful manner. All teacher assistants are to be actively involved in this process, especially outside of classrooms and at stairways.
- Arrival and Departure: These designated areas are to be supervised in the morning before classes and at the end of last block until all students are dismissed.
- Outside Stations: To assist in the orderly movement of students outside of the school.

If assigned to a specific duty (hall, lavatory, etc.), the teacher assistant is expected to be at the proper station on time and to carry out the supervision until the assignment is complete.

Support Staff Supervision
Each member of the support staff shall come under the direct supervision of the principal/designee assigned to his or her work area or building.

Time Schedule
All support staff are required to be at school and sign in by the time designated by the building principal. Employees are to be punctual and must sign-in upon arrival and out when leaving campus. This task may not be delegated to others. This is to ensure the safety of the students and that all students have left the campus before staff departs. No employee is to sign out prior to the assigned work time, unless special arrangements have been made with the supervising principal/designee to leave early

Tobacco Free Environment

The Wallenpaupack Area School District is a tobacco free environment. In order to protect students, staff, and community members from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco, electronic cigarettes or any tobacco-related device because of its possible harm to personal well-being, smoking or the use of tobacco, electronic cigarettes or any tobacco-related device is prohibited on school buses, on school district property, or in school district buildings whether owned, leased or controlled by the school district and at all meetings, functions, or events held on school district property. For purposes of this policy, **tobacco use** shall mean all use of tobacco, including cigars, cigarettes, pipes, electronic cigarettes and smokeless tobacco.

Use of Communication Devices
Cell phones are NOT to be openly carried or displayed on the body at any time. Cell phones are to be kept on silent or vibrate so that the ring is not audible. At no time should a staff member be observed talking on, making a call on, or otherwise using a cell phone. Cell phones should be used in a location that provides privacy and is not in the view of students.

Use of any Communication device is prohibited during an emergency situation other than in its initial reporting or as requested by those in authority.

Support staff should review the Student Use of Communication Devices in the Parent/Student Handbook. Enforcement of these guidelines is the responsibility of all faculty members and staff. Calls shall not be made or received while operating school district owned vehicles or equipment.

The Wallenpaupack Area School District assumes no liability for cell phones brought onto school property, including school buses. The owners of the cell phone brings the cell phone at his or her own risk. The Wallenpaupack Area School District is not responsible if the cell phone is stolen, lost, damaged or otherwise harmed.

Work Schedule
All employees will be scheduled as per contractual guidelines. Building administrators will assign summer work hours as determined by building needs.

Emergency Reference Guide

Classroom "Go" Kits

Each classroom has been provided with a "Go Kit." This kit should be taken from the room in any drill, emergency or any evacuation. The kit contains information on the various safety drills and procedures as well as an emergency reference guide, and first aid quick reference. The "Go" kits need to be kept in the same place within each classroom which is typically near the classroom door in a highly visible place.

Code Green

- Lock your door.
- Do not allow students in hallways.
- Continue to teach as normal.
- Ignore the bell schedule until the "all clear" signal is given from the office.

Code Red

- Quickly check the hallway and direct any individuals to the nearest classroom.
- Remain Calm!!!
- Lock the door and turn off the lights.
- Move all students away from areas of visibility.
- Ignore the bell schedule until your room is cleared by school or emergency personnel.
- Only call the office if you have pertinent emergency information.

Emergency Evacuation/Bomb Threat

- Take your class roster, "Go" kit, and students to the area designated by the administrator, PA system.
- **Do Not Touch** light switches, suspicious objects, telephones, cellular phones, or walkie-talkies.
- Close windows and doors.
- Take roll and send attendance to the Incident Command Post, designated by the administration. NP, NI, and SE should follow attendance procedures for evacuations.
- Substitute teachers without a class will supervise students and make sure the building has been evacuated.

Fire Drill/Alarm

- Take your roll book, "Go" kit, and students outside according to the emergency evacuation map posted next to the door.
- If you exit is blocked, use the next available exit.
- Leave the lights on and close the door. Do not lock the door.
- Walk students to the designated area, 500 feet away from the building and fire lanes, and supervise.
- Take roll and send attendance to the flagpole, NP, NI, and SE should follow attendance procedures for evacuations.
- Substitute teachers without a class will supervise students and make sure the building has been completely evacuated.

Hazardous Materials

- Clear students and staff from immediate area of spill.
- Report to the office the type of substance spilled, exact location, names of students/staff who had or may have had contact with the substance.
- If possible, isolate contaminated individuals.

Power Outage

- Students are to remain in the rooms or areas they are in when the outage occurs.
- Off-duty substitute teachers are to check for students in restrooms and other areas not equipped with emergency lighting.
- Administrator will decide as to students changing classes and maintaining the daily schedule. Substitute teachers will be notified of the situation through messenger or the PA system, if functioning.
- If emergency light does not work, and your classroom is in complete darkness, move your classroom to another room with light and notify the office.

Stoppage of Breathing and Circulation – AED

- Establish unresponsiveness.
- Send for nurse and AED.
- Give CPR. Only people who have successfully completed a certified course in the technique should administer CPR.
- When AED arrives, Use It! Simple directions are found on the AED.
- Continue CPR and/or use of AED until relieved by the nurse or emergency personal.

Stranger in the School/No ID

- Ask the Individual if you could help him/her.
- If they respond “No”, state, “That’s fine, but you need to check-in with the main office. Let me show you the way”.
- If the individual ignores your request, do the following:
  - Never attempt to detain the individual.
  - Step into the nearest classroom and have the teacher notify the main office.
  - Write a detailed description of the person.

Suspected Drugs/Alcohol/Weapons

- Report all related rumors to the office immediately
- If teaching, send a note to the office, addressed: “**Immediate Attention of the Principal”**
- Continue to observe the student until help arrives. Do not attempt to confiscate the contraband or weapon. **Stay Calm!**

Tornado/Severe Weather Drill

- Follow administrator’s directions, PA announcements.
- Move class away from windows and doors, high free-spanning ceilings and exterior walls.

Wallenpaupack Area School District

Data and Document Standards Manual

2026-27

Administration Office
2552 Route 6
Hawley, PA 18428

Data Standards

These guidelines establish measures for the protection, access, and use of data that is electronically maintained on WASD databases and student management systems. The guidelines also define the responsibilities of users who input and access that data.

Responsibility

By law, certain data is confidential and may not be released without proper authorization. Users MUST adhere to any applicable federal and state laws, including WASD policy and procedures concerning storage, retention, use, release and destruction of data. Buildings will ensure that, for their areas of accountability, each user is trained regarding user responsibilities. As part of that training, each user will read, understand, and agree to abide by the stipulations in this document.

All data, whether maintained in the student information system (SIS) or copied into other data systems, is a vital asset owned by WASD. Access to data is not approved for use outside a user's official responsibility. Data will be used only for legitimate business.

All procedures and data systems will be constructed to ensure that:

- All data is input accurately.
- Accuracy and completeness of all data is maintained.
- System capabilities can be re-established after loss or damage by accident, malfunction, breach of security, or natural disaster.
- Breaches of security can be controlled and promptly detected.

Access to WASD Data

All users must understand that data security is every user's responsibility. Users are responsible for understanding all data elements that are used. If a user does not understand the meaning of a data element, the user should consult their supervisor or Dr. Szader, Director of Educational Technology. Users MUST protect all WASD data files from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security, privacy and accuracy of data that they maintain. Users are not to loan or share their login credentials with anyone. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges.

Data Entry Standards

Name Formatting:

- Use legal names only as documented on the birth certificate or court order
- Use upper- and lower-case letters
    - (Examples: McCartney; VanHorn)
- Special characters such as apostrophe (‘) hyphen (-) or space ( ) are acceptable as documented in the student’s legal name
    - (Examples: O’Brien; Smith-Jones; St John)
- Middle names are to be entered if documented on the birth certificate or court order
- Prefixes, suffixes, or titles are to be entered in the appropriate fields only
- Special characters that are not acceptable include: period, comma, parentheses, accent mark, tilde, underscore, question mark, plus sign
- First and middle name may be changed without legal documentation in the case of transgender and gender-neutral students. Please refer to the district guidance document for further information.

Gender:

A student, parent, or guardian may request a change of the student’s listed gender, first name, or middle name. No legal documentation is necessary. Please refer to the district guidance document for further information.

Ethnicity/Race:

Ethnicity/Race is maintained for federal and state reporting purposes. Ethnicity/Race is self-reported by the parent/guardian at the time of enrollment.

Social Security Number:

Social security numbers are no longer required and should not be entered.

PA Secure ID:

A PA Secure ID is required for all students. The ID may be obtained from the sending PA school district or may be requested by contacting Terri Brown.

Address Formatting:

- Use upper- and lower-case characters
- Do not use punctuation or symbols
    - (HC1 Box 1; RR1 Box 165; 333 E Mallery Dr)
- Apartment numbers follow the street name
    - 101 S Washington St H-103
    - 414 E 12th Ave 123

Proper Abbreviations:

Avenue	Ave	Post Office	PO
Boulevard	Blvd	Road	Rd
Creek	Crk	Route	Rt
Center	Ctr	Square	Sq
Circle	Cir	Street	St
Court	Ct	Turnpike	Tpk
Drive	Dr	Way	Way
Highway	Hwy	North	N
Lane	Ln	South	S
Trail	Trl	East	E
Park	Park	West	W
Place	Pl		
LWE	Lake Wallenpaupack Estates		
WLE	Wallenpaupack Lake Estates		

Phone Numbers:
All phone numbers should include area code: (570)226-1234

Consistency:
Consistency in entering names and addresses is critical to reliable student/parent information. (Example: Mr. James Jones on one parent record and Mr. Jim Jones on another sibling's record – computer systems treat this data as two different records.)

Deceased Information:
Due to the sensitivity of this issue, prompt attention is important so future mailings from WASD offices are discontinued. Please contact Mine Gulumoglu immediately.

Confidentiality of Records

FERPA

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), release of personally identifiable student education records (other than directory information) to any party other than those specified by FERPA is not permitted without the parent's written consent.

Directory information is defined as the student's:

- Name
- Address
- Telephone listing
- Date and place of birth
- Grade level
- Most recent school attended
- Enrollment status
- Participation in officially recognized sports and extracurricular activities
- Weight and height of members of athletic teams
- Photo
- Dates of attendance
- Honor rolls
- Awards received

COPPA

Online educational service providers may request student information as a requirement of creating a student account. To comply with the Children's Online Privacy Protection Act (COPPA), teachers must receive prior approval before utilizing the site and collecting student data. Vendor contracts detailing what information is being collected and how that information will be used will be provided to the district office. Parents will be notified of the data collection and will be provided the opportunity to opt-out of the use of the website.

PIMS

PIMS Overview

The Pennsylvania Information Management System (PIMS) is a collaborative effort of the Pennsylvania Department of Education (PDE) and the Local Education Agencies (LEAs) across the Commonwealth. PIMS is a longitudinal student-level data system intended to improve student achievement through more effective use of data. PIMS strives to efficiently and accurately manage, analyze, disaggregate and use individual student data for each student served by Pennsylvania's Pre-K through Grade 12 public education system.

PIMS serves many purposes. These are to:

- Meeting current state and federal reporting requirements
- Improving education decision-making using high-quality data and decision support tools
- Providing longitudinal tracking of education progress over time and across LEAs
- Reporting timely and accurate education data through standardized and ad hoc reporting capabilities

To meet these objectives PIMS is currently collecting and storing comprehensive and detailed-level data from the LEAs. This includes:

- Student demographics and program participation
- Courses and sections offered
- Students enrolled in course sections
- Student Pennsylvania System of School Assessment (PSSA) and Pennsylvania Alternate System of Assessment (PASA) results
- Staff demographics and assignments
- School calendars
- Disciplinary incidents, victims, and offenders
- Career and Technical Education
- Jail and Alternative Education
- Title IX data

PIMS Responsibilities

All personnel who utilize PowerSchool are responsible for ensuring that SIS data is correct and up to date. Data collection dates and requirements are set by the state and are subject to change without much notice. All data should be groomed and ready for upload the day before the collection window opens. Preliminary data review will be completed by Dr. Szader and the appropriate responsible parties. Data will be returned to the appropriate responsible parties based upon feedback from the state's data review system. Collection is not considered to be complete until the files are accepted by the state and the ACS (Accuracy Certification Statement) is signed and submitted by Dr. Gunuskey. This collection, upload, correction, and final approval sequence must be completed within the window prescribed by the state.

Collection	Person(s) Responsible	ACS Required?
Classroom Diagnostic Testing/Firefly	Dr. LaCoe Building Principals	No
Grad Cohort	Registrar HS Guidance HS Principal	Yes
District and Student Enrollment	Business Manager Registrar Guidance	Yes
Staff/Staff Vacancies	HR Dr. Szader Dr. Starnes	Yes
Assessment Pre-Code-PSSA and Keystone	Registrar Guidance Building Principals	Yes
EL/Title III	Erika McCue Dr. Starnes Guidance	Yes
Special Education	Dr. Carrelle Dr. Bronson	Yes
Child Accounting	Business Manager Registrar Building Principals	Yes
Accountability Reporting-PSSA, Keystone, Grade 11	Building Principals Registrar Dr. LaCoe	Yes
Safe Schools Fire/Security Drills Bus Drills AED	Building Principals Dr. Gunuskey Mr. Theobald Nurses Athletic Director	Yes

Collection	Person(s) Responsible	ACS Required?
CTE	HS Guidance HS Principal	Yes
Title IX	Athletic Director HS Principal MS Principal	Yes
Homeless	Registrar Dr. Carrelle	No
Title I	Ms. Cykosky Building Principals	Yes
Home Education	Dr. Starnes Registrar	Yes
Course/Course Instructor	Building Principals Dr. Starnes	Yes
Career Benchmarks	Building Principals	Yes
Non-CTE Industry Credentials	Dr. LaCoe HS Principal	Yes
PVAAS	Building Principals	No

PIMS Data

Students to Be Reported in PIMS

All Pre-K through Grade 12 and Adult Affidavit Program (AAP) students enrolled in a public school and students enrolled in an Approved Private School (APS) or Private Residential Rehabilitation Institution (PRRI) in Pennsylvania shall be reported in PIMS. Student data will be submitted through templates.

Reporting Race/Ethnicity Data in PIMS

Race/ethnicity are collected in a two-part process.
LEAs should use the following standards when reporting race/ethnicity data in PIMS:

if Ethnicity selected is: (Part 1)	and Race selected is: (Part 2)	then report this:
Hispanic/Latino	Any race	Students are reported as Hispanic/Latino if they identify themselves as such. This designation overrides any race selected in Part 2.
Not Hispanic/Latino	America Indian or Alaskan Native	American Indian or Alaskan native only
Not Hispanic/Latino	Asian	Asian only
Not Hispanic/Latino	Black or African American	Black or African American only
Not Hispanic/Latino	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander only
Not Hispanic/Latino	White	White only
Not Hispanic/Latino	Two or more races	Multi-racial

Race/Ethnicity Definitions

These are categories used to describe groups to which individuals belong, identify with, or belong to in the eyes of the community. These categories do not denote scientific definitions of anthropological origins.

- AMERICAN INDIAN/ALASKAN NATIVE – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ASIAN – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- BLACK or AFRICAN AMERICAN (NON-HISPANIC) – A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- HISPANIC – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- WHITE – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
- TWO OR MORE RACES – Multi-racial. A person having origins in more than one of the previous categories.

Gender

A student, parent, or guardian may request a change of the student's listed gender, first name, or middle name. No legal documentation is required. If this request occurs, please notify Mine Gulumoglu.

Residence

Entering the Administrative Unit Number (AUN) in the District Fields on the PIMS Student Templates

Mine Gulumoglu will determine the AUN to be entered in each District Field on the PIMS Student Template. She is the only person who should edit these fields.

Definitions:

- Submitting AUN: The unique, 9-digit AUN assigned by the Pennsylvania Department of Education (PDE). The Wallenpaupack AUN is 119648303
- District of Residence: The AUN for the school district where the natural/adoptive parent or legal guardian resides. For a 1305 or 1306 student with no known school district of residence, enter the PA State code (999999999). Students whose natural/adoptive parent resides out-of-state should use the Out-of-State code (888888888).
- Funding District : The AUN for the school district that is financially responsible for the student. This is generally the same as District of Residence, except in the case of consortium, JIAF, or 1305/1306 students.
- AUN of Enrollment: The AUN for the LEA providing the majority of the student's core academic education.

Definitions of Residency Statuses

A. **Resident (includes 1302 Guardianship and Resident Foster Children):** Student whose natural/adoptive parent or legal guardian resides in the reporting school district; affidavit student residing with an adult other than natural/adoptive parent (see PA Public School Code, 24 P.S. §13-1302); emancipated student (see Chapter 11 §11.11); pre-adoptive student; foreign exchange student with a J-1 visa; homeless student not living in a shelter or institution; student whose natural/adoptive parent or guardian is a migrant worker; and student whose natural/adoptive parent or legal guardian and foster parent reside in the reporting school district. The district of residence AUN and the funding district AUN are the same.

B. **1305, Non-resident Foster Child, (Resident Foster Parent):** Non-resident student in foster home who is educated by the school district in which the foster parent resides or is educated by an out of-state school. The student's natural/adoptive parent or legal guardian resides outside the reporting district. (See PA Public School Code, 24 P.S. § 13-1305.) **NOTE:** Also include student if he/she is in any of the following living arrangements/placements: family living program, formal kinship care, respite care, and transitional foster care. The district of residence AUN and the funding district AUN are different.

C. **1305, Non-resident Foster Child, (Non-resident Foster Parent):** Non-resident student in foster home who is educated by a school district that is **not** the school district of residence of the foster parent or a non-resident foster student educated by an IU, CTC, or CS. The district of residence AUN and the funding district AUN are different.

D. **1306, Institutionalized Non-resident, Unknown District of Residence (Host SD is educating):** Institutionalized non-resident student who has been disclaimed on the PDE-4605 "Determination of District of Residence for Students in Facilities or Institutions in Accordance with Section 1306 of School Code" and thus has no known school district of residence. **NOTE:** Documentation that the location of the district of residence is unknown must be maintained, including an accurate and complete PDE-4605 and supporting documents (such as court order terminating parental rights or PDE letter confirming ward of state status). The funding district AUN is the host school district's AUN.

E. **1306, Institutionalized Non-resident, Unknown District of Residence – Detention:** Non-resident student who has been disclaimed on the PDE-4605 for whom education was provided in a detention facility. The funding district AUN is the host school district's AUN. .

NOTES:

- A detention facility is an institution to which children are referred pursuant to a proceeding under 42 Pa. C.S. Chapter 63 (relating to juvenile matters).
- Documentation that the district of residence is unknown must be maintained, including an accurate and complete PDE-4605 and supporting documents (such

as court order terminating parental rights or PDE letter confirming ward of state status).

F. **1306, Institutionalized Non-resident Acknowledged (Host SD is funding):** Institutionalized non-resident student whose school district of residence has been acknowledged on the PDE-4605. See chart for district code or residence and funding district of residence AUN and funding district AUN guidelines.

G. **Non-resident District Paid Tuition**: Non-resident student educated by the reporting school district or LEA whose tuition was paid by the resident school district. The district of residence AUN and the funding district AUN are the same.

H. **Non-resident Parent-Paid Tuition:** Non-resident student educated by the reporting school district or LEA whose tuition was paid by a private party (usually the parent). The district of residence AUN and the funding district AUN are different.

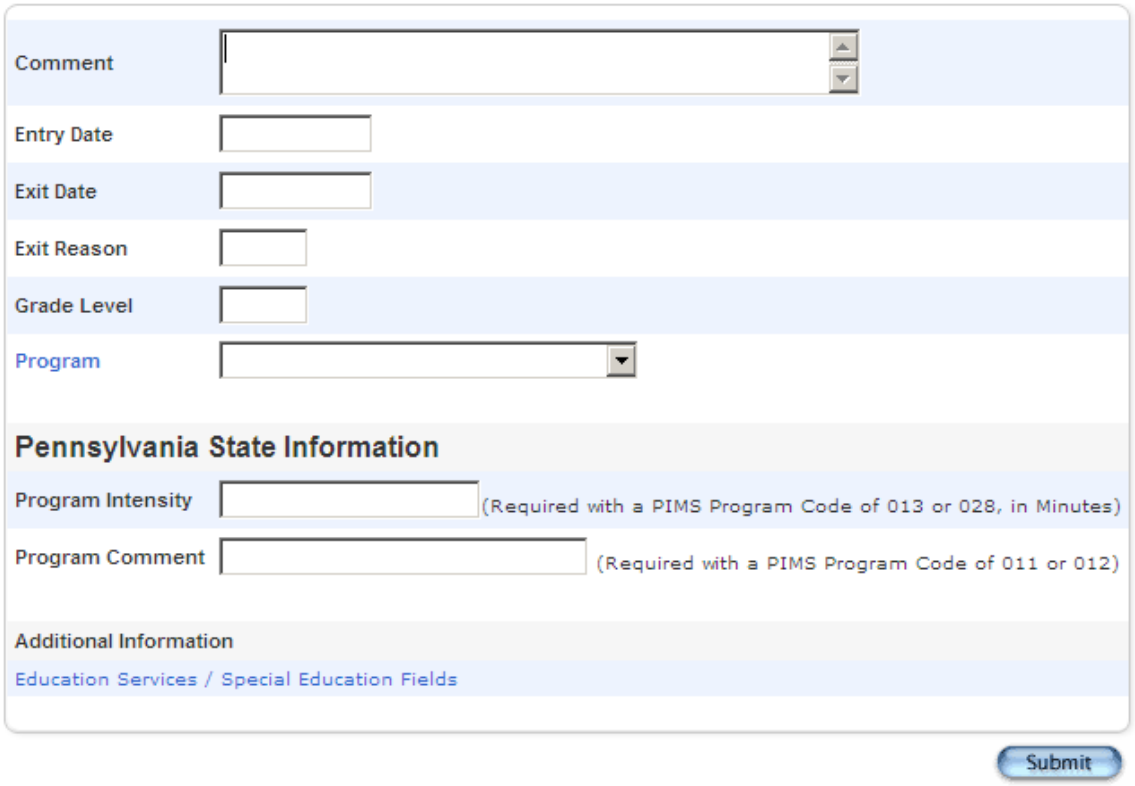
I. **Non-resident Tuition Waiver In-State:** Non-resident student educated by the reporting school district or LEA whose tuition was waived by the school board. The district of residence AUN and the funding district AUN are different.

J. **Non-resident OOS:** Non-resident student educated by the reporting school district or LEA whose tuition was either paid by the out-of-state (OOS) school district or parent or waived by the school board. The district of residence AUN and the funding district AUN are different.

K. **1306, Institutionalized Non-resident, Unknown District of Residence:** Same specifications as Code D except the funding district AUN is not the educating LEA. This code was added in the 2013-14 school year to accommodate situations where a 1306 student with no known district of residence is not educated by the host/funding school district.

L. **1306, Institutionalized Non-resident Acknowledged**: Institutionalized non-resident student whose school district of residence had been acknowledged on the PDE-4605. This code was added in the 2013-14 school year to accommodate situations where the educating LEA is directly billing the district of residence. The district of residence AUN and the funding district AUN are the same.

PowerSchool Data-Special Programs



This tracks Homeless, Alternative Education and WASD online learning data.

Comment-should be as descriptive as possible

Entry date-date entered the program

Exit date-date exited the program

Exit reason-moved, end of year, finished, parental request

Grade level-grade when exiting the program

Program-choose from drop down menu

Program comment-do not use

PowerSchool Data-Misc. Student Information

- Student is a Single parent must be completed for all students who are unmarried mothers or pregnant
- As a Community Eligibility Program school, all students are marked as receiving free meals.
- Keystone testing data should be collected for any incoming MS or HS student who has or might have taken a Keystone exam or an equivalent out of state exam.
- PA ID information should be collected for every new enrollee who has ever attended a PA school at any time.
- Only PASA students should be enrolled in courses designated as PASA courses. Prior to enrolling a student in a PASA course, permission must be granted by the Director of Special Education.
- Any student in an Alternative Education for Disruptive Youth program should have a special program entry. Please contact Frank Williams.

Correspondence Guidelines-Email

- Use a clear, simple subject line
  - This is the first thing people see in their inbox. The subject line should indicate what the content of the message is about.
- Use a standard font/color
  - Remember that messages may be read on phones or iPads. Smaller print is harder to read in fancy fonts or colors.
- Address your recipient appropriately
- Use carbon copy and blind copy when appropriate
  - CC (carbon copy): All list members can see one another's names and can respond to the entire group.
  - BCC (Blind copy): Conceals names and email addresses of the recipients. Recipients cannot reply to the entire group.
- Keep the email short and clear
  - Do not include large attachments or graphics. If these items are necessary, share from OneDrive.
- Include a professional closing
  - Conclude with a short closing (Thank you, sincerely, etc.)
  - If using a signature file, it should be professional and include contact information. Keep fonts and colors simple.
- Proofread
- Do not use school email for personal messages
  - All emails sent via school accounts are school property and subject to legal discovery
- Reply vs Reply All
  - Only use Reply all when the response is relevant to the entire group
- Start a new email thread for new topics
  - Do not "recycle" an email just because the recipient list is the same
- Respond promptly
  - Even if it is just to say "Message received", respond within one (1) school day
- Avoid emojis

Correspondence Guidelines-Creating a Signature File

1. Sign in to Outlook on the web.
2. Go to **Settings** > **Account>Signatures**
3. Type your signature and use the available formatting options to change its appearance.

   Note: You can have only one signature per account.

   - If you want your signature to appear at the bottom of all new email messages that you compose, select your signature in the drop down next to **For New Messages.**
   - If you want your signature to appear on messages that you forward or reply to, select your signature in the drop down next to **For Replies/Forwards**.
4. Select **Save** when you're done.

Correspondence Guidelines-Automatic Replies

Use automatic replies to tell people you won't be responding right away to their email messages.

1. Sign in to Outlook on the web.
2. At the top of the page, select **Settings** > **Account>Automatic Replies**
3. Select the **Turn on automatic replies** toggle.
4. Select the **Send replies only during a time period** check box, and then enter a start and end time.

   If you don't set a time period, your automatic reply remains on until you turn it off by selecting the **Automatic replies on** toggle.

5. Select the check box for any of the following options that you're interested in:
   - **Block my calendar for this period**
   - **Automatically decline new invitations for events that occur during this period**
   - **Decline and cancel my meetings during this period**
6. In the box at the bottom of the window, type a message to send to people during the time you're away.

   If you like, you can use the formatting options at the top of the box to change the font and color of the text or customize your message in other ways.

7. If you want senders outside your organization to get automatic replies, select the check box for **Send replies outside your organization**.
8. When you're done, select **Save** at the top of the window.

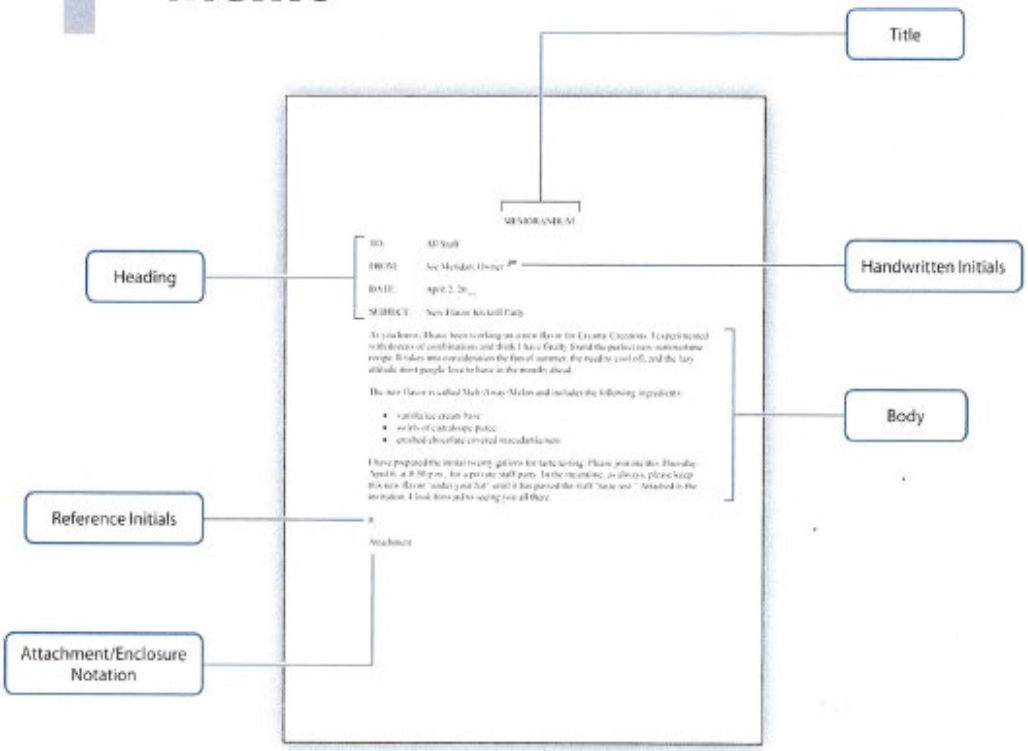
If you didn't set a time period for automatic replies (step 4 earlier), you'll need to turn them off manually. To turn off automatic replies, sign in to Outlook on the web, choose **Settings** > **Account** > **Automatic replies** and then select the **Automatic replies** toggle.

Correspondence Guidelines-Memo

- Use building letterhead
- Font type: Times New Roman, Arial, or Calibri
- Point: 10 or 12
- Margins: 1 inch

Document 1

Memo



Parts	Description
Title	Indicates the title of the type of document being sent.
Heading	The first part of a memo provides information about the author, the intended recipient, the subject, and the date. It includes the following information lines: TO: the recipient's name and job title (if applicable), FROM: the writer's name and job title (if applicable), DATE: the complete and current date, and SUBJECT: highlights what the memo is about.
Handwritten Initials	Signed initials of the writer to indicate that he/she has approved the memo. The initials replace the need for a full signature.
Body	The body of the memo has two parts: the purpose statement and the explanation. The purpose statement should clearly state the reason for the memo, followed by supporting details.
Reference Initials	Initials of the person (other than the author) who keyed the memo for the sender.
Attachment/ Enclosure Notation	Indicates another document is attached or enclosed with the memo.

Document 1: **Memo**

LEFT 1"

TOP 2"

RIGHT 1"

MEMORANDUM

TO: TAB 2X → All Staff

FROM: TAB → Joe Meridan, Owner *jm*

DATE: April 2, 20__

SUBJECT: New Flavor Kickoff Party

As you know, I have been working on a new flavor for Creamy Creations. I experimented with dozens of combinations and think I have finally found the perfect new summertime recipe. It takes into consideration the fun of summer, the need to cool off, and the lazy attitude most people love to have in the months ahead.

The new flavor is called Melt-Away-Melon and includes the following ingredients:

- vanilla ice cream base
- swirls of cantaloupe puree
- crushed chocolate covered macadamia nuts

I have prepared the initial twenty gallons for taste testing. Please join me this Thursday, April 6, at 8:30 p.m., for a private staff party. In the meantime, as always, please keep this new flavor "under your hat" until it has passed the staff "taste test." Attached is the invitation. I look forward to seeing you all there.

jt

Attachment

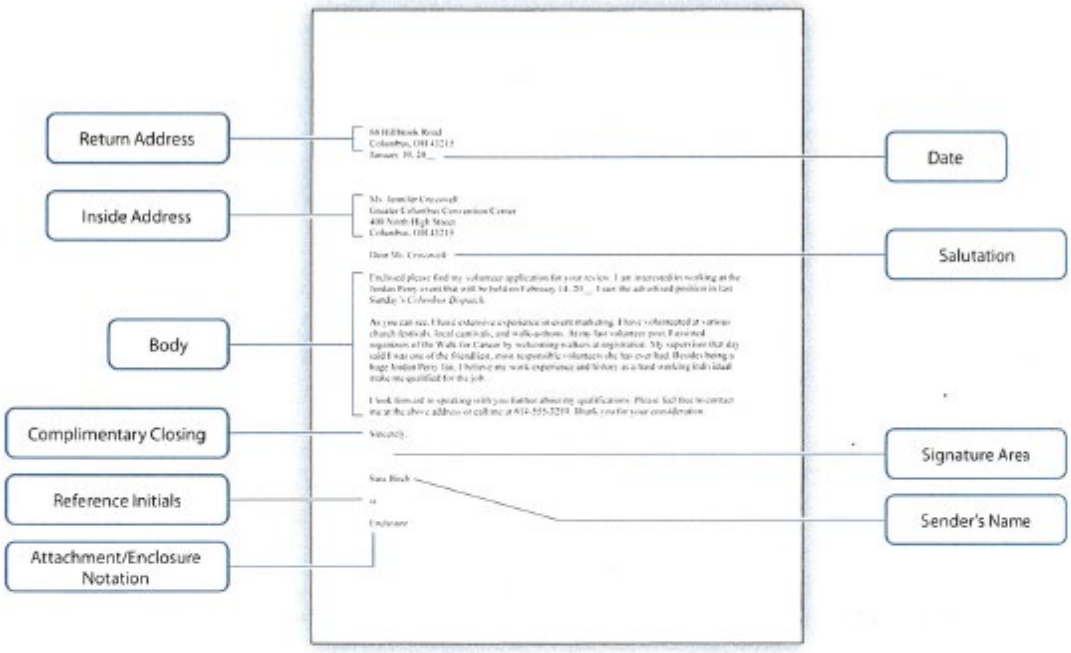
BOTTOM 1"

Correspondence Guidelines-Letters

- Use building letterhead
- Font type: Times New Roman, Arial, or Calibri
- Point: 10 or 12
- Margins: 1 inch
- Punctuation
    - Open: No punctuation after salutation or complimentary close
    - Mixed: Contains a colon (:) after the salutation and a comma after the complimentary close

Document 2

Block Style Business Letter



Parts	Description
Return Address	The address of the person sending the letter (sender). Includes the street address, city, state, and zip code. Note: The return address does not include the sender's name.
Date	The date the letter is written.
Inside Address	Includes the following information of the person receiving the letter: courtesy title (Mr., Mrs., or Ms.), first and last name and his/her job title (if applicable), company name (if applicable), street address, city, state, and zip code.
Salutation	Includes the greeting (opening) of the letter, followed by the receiver's courtesy title and last name.
Body	Includes the details of the letter. The first paragraph should introduce and state the reason for the letter. The following paragraphs should provide details for why the letter is being written and any background information that supports the message.
Complimentary Closing	Typically includes a closing phrase and is used to show respect and appreciation for the person reading the letter.
Signature Area	The space for the sender's signature.
Sender's Name	Includes the sender's first and last name, followed by his/her job title (if applicable).
Reference Initials	Initials of the person (other than the author) who keyed the letter for the sender.
Attachment/ Enclosure Notation	Indicates another document is attached or enclosed with the letter.

Document 2: **Block Style Business Letter**

LEFT 1"

TOP 2"

RIGHT 1"

68 Hillbrook Road
Columbus, OH 43215
January 10, 20__
¶
¶
¶
Ms. Jennifer Crosswell
Greater Columbus Convention Center
400 North High Street
Columbus, OH 43215
¶
Dear Ms. Crosswell:
¶
Enclosed please find my volunteer application for your review. I am interested in working at the Jordan Perry event that will be held on February 14, 20__. I saw the advertised position in last Sunday's *Columbus Dispatch*.
¶
As you can see, I have extensive experience in event marketing. I have volunteered at various church festivals, local carnivals, and walk-a-thons. At my last volunteer post, I assisted organizers of the Walk for Cancer by welcoming walkers at registration. My supervisor that day said I was one of the friendliest, most responsible volunteers she has ever had. Besides being a huge Jordan Perry fan, I believe my work experience and history as a hard working individual make me qualified for the job.
¶
I look forward to speaking with you further about my qualifications. Please feel free to contact me at the above address or call me at 614-555-3219. Thank you for your consideration.
¶
Sincerely,
¶
¶
¶
Sara Birch
¶
si
¶
Enclosure

BOTTOM 1"

Visual Identity Guidelines

Every communication from Wallenpaupack Schools to the public affects the image and reputation of the institution. Commercials, web pages, business cards, letterhead, spirit wear, sports uniforms, bumper stickers, newsletters, and note cards are the face of Wallenpaupack to the public.

Wallenpaupack's visual identity has a dual purpose. To our external constituents, it reflects our character, strength, traditions, and values. Internally, it creates a sense of pride and commitment to our common mission and purpose.

This unified graphic identity will help to strengthen the Wallenpaupack name and image through a consistent branding, a distinctive mark used throughout all our events, publications, and activities.

The following guidelines will assist in presenting a consistent, correct visual identity in any situation. We ask that you follow these guidelines with respect to all Wallenpaupack logos and wordmarks (text representations).

Questions regarding this policy should be directed to Dr. Starnes.

Why Does Wallenpaupack Need a Logo--and Style Guidelines?

Every day, thousands of people see communication materials from Wallenpaupack Schools: correspondence, brochures, reports, magazines, web sites, slide shows, exhibits, event invitations, posters, forms and applications, building and vehicle signs, apparel, gift items, and other memorabilia. Each and every one of these materials represents the school. The logo and style guidelines unify our communications and help them make a clear and strong impression.

What's Your Part in the Visual Identity?

Communication materials come from many parts and every corner of the school--from the superintendent's office, the principal's office, coaches, teachers, and affiliate organizations like the PTA. Each communication, through its content and presentation, provides information about the school and its programs. Direct information is given through what is stated; indirect information is given through the clarity, tone, style, and professionalism with which the information is presented. As a result of how the information is perceived, each communication either strengthens or weakens Wallenpaupack's public image. It is up to everyone.

Why Be Concerned about People's Impressions?

Whenever we communicate with our many audiences, it is an opportunity to make a good impression. First impressions often are the basis for people's long-lasting attitudes and opinions. Those opinions influence action--whether a family chooses to move to the area to attend Wallenpaupack, whether great teachers decide to join the faculty,

whether a foundation awards a major grant, or whether an alumna endows a scholarship program.

What's Needed to Build a Strong Public Image?

Clear and consistent communications! If they are united visually, Wallenpaupack's communications can present the many parts of our institution as one strong whole, one united team--one vast, resourceful, and diverse school.

Do Other Schools Use Style Guidelines?

Yes--and so do many companies and organizations around the world. Academics, commerce, healthcare, science, entertainment, food, sports--whatever activity people are engaged in, their communications should reflect who they are. Wallenpaupack's logos and wordmarks--and the style guidelines for their use--will help the school present its messages in a clear, strong, and consistent manner, one that people will both respect and remember.

How Does the Logo Help Each School in the District?

If everyone at Wallenpaupack does the job of communicating well--with clear content and presentation--the reputation and visibility of the district will become stronger. This positive public image will extend to each of the programs associated with the district. All of the Wallenpaupack community will benefit.

The Wallenpaupack Area School District Crest

The Wallenpaupack School District Crest signifies a broad perspective of the region and all of the entities within the district.





Colors

The crest is a four-color graphic. It can also be printed or copied as an all-black or grayscale image.

Crest Size

The minimum size of the crest is 1 inch. In situations where a smaller crest is required, contact Dr. Starnes for design options.

Use of the Wallenpaupack Area School District Crest

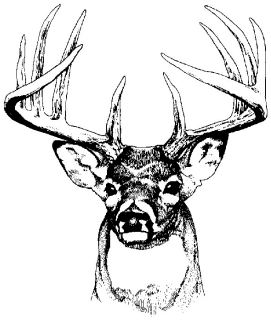
The WASD crest indicates official sanction by the district, while the “Buckhorns” logo and letter
“W” represents the institution’s image. The crest does not provide the visual recognition offered by the logo and should not be used interchangeably with the logo. The crest should only be used for communications from the district offices and should not be altered in any way.

Use of the district crest is restricted to the following:

- Communications from the Office of the Superintendent; the School Board; and building administrative offices.
- Formal documents including diplomas, transcripts, certificates and contracts
- Other official documents or historical district materials

Athletic Identity Marks

The Wallenpaupack Buckhorn figure was developed for use as an athletic team mascot and its use has expanded to represent the many entities and activities within the district. Although the Buckhorn image engenders strong feelings about Wallenpaupack and is used around school in a variety of "spirit" materials, it is a logo and thus unsuitable for academic publications.





The Wallenpaupack "W"





The Wallenpaupack Area School District Colors

The Wallenpaupack Area School District color set is:

Primary color – purple
Secondary color – white
Accent colors – black or gold

Uniforms, spirit wear, and accessories for athletic teams and groups should reflect the use of the district color set.

The district's competitive teams using two sets of uniforms will use one design emphasizing the primary color and the other design emphasizing the secondary color.

Purple	
CMYK (process color) 4-color printing	C:85,M: 99, Y:30, K:20
RGB	R:69, G:38, B 99
HEX	#452663
Apparel	Russell Purple
Gold	
CMYK (process color) 4-color printing	C: 0, M: 10, Y: 100, K: 0
RGB	R: 241, G: 228, B: 5
HEX	#F7E400

Building Acronyms

WASD = Wallenpaupack Area School District
WAHS = Wallenpaupack Area High School
WAMS = Wallenpaupack Area Middle School
WNPS = Wallenpaupack North Primary School
WNIS = Wallenpaupack North Intermediate School
WSES = Wallenpaupack South Elementary School
HC = Hawley Center
WVA = Wallenpaupack Virtual Academy

Wallenpaupack Buckhorns Font

The Wallenpaupack Buckhorns wordmark is to be used as follows:

Font Name: Rockwell
Style: Bold or Regular
Effects: Small Caps or Initial Caps

WALLENPAUPACK BUCKHORNS
WALLENPAUPACK BUCKHORNS
Wallenpaupack Buckhorns
Wallenpaupack Buckhorns

- The logo should be displayed in a reasonably prominent, but not necessarily dominant, location. It should not be used as a headline.
- Use only authorized digital files or camera-ready art of the logo.
- When a logo is reduced or enlarged, it should be treated as one unit. Resize all elements proportionately. Do not reduce the logo below 1 inch in height.
- Check color for accuracy and ensure that the logo is legible in the chosen print context.
- A logo should never be incorporated into other symbols or logos.
- A logo does not have to be large to be effective, but it should have ample space around it for legibility and visual integrity.

Multi-Media Guidelines

Digital and video texts and images may appear very different from print formats. Keeping this in mind, please consider the following when creating multi-media publications.

1. Ensure sufficient contrast between the text and the background.
2. Incorporate alternative text (Alt Text)* when publishing digital images.
3. Incorporate closed captioning for publications and for video conferencing (Zoom, Teams, etc.)

*Alt Text, short for alternative text, is a textual description of an image or other non-textual content on a webpage or digital document. It is used to make digital content accessible to everyone, including those with visual impairments who rely on screen readers to interpret the content.

Webpage Colors

Purple	
CMYK	C:43.7,M: 68.3, Y:0, K:28.2
RGB	R:103, G:58, B 183
HEX	#673AB7
Accent Colors	Russell Purple
Black	
HEX	#000000
White	
HEX	#FFFFFF

Wallenpaupack Area School District

2026-2027

School Van Driver Handbook

Administration Office
2552 Route 6
Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Keith E. Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570-226-4557 Ext. 3000.

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Appendix 10

The Transportation Department of the Wallenpaupack Area School District is committed to excellence in the quality of service to the students of this district. The achievement of excellent service is contingent on excellence in our drivers, contractors, and the supportive environment that the school district provides for them. We are pleased to have our drivers and contractors as a part of the transportation team.

The purpose of this handbook is to present procedures and standards of conduct expected of drivers and contractors. Compliance with the guidance in the Handbook will ensure compliance with the overall expectations of the Transportation Department. Please take time to review the Handbook and become familiar with the contents.

Many of the items presented are for your information and others are district guidelines, which have been discussed on numerous occasions over the years and are now compiled into one unit. On occasion specific directives will be given which are also to be followed.

It is the expectation of the Wallenpaupack Area School District Transportation Department that these guidelines be complied with and followed. Continual negligence on the part of any driver or contractor will result in a letter of reprimand to the contractor and could generate "cause" for suspension or termination of a driver's approval to transport Wallenpaupack Area students.

Hawley Center	(570) 251-3141
South Elementary	(570) 676-3335
North Primary	(570) 251-3078
North Intermediate	(570) 251-3068
Middle School	(570) 251-3057
High School	(570) 251-3039
District Office	(570) 251-3000
Transportation	(570) 251-3006

Deanne Mausolf
Director of Transportation

The transportation of students to and from school is a necessary part of a sound educational program. The Wallenpaupack Area School District feels that the transportation of students is an extension of the classroom. Competent school van drivers and standard van operation must be realized if a safe, efficient, and economical transportation program is to become a reality. At present there are about 35 school vans in operation in the district. Before you get behind the wheel of a school van, you need to understand your role as a van driver and your responsibilities to your passengers, your school system and its employees and your fellow drivers.

YOUR ROLE AS A SCHOOL VAN DRIVER

In many instances, you are the first adult to meet the children in the morning, and the last to see them at night. You can have a large influence on a child's attitude toward school.

You should try to establish a positive relationship with your students. Their conduct will depend a great deal on what you say and do. Be familiar with your students' names and greet them in a friendly manner. Everyone responds well to a cheerful "Good Morning", a kind word, or a feeling that their driver cares about them. In the afternoon as students leave the van, a pleasant "Goodbye", "Have a Good Afternoon" or other kind words can also help create a positive relationship.

An essential part of your job is to maintain discipline according to procedures established by the school district. Most of your student's desire recognition of their good traits and abilities. It pays off when you compliment good conduct, habits, and deeds. The school van driver is responsible for efficient vehicle operation, for passenger and vehicle safety, and for order and discipline.

RESPONSIBILITIES AS A DRIVER

- A school van driver is more than a professional driver and is expected to meet standards of conduct higher than those of professional drivers. Recognize that student passengers and their parents place a great deal of confidence in you. You should act in ways that merit this confidence.
- Drivers must have emotional stability to work effectively and patiently with students, parents, and school officials under different weather conditions and mechanical difficulties.
- Drivers should work directly with building staff when dealing with student issues.
- Observe all traffic laws.
- Keep your personal appearance neat and clean since you are a symbol of the entire school system.
- Be rested.
- Use of alcohol is prohibited prior to driving a school van.
- Use of drugs is prohibited at any time. A school van driver must be totally drug free.

PUBLIC RELATIONS

Public relations are the opinions people have of drivers as individuals, as part of the school system, and the school system itself. By the way drivers do their daily jobs, they contribute favorably or unfavorably to public relations. One discourteous, irresponsible act reflects an unfavorable image on other members of the student transportation program. Good or bad impressions of the school are conveyed by a driver's attitude toward both students and their parents. You will encounter students and parents with a wide range of attitudes toward you and the school system. Your attitude should have the flexibility to treat everyone in a courteous and

professional manner. Your reputation in the community, your courteous treatment of children and their parents, and your willingness to better prepare yourself for your position will help them to have confidence in you.

RESPONSIBILITIES TO PASSENGERS

- Establish a positive relationship with your students. Their conduct will depend a great deal on what you do and say.
- Maintain discipline according to procedures established by the Wallenpaupack Area School District.
- Always maintain a reasonable and normal degree of safety.
- Set a good example for students to follow - be pleasant and cheerful.
- Never use profanity in the presence of students and adults.
- Insist on good school van conduct.
- Operate a clean school van with safe equipment.
- Know and obey all traffic rules and regulations - when in doubt - ask.
- Know and follow school district rules and disciplinary action.
- Follow safe driving practices.
- Never take any personal property belonging to a student unless they are harming themselves or others with this property. You must give it to the school administrator where the student is enrolled.
- Never slam on the brakes to discipline the students.

RESPONSIBILITIES TO PARENTS

- Provide the best safety for their children.
- Be on time at van stops. Do not arrive early.
- Maintain good personal habits.
- Be courteous and cooperative with parents.
- When necessary, call parents as quickly as you can after a situation occurs.

RESPONSIBILITIES TO SCHOOL OFFICIALS AND TRANSPORTATION CONTRACTORS

- Understand and honor conditions of employment.
- Recognize and respect the authority of the Transportation Coordinator, the building Administrators and follow their directives.

THE SCHOOL VAN DRIVER IN THE PUBLIC EYE

- Drive within the speed limits with and without students.
- Maintain the van exterior and interior with a sense of pride.
- Maintain a high standard of conduct. Student passengers and their parents place a great deal of confidence in you.
- Act in ways that merit this confidence - in the van and in the community.
- Be a courteous driver always to your fellow drivers and to the public.
- Keep your personal appearance neat and clean since you are a symbol of the entire school system.
- Establish a good rapport with the students and their parents.
- One discourteous, irresponsible act reflects an unfavorable image on other members of the transportation team.
- Refrain from using a cell phone and/or smoking while the van is moving.

PHYSICALS
Driver physicals will be handled by the district on behalf of the contractors. These physicals will be done in the district office on specified mornings after morning drop-off. Drivers should coordinate with their employer to arrange their annual physical. Their contractor will schedule the physical with Transportation.

DRIVER FORMS FOR TRANSPORTATION OFFICE
Prior to the opening of school each September, all drivers are required to have on file in the Transportation Office:

- Current Physical
- Copy of Driver's license

Contractors must, in addition to the above, have the following on file in the Transportation Office:

- Verification of insurance
- Verification of workers' compensation insurance

The Transportation Office files are compiled annually and kept for the auditors, which is the main reason we need copies of your cards and records each year.

ACT 34
All school district personnel and van drivers hired after 1985 must have an Act 34 Clearance on file. Act 34 clearance pertains to any employee who has any contact with children. Act 34 forms may be obtained from the State Police or on-line at: https://epatch.state.pa.us. Form SP4-164 must be completed and submitted to Harrisburg with a fee. Final clearance or denial will be sent directly to the driver. Any new drivers hired must provide the Transportation Office with the original Act 34 Clearance. The form will be verified in the Transportation Office and a copy taken for our records. The original is returned to the driver for his/her records.

ACT 151
All school district personnel and van drivers must have an Act 151 on file. Act 151 is the Pennsylvania Child Abuse History Clearance. Form must be completed and sent to the Department of Public Welfare with a fee or completed on-line at: https://www.compass.state.pa.us/CWIS. Final clearance or denial will be sent directly to the driver. Any new drivers hired must provide the Transportation Office with the original Act 151 Clearance. The form will be verified in the Transportation Office and a copy taken for our records. The original will be returned to the driver for his/her records

FBI FINGERPRINT CLEARANCE
Any person seeking employment must get a Pennsylvania Department of Education (PDE) FBI Federal Criminal History Clearance. This is the fingerprint clearance. The form may be obtained at: https://uenroll.identogo.com/ or at the Transportation Office. A copy of the payment receipt must be submitted to the Transportation Office so an official copy of the CHRI can be printed and kept on file.

ACT 126
Any person seeking employment must complete a three-hour course. Act 126 is a course on recognizing and reporting child abuse. This course can be taken on-line. There is no fee

associated with this clearance and the Transportation Office will supply the username and password(s) after all other clearances have been completed.

- Clearance forms are also located on our website: https://www.Wallenpaupack.org under "Employment" on the left side of the page. All clearances must be obtained and submitted to the Transportation Office and Board approved before a driver is allowed to transport students.

DRIVER ATTENDANCE

It is very important that a school van driver drive their own run regularly. In the beginning of the school year drivers are required to set up seating charts, convey to students their expectations for behavior, and review school van regulations. The conscientious van drivers will have their van under control and will have worked hard to establish a rapport with the students. Illness or emergency situations are understandable, but for the safety of your students, try to minimize your absences. Drivers are to report their absence to their contractor in time for the contractor to obtain a substitute. When parents contact the Transportation Office with a transportation problem or question it is important for us to be aware of who was driving their child. Each contractor is required to notify the Transportation Office as quickly as possible of any substitute drivers on any run.

ARRIVAL TIME AT THE SCHOOL BUILDINGS

The time schedule for arrival at school buildings has been arranged for the safe transfer of our students, for the correct supervision of students and to avoid congestion when vans arrive. The schedule is 7:45 a.m. arrival for all buses and vans arriving at any building. Please adhere to this schedule for the safety and well-being of our students.

FUELING OF VANS

All buses and vans that deliver to the North Campus must use district fuel. Each van has a fuel fob assigned to it. Drivers are responsible for their assigned fob. If the fob is lost, drivers must report the loss to the Transportation Office immediately.

When entering the fuel pump area in the morning, please stay to the right so other vehicles may safely get past you to the unloading area. In the afternoon vans may get fuel early enough so they will be in line at the specified time.

If a "spill" should occur while you are pumping your fuel, use the material in the drum to spread over your "spill". The fuel pump area is not the place to fraternize. Others could be waiting to get fuel.

GENERAL GUIDELINES

School policy does not permit students to smoke or vape in the buildings, on school grounds, on buses, etc. Drivers are not permitted to smoke or vape on the school buses, school vans or on school property. Remember, your students will be getting on your van at dismissal time. Drivers are to set a good example for their students.

Drivers are expected to return any paperwork required by the Transportation Office on the dates required. In the fall, all paperwork is needed on time to complete state forms and to calculate payroll for contractors. During the year, other paperwork is needed, and it is the responsibility of the contractor/driver to return the paperwork on the dates requested by the Transportation Office.

SNOW EMERGENCIES

During the winter months there is occasion to have an early dismissal, a late start or a cancellation due to weather and road conditions. A phone chain is established in the Administration Office to expedite the calling of all contractors, radio stations, etc. Normally contractors are notified at approximately 5:30 a.m. if there is to be a late start or a cancellation. Should there be an early dismissal, a similar phone chain is put into effect. Contractors will be notified as quickly as possible of an early dismissal. It is the responsibility of the contractors to notify their drivers of the dismissal time. Generally, dismissals occur at 11 a.m., 12 noon, and 1 p.m. from the high school depending on weather conditions. There are occasions when dismissal will occur at a time other than those listed If the weather looks questionable, all drivers are asked to be on stand-by for early dismissal. If a contractor/driver thinks he/she might not be at their regular phone number, they are asked to please contact the Transportation Office and give a place where you can be reached.

There will be times when roads or parts of some runs are worse than others and school will not be cancelled. Take your time, drive safely and do not worry about a late arrival to school. Remember, neither you nor the students will be penalized for a late arrival due to weather conditions. The safety of the students is first.

SNOW CLOSING TIME SCHEDULE FOR 10 A.M.

High School	- 10:01
Middle School	- 9:48
North Intermediate	- 9:48
Hawley Center	- 9:35
North Primary	- 9:32
South Elementary	- 9:42
Canaan Christian	- 10:00
Other schools outside the district	- One hour from phone call from Wallenpaupack

Please make sure all vans are in line-up 15 minutes prior to dismissal.

SNOW CLOSING TIME SCHEDULE FOR 11 A.M.

High School	- 11:01
Middle School	- 10:48
North intermediate	- 10:48
Hawley Center	- 10:35
North Primary	- 10:32
South Elementary	- 10:42
Canaan Christian	- 11:00
Other schools outside the district	- One hour from phone call from Wallenpaupack

Please make sure all vans are in line-up 15 minutes prior to dismissal.

SNOW CLOSING SCHEDULE FOR 12:00 NOON

High School	- 12:01
Middle School	- 11:48
North Intermediate	- 11:48
Hawley Center	- 11:35
North Primary	- 11:32
South Elementary	- 11:42
Canaan Christian	- 12:00
Other schools outside the district	- One hour from phone call from Wallenpaupack

Please make sure all vans are in line-up 15 minutes prior to dismissal time.

SNOW CLOSING SCHEDULE FOR 1 P.M.

High School	- 1:01
Middle School	- 12:48
North Intermediate	- 12:48
Hawley Center	- 12:45
North Primary	- 12:32
South Elementary	- 12:42
Canaan Christian	- 1:00
Other schools outside the district	- One hour from phone call from Wallenpaupack

Please make sure all vans are in line-up 15 minutes prior to dismissal time.

CONTACT NUMBERS

Prior to 7am – Contact Your Employer
Between 7 am and 4 pm – (570) 251-3006
After 4 pm – Contact Your Employer

DISCIPLINE PROCEDURES

Students who ride vans do so for a variety of reasons, but primarily because they are not able to handle the high expectations of appropriate bus behavior. Therefore, handling discipline issues with van students is different than that of students riding the bus.

The section below regarding "Maintaining Student Discipline" is primarily from the bus driver handbook, and, many of the items in this list can apply to student behavior on the van. However, discipline procedures with van students should always start with communication between the van driver and the adults who get the students off the van in the morning and/or the adults who put the students on the van at dismissal. These individuals usually work closely with your students, or at least the student's teachers. In short, the van driver experiencing behavior issues with a student on their van needs to communicate these issues with the student's teacher. The best way to do this is through the aides. Another method would be to contact the school and leave the teacher a message, or to pass along your phone number and expect a call from the teacher.

You will see results when you communicate with the student's teacher and keeping them informed will help maintain proper behavior on your van.

MAINTAINING STUDENT DISCIPLINE

- Be consistent - each day, every run, regardless of how you feel physically or mentally. Inconsistency breeds major problems.
- Be fair - treat everyone equally; above all, don't play favorites.
- Have a sense of humor - be able to laugh at yourself and with others.
- Be prepared - know the rules, regulations, and policies. Know what to expect and how you will react.
- Never threaten or issue an order you cannot enforce.
- Never argue – some students enjoy the conflict, especially in front of their friends.
- Be friendly - show an interest in what the children are doing. Say, "Good morning", " "Good night - see you tomorrow." The students are not your enemies.
- Be in control of yourself - don't lose your temper or say something you might regret later.
- Encourage responsibility - develop student monitor programs, run evacuation drills according to district guidelines and have students assist in the drill.
- Be sincere - if you must fake liking children to keep your job, get another one.

- Set a good example yourself - follow all the rules that you expect the students to keep.
- Give instructions to stimulate action - say, "do this" rather than "don't do that".
- Give children time to react - don't always expect children to react immediately, it may take the student a few minutes. Some students need several daily reminders.
- Have a reason for asking - and take the time to explain, if you can.
- Be honest - nobody likes a phony.
- Be constructive - accentuate the positive; commend good qualities and action.
- Never strike or threaten a child - aside from the legal implication it only aggravates the problem.
- Never discipline a child in front of his peers. Their natural response will be to become defensive or defiant. Above all, don't ridicule.
- Listen for suggestions and complaints - if they are reasonable, follow them and give credit to the children who bring them to your attention.
- Don't be picky - it's sometimes wise to overlook things.
- Don't judge misbehavior on how it annoys you or other personal feelings or prejudices.
- Don't be a nag, braggart or be rude.
- Remember, misbehavior is seldom willful - there is usually a cause, often an outside influence that has precipitated the action.
- Follow up any action you have taken - if you have disciplined someone and their behavior improves, compliment them.
- Don't let a situation get out of hand, if it looks as though a situation may become serious or you are uncertain how to handle it, see the Transportation Department immediately. A solution is often easier to effect before the situation gets out of hand.
- Never put a student off the bus at any stop other than their own or at the school - the potential risk and liability are too great.
- Never leave the bus with students in it - if possible, send a monitor or a senior student for help, or flag down a passing motorist and ask them to forward your message.
- Always follow the discipline procedures established by the district. They were established for a reason. If it was important enough to take note of, it is important enough to take some action.
- Always make sure that your riders know the rules of your bus - review them at the beginning of the year and occasionally throughout the year.
- Be cautious when disciplining students while the bus is in motion - a simple distraction can result in a serious accident. If possible, pull over to the side of the road, calm down the students and proceed on the run. Drivers, at this time, should move students causing distractions to seats near the front of the bus.

CHILDREN ON VANS

It is district policy not to permit pre-school children of van drivers on the van. If a driver has a school age child enrolled in the district, it may be possible to include the child on their roster provided there is sufficient seating. However, if at some point the seat would be needed for a special education student, the driver understands that their child would forfeit the empty seat and the driver would need to make other arrangements.

BREAKDOWNS
If a van should have a breakdown/emergency prior to starting a morning run causing a driver to start their run late, the driver is to the contact the Transportation Office immediately. It would be wise to call parents/students or start a phone chain along your run to make parents/students aware of your delay time. In some cases, the Transportation Office will assist in making calls.

If there is a breakdown/emergency with students on the van either AM or PM - contact the Transportation Office immediately. The Transportation Office will contact the appropriate buildings, if necessary. Be aware of any of your fellow drivers who may have an emergency and contact the Transportation Office immediately. Parents may contact the Transportation Office if a van is not on schedule. A parent's immediate reaction is one of fear, anger, etc. - making it extremely important for the Transportation Department to be aware of where vans are at all times. This applies to any circumstances, which may cause a change in normal scheduling.

DRUG AND ALCOHOL TESTING
Effective January 1, 1996 all CDL school bus drivers, van drivers, contractors and substitutes will begin the mandatory drug and alcohol testing program. Contractors will be responsible for the drug and alcohol testing of their own employees. Contractors will submit a letter to the District at the beginning of each year acknowledging that they follow all federal, state and local mandates for drivers in their employ.

WHEN THERE IS AN ACCIDENT
1. Remain calm and quiet ... stay in your seat!!!
2. Wait for directions from the driver (older student).
3. Do not take anything with you.
4. Go out through the safest exit.
5. Help each other for a safe & orderly evacuation.
6. Move to a safe place away from the van (100 giant steps).

Driver should contact the following immediately:
- District Office - (570) 251-3000
- Your Employer

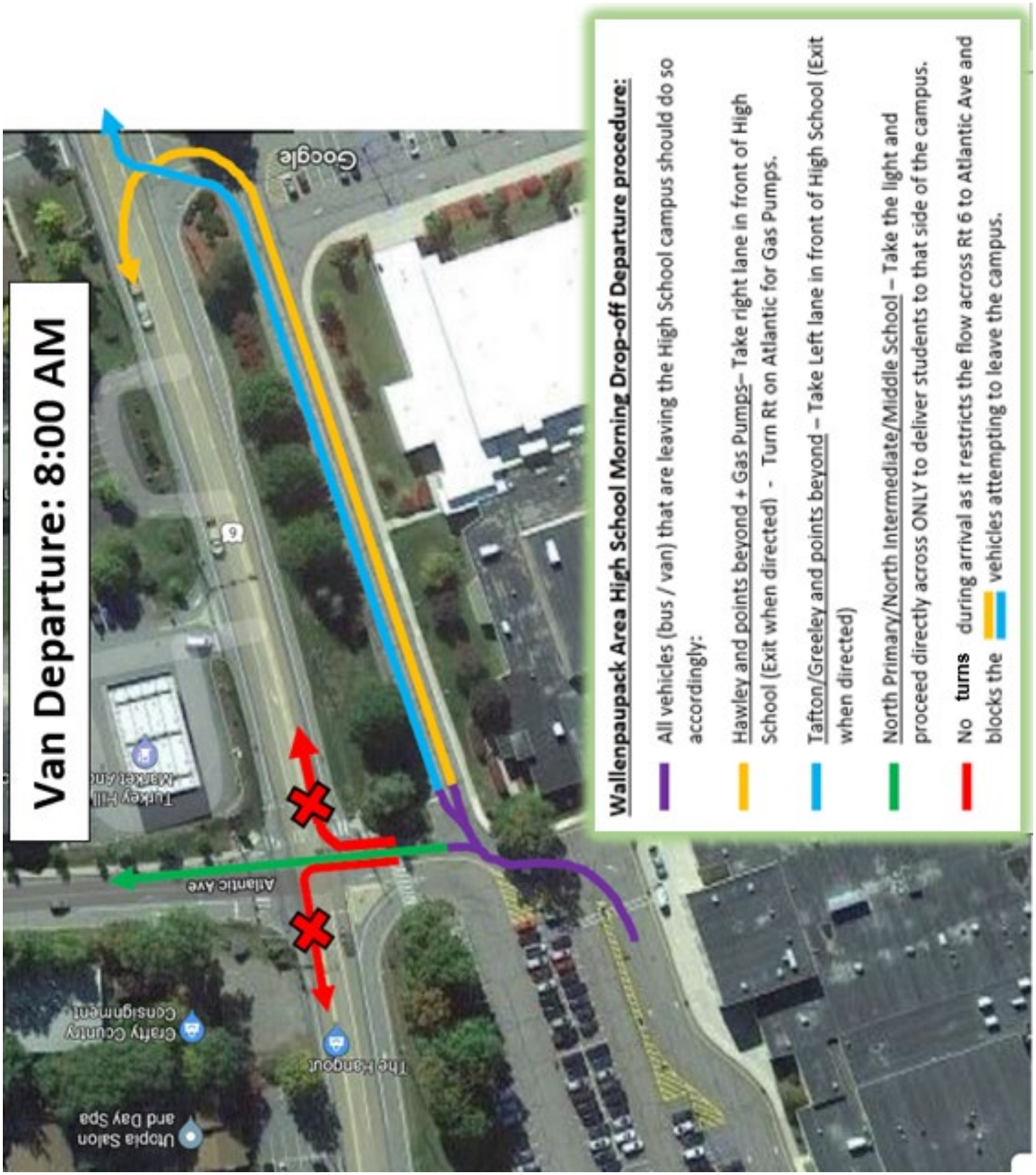
In all cases, give information including van number, driver name, location of the van, nature of the problem and last student to be picked up or dropped off.

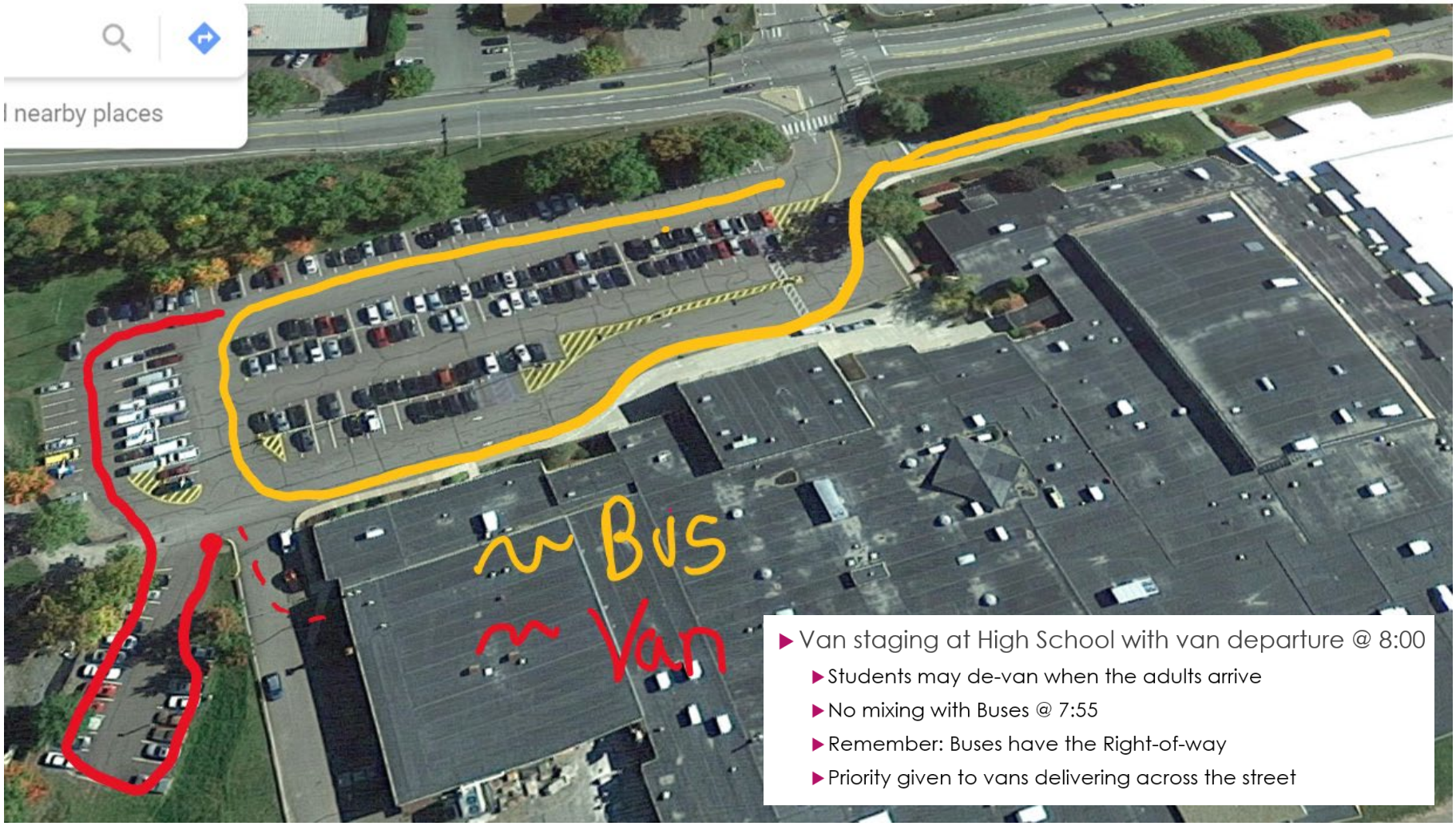
The van driver, if possible, should obtain the name of the driver and license number of the other vehicle or vehicles. Try to obtain the names of any witnesses.

Check the names of the students on the van with your van roster to verify students on the van at the time of the accident. Have students remain in their exact seats at the time of the accident.

Above all, stay with your students and use common sense.

APPENDIX


Van Departure: 8:00 AM
Wallenpaupack Area High School Morning Drop-off Departure procedure:
All vehicles (bus / van) that are leaving the High School campus should do so accordingly:
Hawley and points beyond + Gas Pumps– Take right lane in front of High School (Exit when directed) - Turn Rt on Atlantic for Gas Pumps.
Tafton/Greeley and points beyond – Take Left lane in front of High School (Exit when directed)
North Primary/North Intermediate/Middle School – Take the light and proceed directly across ONLY to deliver students to that side of the campus.
No turns during arrival as it restricts the flow across Rt 6 to Atlantic Ave and blocks the vehicles attempting to leave the campus.
Google
Atlantic Ave
Utopia Salon and Day Spa
Crafty Country Consignment
The Hangout



- Van staging at High School with van departure @ 8:00
  - Students may de-van when the adults arrive
  - No mixing with Buses @ 7:55
  - Remember: Buses have the Right-of-way
  - Priority given to vans delivering across the street

Transportation Reminders & Notifications

North Campus Van Drop-off Timings

MS/NI – 7:40

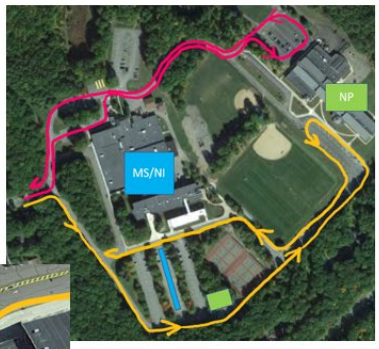
(as soon as the aides arrive)

HS – 8:00

NP – 8:05

The best practice is to drop off in the following order:

1) MS/NI 2) HS 3) NP

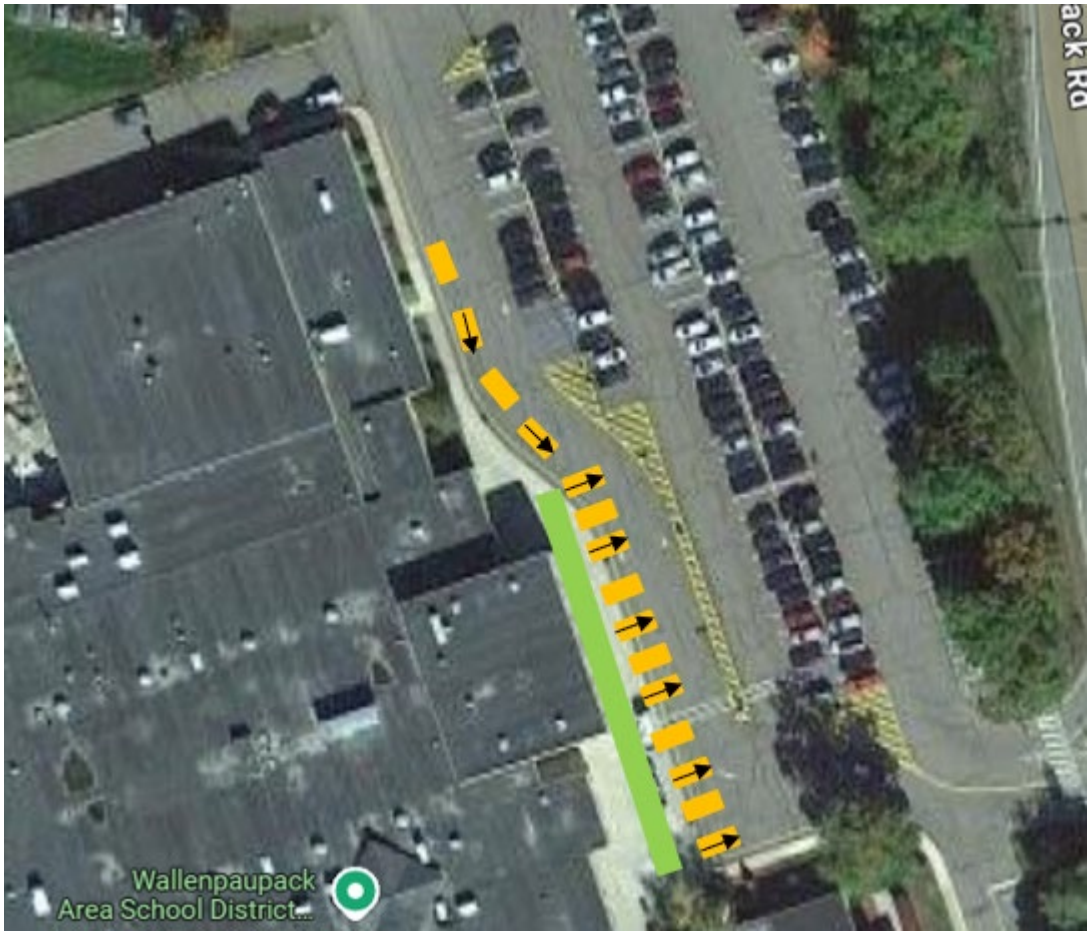




- **Do not leave the NP staging area early.**
- **NP overflow staging at end of middle lot on the side.**






Wallenpaupack
Area School District...

Wallenpaupack Area School District

2026-2027

School Bus Driver Handbook

Administration Office
2552 Route 6
Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Keith E. Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570-226-4557 Ext. 3000.

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Appendix 15

The Transportation Department of the Wallenpaupack Area School District is committed to excellence in the quality of service to the students of this district. The achievement of excellent service is contingent on excellence in our drivers, contractors, and the supportive environment that the school district provides for them. We are pleased to have our drivers and contractors as a part of the transportation team.

The purpose of this handbook is to present procedures and standards of conduct expected of drivers and contractors. Compliance with the guidance in the Handbook will ensure compliance with the overall expectations of the Transportation Department. Please take time to review the Handbook and become familiar with the contents.

Many of the items presented are for your information and others are district guidelines, which have been discussed on numerous occasions over the years and are now compiled into one unit. On occasion specific directives will be given which are also to be followed.

It is the expectation of the Wallenpaupack Area School District Transportation Department that these guidelines be complied with and followed. Continual negligence on the part of any driver or contractor will result in a letter of reprimand to the contractor and could generate "cause" for suspension or termination of a driver's approval to transport Wallenpaupack Area students.

Hawley Center	(570) 251-3141
South Elementary	(570) 676-3335
North Primary	(570) 251-3078
North Intermediate	(570) 251-3068
Middle School	(570) 251-3057
High School	(570) 251-3039
District Office	(570) 251-3000
Transportation	(570) 251-3006

Deanne Mausolf
Director of Transportation

The transportation of students to and from school is a necessary part of a sound educational program. The Wallenpaupack Area School District feels that the transportation of students is an extension of the classroom. Competent school bus drivers and standard bus operation must be realized if a safe, efficient, and economical transportation program is to become a reality. At present there are 45 school buses in operation in the district. Before you get behind the wheel of a school bus, you need to understand your role as a bus driver and your responsibilities to your passengers, your school system and its employees and your fellow drivers.

YOUR ROLE AS A SCHOOL BUS DRIVER

In many instances, you are the first adult to meet the children in the morning, and the last to see them at night. You can have a large influence on a child's attitude toward school.

You should try to establish a positive relationship with your students. Their conduct will depend a great deal on what you say and do. Be familiar with your students' names and greet them in a friendly manner. Everyone responds well to a cheerful "Good Morning", a kind word, or a feeling that their driver cares about them. In the afternoon as students leave the bus, a pleasant "Goodbye", "Have a Good Afternoon" or other kind words can also help create a positive relationship.

An essential part of your job is to maintain discipline according to procedures established by the school district. Most of your student's desire recognition of their good traits and abilities. It pays off when you compliment good conduct, habits, and deeds. The school bus driver is responsible for efficient vehicle operation, for passenger and vehicle safety, and for order and discipline.

RESPONSIBILITIES AS A DRIVER

- A school bus driver is more than a professional driver and is expected to meet standards of conduct higher than those of professional drivers. Recognize that student passengers and their parents place a great deal of confidence in you. You should act in ways that merit this confidence.
- Drivers must perform the "Child Check" function after every trip and without assistance from students.
- Drivers must have emotional stability to work effectively and patiently with students, parents, and school officials under different weather conditions and mechanical difficulties.
- Drivers should work directly with building administrators when dealing with student issues.
- Observe all traffic laws.
- Keep your personal appearance neat and clean since you are a symbol of the entire school system.
- Drivers should only use the radio for Bus to Building transmissions. Bus to Bus radio traffic should only be done in the event of an emergency.
- Be rested.
- Use of alcohol is prohibited prior to driving a bus.
- Use of drugs is prohibited at any time. A school bus driver must be totally drug free.

PUBLIC RELATIONS

Public relations are the opinions people have of drivers as individuals, as part of the school system, and the school system itself. By the way drivers do their daily jobs, they contribute

favorably or unfavorably to public relations. One discourteous, irresponsible act reflects an unfavorable image on other members of the student transportation program. Good or bad impressions of the school are conveyed by a driver's attitude toward both students and their parents. You will encounter students and parents with a wide range of attitudes toward you and the school system. Your attitude should have the flexibility to treat everyone in a courteous and professional manner. Your reputation in the community, your courteous treatment of children and their parents, and your willingness to better prepare yourself for your position will help them to have confidence in you.

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- Establish a positive relationship with your students. Their conduct will depend a great deal on what you do and say.
- Maintain discipline according to procedures established by the Wallenpaupack Area School District.
- Always maintain a reasonable and normal degree of safety.
- Set a good example for students to follow - be pleasant and cheerful.
- Never use profanity in the presence of students and adults.
- Insist on good school bus conduct.
- Operate a clean school bus with safe equipment.
- Pick-up and discharge pupils only at assigned stops unless instructed to do otherwise by a district administrator.
- Never load the bus beyond stated capacity. Remember that no one stands.
- Direct pupils to cross the road only in front of the bus.
- Know and obey all traffic rules and regulations - when in doubt - ask.
- Know and follow school district rules and disciplinary action.
- Follow safe driving practices.
- Never take any personal property belonging to a student unless they are harming themselves or others with this property. You must give it to the school administrator where the student is enrolled.
- Never slam on the brakes to discipline the students.

RESPONSIBILITIES TO PARENTS

- Provide the best safety for their children.
- Be on time at bus stops. Do not arrive early.
- Maintain good personal habits.
- Be courteous and cooperative with parents.
- When necessary, call parents as quickly as you can after a situation occurs.

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- Understand and honor conditions of employment.
- Recognize and respect the authority of the Transportation Coordinator, the building Administrators and follow their directives.

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- Drive within the speed limits with and without students.
- Maintain the bus exterior and interior with a sense of pride.
- Maintain a high standard of conduct. Student passengers and their parents place a great deal of confidence in you.

- Act in ways that merit this confidence - on the bus and in the community.
- Be a courteous driver always to your fellow drivers and to the public.
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Prior to the opening of school each September, all drivers are required to have on file in the Transportation Office:

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- Copy of CDL license
- Copy of current "S" endorsement

Contractors must, in addition to the above, have the following on file in the Transportation Office:

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Any person seeking employment must get a Pennsylvania Department of Education (PDE) FBI Federal Criminal History Clearance. This is the fingerprint clearance. The form may be obtained at: https://uenroll.identogo.com/ or at the Transportation Office. A copy of the payment receipt must be submitted to the Transportation Office so an official copy of the CHRI can be printed and kept on file.

ACT 126
Any person seeking employment must complete a three-hour course. Act 126 is a course on recognizing and reporting child abuse. This course can be taken on-line. There is no fee associated with this clearance and the Transportation Office will supply the username and password(s) after all other clearances have been completed.

- Clearance forms are also located on our website: https://www.Wallenpaupack.org under "Employment" on the left side of the page. All clearances must be obtained and submitted to the Transportation Office and Board approved before a driver is allowed to transport students.

DRIVER ATTENDANCE
It is very important that a school bus driver drive their own run regularly. In the beginning of the school year drivers are required to set up seating charts, convey to students their expectations for behavior, and review school bus regulations. The conscientious bus drivers will have their bus under control and will have worked hard to establish a rapport with the students. Illness or emergency situations are understandable, but for the safety of your students, try to minimize your absences. Drivers are to report their absence to their contractor in time for the contractor to obtain a substitute. When parents contact the Transportation Office with a transportation problem or question it is important for us to be aware of who was driving their child. Each contractor is required to notify the Transportation Office as quickly as possible of any substitute drivers on any run.

ARRIVAL TIME AT THE SCHOOL BUILDINGS
The time schedule for arrival at school buildings has been arranged for the safe transfer of our students, for the correct supervision of students and to avoid congestion when buses arrive. The schedule is 7:45 a.m. arrival for all buses and vans arriving at any building. Please adhere to this schedule for the safety and well-being of our students.

SEATING CHARTS
Each driver is required to provide the Transportation Office with a seating chart each fall, a copy of which is to be kept in the bus. There may be changes over the school year, so an updated copy should be kept on the bus and also given the Transportation Office. Administrators use the seating charts when investigation issues with the surveillance system, so having access to updated seating charts is important. It is a driver's responsibility to keep students in their assigned seats during the school year. If a seat is damaged, the student assigned to the seat will be responsible for any damage. Student discipline can be controlled more readily with assigned seats. In the case, of an emergency when you may be required to list students on the bus, a seating chart will help you identify students.

BUS STOPS

The Wallenpaupack Area School District covers approximately 325 square miles with most of the student population residing on major highways, i.e. Rt. 507, Rt. 590, etc. Highways can be hazardous, and students must not be permitted to walk along the road. There are many other "side roads" within the district that have been declared hazardous by PennDOT because of unsafe walking conditions. Any student residing on a highway, a hazardous road, or any other road determined by the district to be unsafe must be picked up as close to their home as possible, but along the highway. Bus stops are established at the location of a student's residence, a common area where students do not have to walk along a highway or at any other point the school district assigns.

Bus drivers do not have the authority to change bus stops. If you have any questions about the safety of a stop or if a stop must be reviewed, drivers are to contact the Transportation Office and the stop will be checked and reviewed. Dangerous situations are created when a bus driver makes unauthorized bus stops. Students are never to be dropped at a stop other than their own unless an official pass is given to the driver from the school building in which the student is enrolled. Should something happen to a student who is dropped at a stop other than their own, the liability to the district, driver and the contractor could be serious.

All bus rosters will reflect the students and stops that are assigned to a particular bus. All students riding a different bus by way of a pass will be assigned to their home bus and counted on that bus. Drivers are expected to keep bus passes for the duration of the pass. This will verify the student is not on a roster for the bus.

Drivers are expected to remain on schedule with as little variance in time as possible. Your first pick-up should be at the same time daily. If students are absent and you do not have to make a stop, take your time and make up the minute or two so you are on time throughout the rest of the run. Students are expected to be at their stops five minutes before your arrival time. It is very important that you keep your schedule consistent.

Office personnel receive many calls from parents requesting changes in the transportation arrangements for their children. Frequently, the callers will report that they have spoken with the bus driver who has expressed an opinion that the change "is no problem at all". Bus drivers should neither agree nor disagree with a parent who suggests changes in transportation. Those parties should always be asked to contact the Transportation Department.

BUS PASSES

In the beginning of the school year drivers should get to know their students as quickly as possible. Being familiar with your students will help you when students not assigned to your bus try to board. Also, get to know who is on your run but does not ride every day. Other students should be able to help you.

The procedures for a student transferring to another bus are as follows:

If student moves:

- ❖ Parents contact proper building regarding the move either in writing or by phone.
- ❖ The school building completes a Change of Address Form for the family, a copy of which is sent to the Transportation Office.

- A permanent bus pass is issued to the student who, in turn, must submit the pass to the driver of the new bus either to get on in the morning or afternoon.

Custody and Daycare:

- Day to day bus passes are no longer permitted. The daily uncertainty of who may be riding and where they are to get off creates an unsafe situation and additional liability for the driver.
- Only permanent situations like custody and a set schedule for after-school supervision are permitted. The driver can get to know these riders, when they ride and where they get off.

Employment:

- The only other bus pass permitted is for high school students employed at a business along the route of a bus. The process for obtaining this pass requires the parent and employer to sign off on the arrangement and for the employer to assume all responsibility for the student once they step off the bus at their establishment.

It is important to bring all students to school who might show up at your assigned bus stops. However, unauthorized morning riders should be reported to the building administrator where the student gets off so that this issue may be addressed with the parents. It is important to pass along the student's name or the name(s) of the student(s) who got on with this additional rider. Habitual unauthorized riders should be reported to Transportation.

FUELING OF BUSES

All buses and vans that deliver to the North Campus must use district fuel. Each bus has a fuel fob assigned to it. Drivers are responsible for their assigned fob. If the fob is lost, drivers must report the loss to the Transportation Office immediately.

When entering the fuel pump area in the morning, please stay to the right so other buses may safely get past you to the unloading area. In the afternoon buses may get fuel early enough so they will be in line at the specified time.

If a "spill" should occur while you are pumping your fuel, use the material in the drum to spread over your "spill". The fuel pump area is not the place to fraternize. Others could be waiting to get fuel.

GENERAL GUIDELINES

Students must always remain seated and facing front in their seats. For the safety of your students, do not permit students out of their seats while your bus is in motion. This includes the trip between the North Intermediate School and the High School. Many times, buses pull out of the lots with children kneeling on seats, standing near their seat or with their backs to the window half out of their seat. Always keep your students in their seats. Students are not permitted to leave the bus in the afternoon at the high school unless a formal pass has been issued.

School policy does not permit students to smoke or vape in the buildings, on school grounds, on buses, etc. Drivers are not permitted to smoke or vape on the school buses, school vans or on school property. Remember, your students will be getting on your bus at dismissal time. Drivers are to set a good example for their students.

Drivers are expected to return any paperwork required by the Transportation Office on the dates required. In the fall, all paperwork is needed on time to complete state forms and to calculate payroll for contractors. During the year, other paperwork is needed, and it is the responsibility of the contractor/driver to return the paperwork on the dates requested by the Transportation Office.

Band instruments, golf clubs, school projects or items of this nature shall not be permitted on the school bus unless they can be held on the pupil's lap without endangering the safety of other pupils. There are two obvious reasons for this, policy:

First, large musical instruments and oversized equipment/projects present a safety hazard should the bus make a sudden stop or be involved in an accident where emergency evacuation is necessary.

Second, oversized items take space on the bus, which may be required for pupils.

RADIO USE

The radio installed in each Wallenpaupack bus is the property of the Wallenpaupack Area School District. Therefore, certain conditions for proper use of the radio must be followed. First and foremost, the radio is not a toy. EVERYONE on ALL buses will hear your radio traffic. Students of all ages as well as the other drivers cannot unhear what is said. Proper etiquette when speaking on the radio is essential. The guidelines for proper radio usage are simple:

- When keying the mic to speak, squeeze the mic button and wait for a beep before speaking. It is a better practice to hesitate an additional moment to ensure that your radio is transmitting.
- When parked on campus and waiting with students on board, have the accessory turned ON so the radio is operational.
- The only authorized radio traffic is **Bus to School** and **School to Bus**. <u>Any Bus to Bus radio traffic is only permissible should there be an emergency</u>.
- Drivers who use the radio for non-emergency Bus to Bus communication (i.e. complaining about motorists, greetings, etc.) or any use considered inappropriate, will be reported to their employer.

SNOW EMERGENCIES

During the winter months there is occasion to have an early dismissal, a late start or a cancellation due to weather and road conditions. A phone chain is established in the Administration Office to expedite the calling of all contractors, radio stations, etc. Normally contractors are notified at approximately 5:30 a.m. if there is to be a late start or a cancellation. Should there be an early dismissal, a similar phone chain is put into effect. Contractors will be notified as quickly as possible of an early dismissal. It is the responsibility of the contractors to notify their drivers of the dismissal time. Generally, dismissals occur at 11 a.m., 12 noon, and 1 p.m. from the high school depending on weather conditions. There are occasions when dismissal will occur at a time other than those listed If the weather looks questionable, all drivers are asked to be on stand-by for early dismissal. If a contractor/driver thinks he/she might not be at their regular phone number, they are asked to please contact the Transportation Office and give a place where you can be reached.

There will be times when roads or parts of some runs are worse than others and school will not be cancelled. Take your time, drive safely and do not worry about a late arrival to school. If

weather demands it, buses are required to use chains. Remember, neither you nor the students will be penalized for a late arrival due to weather conditions. The safety of the students is first.

SNOW CLOSING TIME SCHEDULE FOR 10 A.M.

High School	- 10:01
Middle School	- 9:48
North Intermediate	- 9:48
Hawley Center	- 9:35
North Primary	- 9:32
South Elementary	- 9:42
Canaan Christian	- 10:00
Other schools outside the district	- One hour from phone call from Wallenpaupack

Please make sure all buses are in line-up 15 minutes prior to dismissal.

SNOW CLOSING TIME SCHEDULE FOR 11 A.M.

High School	- 11:01
Middle School	- 10:48
North intermediate	- 10:48
Hawley Center	- 10:35
North Primary	- 10:32
South Elementary/Kdg.	- 10:42
Canaan Christian	- 11:00
Other schools outside the district	- One hour from phone call from Wallenpaupack

Please make sure all buses are in line-up 15 minutes prior to dismissal.

SNOW CLOSING SCHEDULE FOR 12:00 NOON

High School	- 12:01
Middle School	- 11:48
North Intermediate	- 11:48
Hawley Center	- 11:35
North Primary	- 11:32
South Elementary	- 11:42
Canaan Christian	- 12:00
Other schools outside the district	- One hour from phone call from Wallenpaupack

Please make sure all buses are in line-up 15 minutes prior to dismissal time.

SNOW CLOSING SCHEDULE FOR 1 P.M.

High School	- 1:01
Middle School	- 12:48
North Intermediate	- 12:48
Hawley Center	- 12:45
North Primary	- 12:32
South Elementary	- 12:42
Canaan Christian	- 1:00
Other schools outside the district	- One hour from phone call from Wallenpaupack

Please make sure all buses are in line-up 15 minutes prior to dismissal time.

CONTACT NUMBERS
Prior to 7am – Contact Your Employer
Between 7 am and 4 pm – (570) 251-3006
After 4 pm – Contact Your Employer

VEHICLES PASSING SCHOOL BUSES
Unfortunately, bus drivers at one point or another will have a vehicle pass their bus while loading or unloading students. The driver is responsible to get the license plate number, the type and color of the vehicle involved. If possible, it would be helpful to get a description of the driver. Immediately after the incident, a REPORT OF VEHICLE PASSING SCHOOL BUS is to be completed. The original report must be filed with the State Police within 48 hours after the incident with a copy to the Transportation Office. The State Police will follow through in locating the vehicle and will pursue legal action. Drivers are encouraged to report such incidents and follow through with them to ensure the safety of our students.

SCHOOL BUS REGULATIONS
Each pupil transported on a school bus/van to the Wallenpaupack Area School District shall comply with the following regulations:

- The pupil shall always sit in the seat assigned by the school bus driver and shall not leave that seat while the bus is in motion.
- Personal audio/video players or cell phones are permitted; however, these devices may not interfere with other students or the driver.
- The pupil shall not at any time use foul, loud or offensive language, nor be involved in rude, discourteous, or annoying conduct.
- The pupil shall promptly observe instructions given by the school bus driver.
- The pupil shall wait for the school bus to come to a full stop before boarding the bus and shall then immediately proceed to their assigned seat.
- The pupil shall not project any part of their body out of the school bus window nor throw any object from a school bus.
- Throwing of any object within the school bus is prohibited.
- The pupil shall not at any time place books, musical instruments or other obstructions in the school bus aisle, nor shall the pupil bring articles aboard the school bus that pose a threat to the health, safety, or welfare of the driver or other students.
- No pets or animals on the bus.
- The pupil shall not interfere with nor tamper with any equipment on or off the school bus or destroy any property on the school bus.
- The pupil shall always observe accepted standards of health and cleanliness and shall assist the school bus driver in keeping the bus neat and orderly.
- The pupil shall not at any time fight, push or engage in any form of horseplay.
- The student is not at any time to light matches or use tobacco products or smoke/vape on the bus. No alcoholic beverages or controlled substances will be permitted.
- Water guns, pistols and balloons are prohibited.
- Bus drivers are not obligated to wait for a student who habitually runs to the bus at the last minute.
- Students must be at the bus stop five minutes before pick-up time.
- Students are not to eat or drink on the bus.
- Students are expected to meet proper standards of behavior while at the bus stop. They are to wait in an orderly manner and refrain from running, or other such horseplay.

- Late buses leave from the middle school bus loading area at 5:20 and the high school bus loading area at 5:30 p.m. Only students participating in a school activity are eligible to ride a late bus.
- Students may be given a bus pass to ride a different bus than assigned, but only for permanent situations that are authorized by the district.
- All transportation discipline problems should be referred to the Principal's office at the appropriate school.
- Parents are not allowed on the school bus at any time.

DISCIPLINE PROCEDURES

For minor infractions, the bus driver will do the following in sequence:

- Warn the student – driver documents the incident/date
- Change the student's seat, if possible – driver documents the incident/date
- Contact the parent/guardian - driver documents the incident/date

For major or repeated minor infractions, the bus driver will turn the offense in to the building administrator using the discipline form. In keeping with the school discipline code, the building administrator will handle each case accordingly. Whenever possible, students will be given in-school consequences for misconduct. This ensures that the student continues to attend school and does not become truant.

There may be times when a suspension of transportation privileges may be in order. During a bus suspension, the parent is responsible for transportation. Whatever the consequences decided by the administrator, it is important that the driver continue to maintain discipline, continually work toward a positive relationship with the student and document all disciplinary actions.

If students are behaving inappropriately at the bus stop, parents and/or others should refer incidents to the appropriate police agency.

MAINTAINING STUDENT DISCIPLINE

- Be consistent - each day, every run, regardless of how you feel physically or mentally. Inconsistency breeds major problems.
- Be fair - treat everyone equally; above all, don't play favorites.
- Have a sense of humor - be able to laugh at yourself and with others.
- Be prepared - know the rules, regulations, and policies. Know what to expect and how you will react.
- Never threaten or issue an order you cannot enforce.
- Never argue – some students enjoy the conflict, especially in front of their friends.
- Be friendly - show an interest in what the children are doing. Say, "Good morning", " "Good night - see you tomorrow." The students are not your enemies.
- Be in control of yourself - don't lose your temper or say something you might regret later.
- Encourage responsibility - develop student monitor programs, run evacuation drills according to district guidelines and have students assist in the drill.
- Be sincere - if you must fake liking children to keep your job, get another one.
- Set a good example yourself - follow all the rules that you expect the students to keep.
- Give instructions to stimulate action - say, "do this" rather than "don't do that".
- Give children time to react - don't always expect children to react immediately, it may take the student a few minutes. Some students need several daily reminders.
- Have a reason for asking - and take the time to explain, if you can.

- Be honest - nobody likes a phony.
- Be constructive - accentuate the positive; commend good qualities and action.
- Never strike or threaten a child - aside from the legal implication it only aggravates the problem.
- Never discipline a child in front of his peers. Their natural response will be to become defensive or defiant. Above all, don't ridicule.
- Listen for suggestions and complaints - if they are reasonable, follow them and give credit to the children who bring them to your attention.
- Don't be picky - it's sometimes wise to overlook things.
- Don't judge misbehavior on how it annoys you or other personal feelings or prejudices.
- Don't be a nag, braggart or be rude.
- Remember, misbehavior is seldom willful - there is usually a cause, often an outside influence that has precipitated the action.
- Follow up any action you have taken - if you have disciplined someone and their behavior improves, compliment them.
- Don't let a situation get out of hand, if it looks as though a situation may become serious or you are uncertain how to handle it, see the Transportation Department immediately. A solution is often easier to effect before the situation gets out of hand.
- Never put a student off the bus at any stop other than their own or at the school - the potential risk and liability are too great.
- Never leave the bus with students in it - if possible, send a monitor or a senior student for help, or flag down a passing motorist and ask them to forward your message.
- Always follow the discipline procedures established by the district. They were established for a reason. If it was important enough to take note of, it is important enough to take some action.
- Always make sure that your riders know the rules of your bus - review them at the beginning of the year and occasionally throughout the year.
- Be cautious when disciplining students while the bus is in motion - a simple distraction can result in a serious accident. If possible, pull over to the side of the road, calm down the students and proceed on the run. Drivers, at this time, should move students causing distractions to seats near the front of the bus.

VIDEO CAMERAS ON BUSES

All school buses are equipped with the Safety Vision camera system. The purpose of the video system is to strive to improve student behavior on the school buses. The video system does not replace a driver's responsibility to discipline or control the bus. It is there to permit you to better identify those students causing commotion or unsafe conditions on your bus. The system also protects the driver from improper accusations. Always be aware that the camera records video and audio, even when the bus may be off while waiting at dismissal.

CHILDREN ON BUSES

It is district policy not to permit pre-school children of bus drivers on the regular buses. If a driver has a school age child enrolled in the district, they make take the child on regular runs provided there is sufficient seating.

BREAKDOWNS

If a bus should have a breakdown/emergency prior to starting a morning run causing a driver to start their run late, the driver is to the contact the Transportation Office immediately. It would be wise to spot call parents/students or start a phone chain along your run to make parents/students

aware of your delay time. In some cases, the Transportation Office will assist in making spot calls.

If there is a breakdown/emergency with students on the bus either AM or PM - contact the Transportation Office immediately. The Transportation Office will contact the appropriate buildings, if necessary. Be aware of any of your fellow drivers who may have an emergency and contact the Transportation Office immediately. Parents may contact the Transportation Office if a bus is not on schedule. A parent's immediate reaction is one of fear, anger, etc. - making it extremely important for the Transportation Department to be aware of where buses are at all times. This applies to any circumstances, which may cause a change in normal scheduling.

DRUG AND ALCOHOL TESTING

Effective January 1, 1996 all CDL school bus drivers, contractors and substitutes will begin the mandatory drug and alcohol testing program. Contractors will be responsible for the drug and alcohol testing of their own employees. Contractors will submit a letter to the District at the beginning of each year acknowledging that they follow all federal, state and local mandates for CDL drivers in their employ.

EVACUATING THE BUS

Usually, students remain on the bus during an emergency. There are three situations which require that you evacuate the bus:

- Fire or danger of fire
- Presence of hazardous materials, or
- Unsafe position of the bus.

In an emergency, it is possible for the emergency door to become jammed by everyone trying to get out of the door at the same time. State law requires a minimum of two bus evacuation drills each year, one within the first week of the new school year and another in the spring. Drills must be conducted on school property, not on the bus run. Safety of the children is of the utmost importance and must be considered first. Getting them off the bus safely, quickly, and in an orderly fashion is the objective.

There are three different drills which may be conducted during the year; a front door drill, a rear door drill and a front-back drill. The drills are changed each time, so students get experience in handling each type of drills.

WHEN THERE IS AN ACCIDENT

1. Remain calm and quiet ... stay in your seat!!!
2. Wait for directions from the driver (older student).
3. Do not take anything with you.
4. Go out through the safest exit (front and/or back).
5. Use the push-out windows if other exits are blocked, if applicable.
6. Help each other for a safe & orderly evacuation.
7. Move to a safe place away from the bus (100 giant steps).

Driver should contact the following immediately:

- District Office - (570) 251-3000 or Radio
- Your Employer

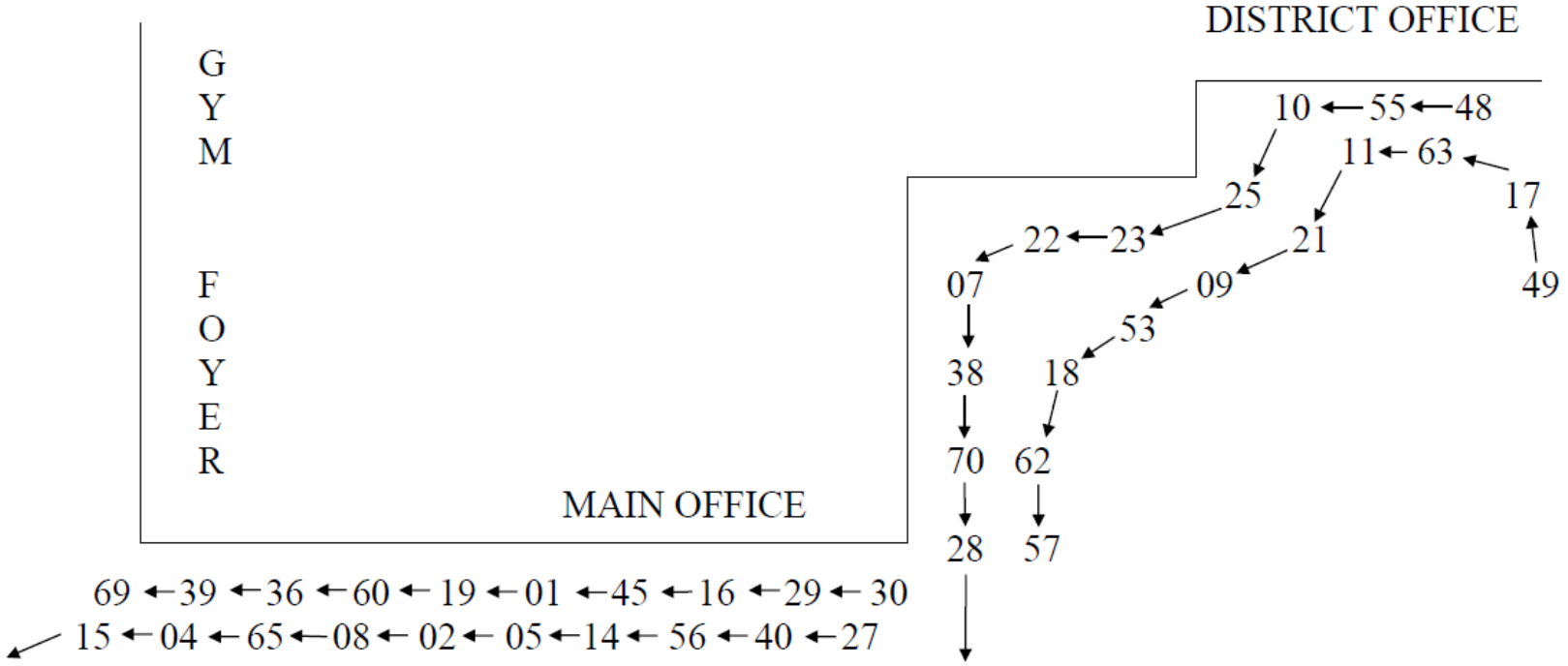
In all cases, give information including bus number, driver name, location of the bus, nature of the problem and last student to be picked up or dropped off.

The bus driver, if possible, should obtain the name of the driver and license number of the other vehicle or vehicles. Try to obtain the names of any witnesses.

Check the names of the students on the bus with your bus roster to verify students on the bus at the time of the accident. Have students remain in their exact seats at the time of the accident.

Above all, stay with your students and use common sense.

HIGH SCHOOL PARKING
SCHOOL 2026 / 2027

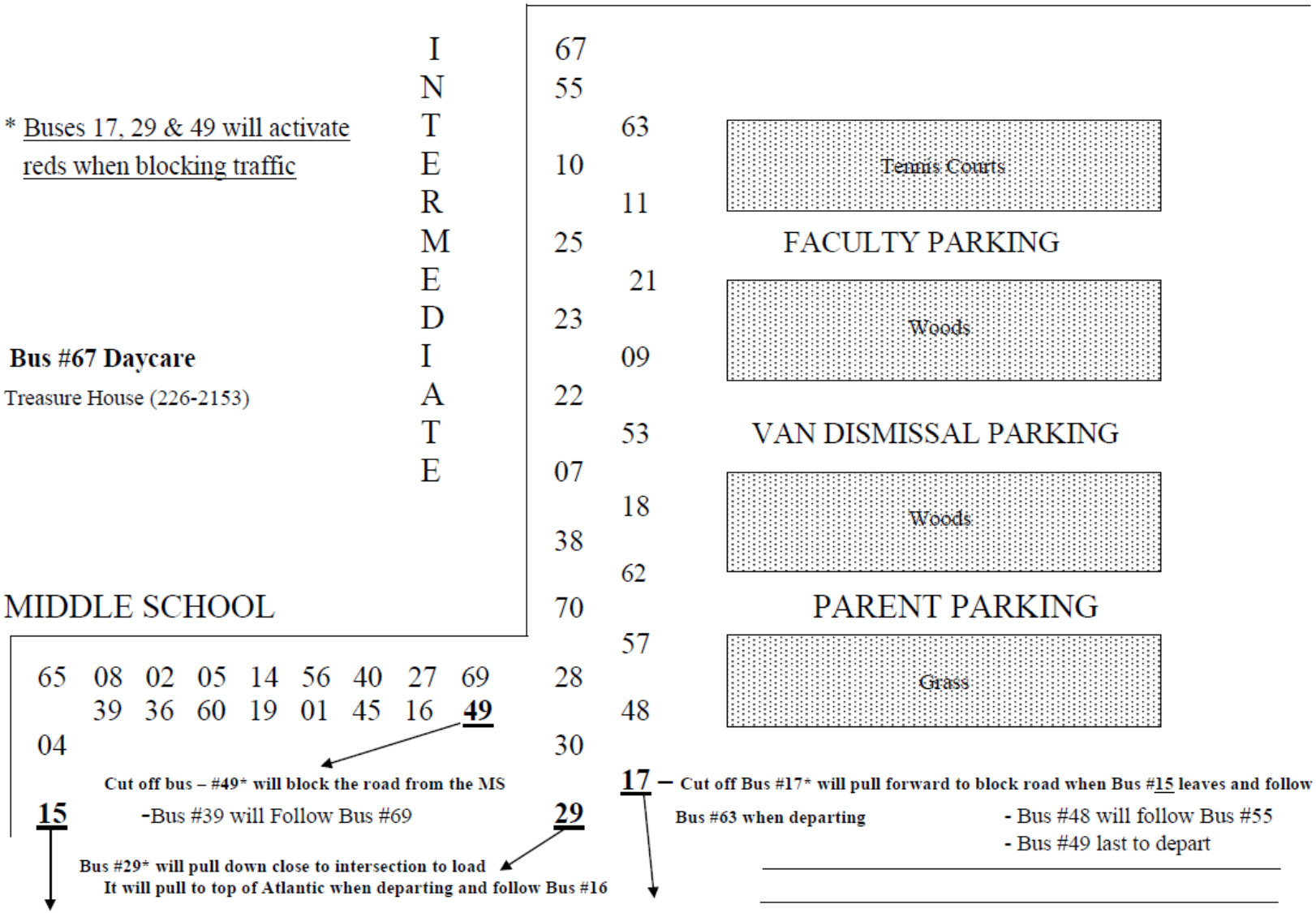


★ **BUS #69 WILL FOLLOW BUS #27**
★ **BUSES #55 & #48 WILL TURN RIGHT INTO EXIT LANE BEHIND BUS #27 BUT WILL WAIT TO FOLLOW BUS #30 AT THE EXIT**

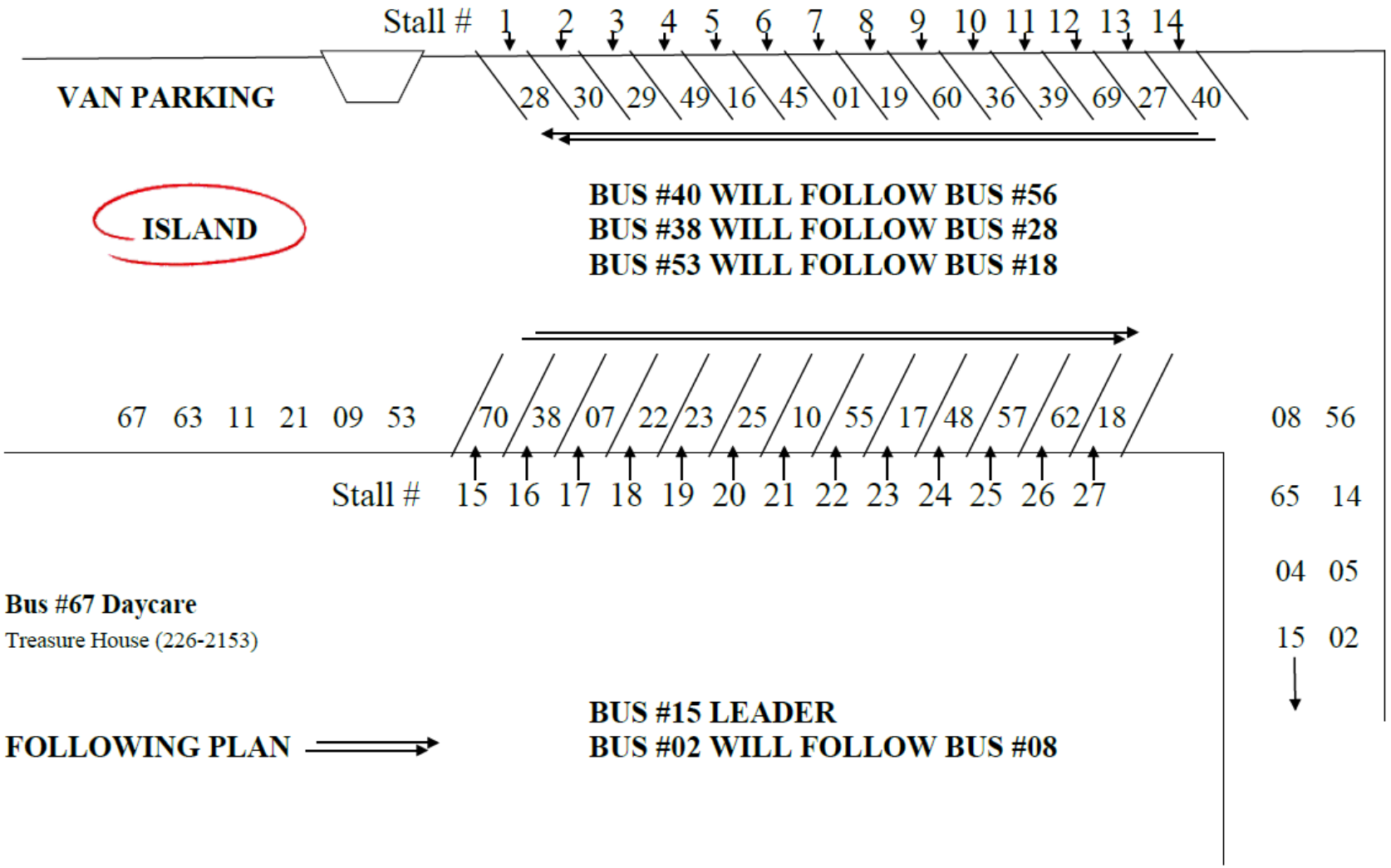
ARROWS SHOW FOLLOWING PLAN

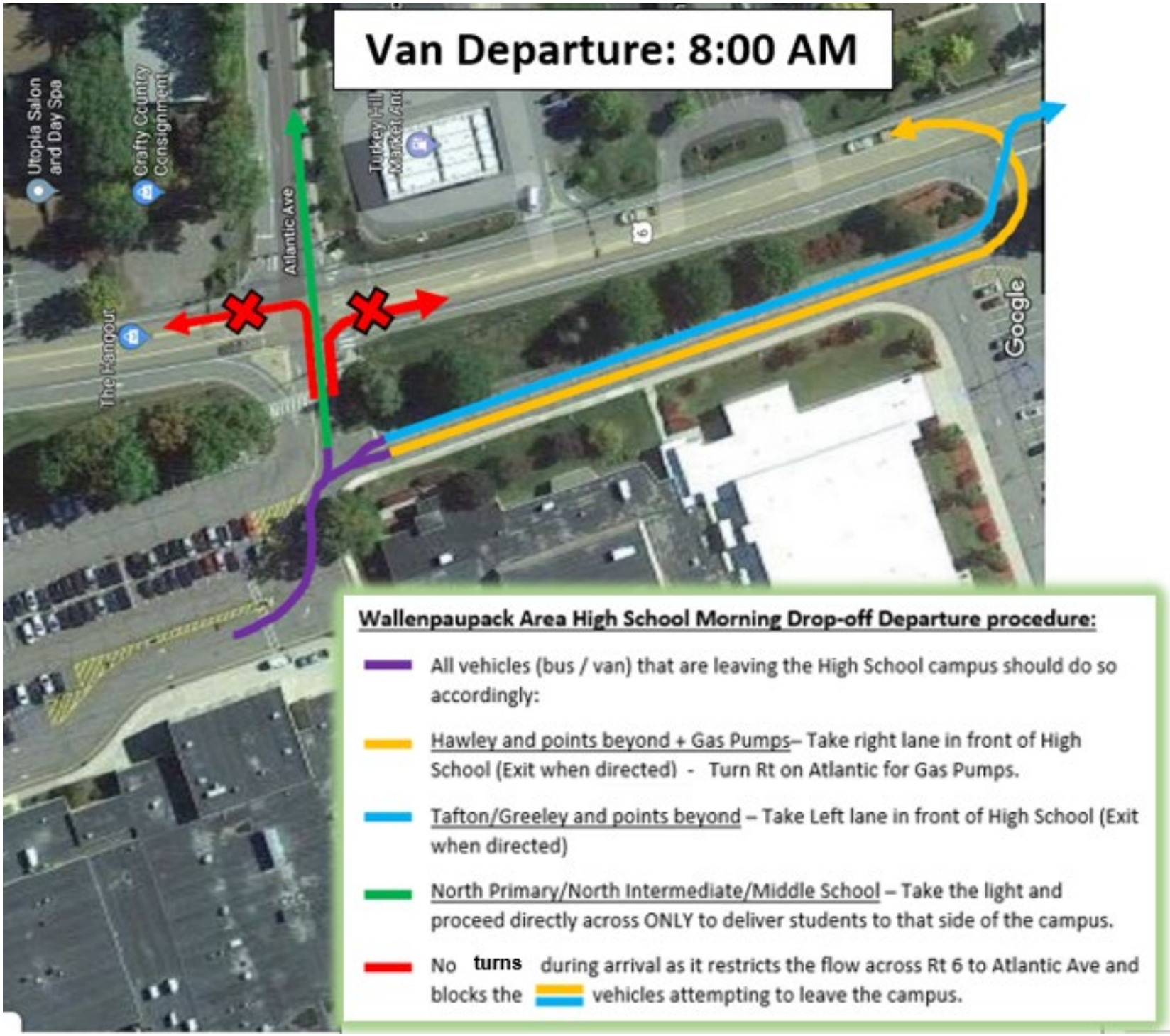
★ **BUS #57 WILL FOLLOW BUS #10 AFTER BUSES 55 & 48 TURN**
★ **BUS #27 WILL OFFSET TO PREVENT A VEHICLE FROM ENTERING THE GAP**

MIDDLE SCHOOL / INTERMEDIATE SCHOOL PARKING
SCHOOL YEAR 2026/ 2027



NORTH PRIMARY SCHOOL PARKING
SCHOOL YEAR 2026 / 2027




Van Departure: 8:00 AM
Utopia Salon and Day Spa
Crafty Country Consignment
Atlantic Ave
6
Google
Wallenpaupack Area High School Morning Drop-off Departure procedure:
All vehicles (bus / van) that are leaving the High School campus should do so accordingly:
Hawley and points beyond + Gas Pumps– Take right lane in front of High School (Exit when directed) - Turn Rt on Atlantic for Gas Pumps.
Tafton/Greeley and points beyond – Take Left lane in front of High School (Exit when directed)
North Primary/North Intermediate/Middle School – Take the light and proceed directly across ONLY to deliver students to that side of the campus.
No turns during arrival as it restricts the flow across Rt 6 to Atlantic Ave and blocks the vehicles attempting to leave the campus.

Wallenpaupack Area School District

2026 - 2027

Professional Staff Substitutes

Support Staff Substitutes

Administration Office

2552 Route 6

Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Keith E. Gunuskey Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-570-226-4557 Ext. 3000

PROFESSIONAL STAFF	
	CERTIFICATION
Cassel, Catherine	Mental and/or Phys Handicapped K-12, Reading PK-12
Franey, Janet	Childhood Education Grades 1-6
Kimble, Christina	Grades PK-4
LeMin Miller, Jaclyn	Grades 4-8 All Subject 4-6, Science 7-8
Rossitto, Alicia	Grades PK-4
Sherman, Laurie	Social Studies 7-12
Sobel-Evers, Rhonda	Elementary PK-6
Spiccioli, Christina	Grades PK-4
Stella, Peter	Health/ Phys Ed PK-12/BCIT PK-12
Valentine, William	Elementary K-6

GUEST TEACHER	
Alvarado, Alisha	Guest Teacher
Ballon, Laurajean	Guest Teacher
Bartoszak, Patricia	Guest Teacher
Bertolet, Sime	Guest Teacher
Bodman, Judith	Guest Teacher
Byrne, Linda	Guest Teacher
Cavezza, Tommasina	Guest Teacher
Chojnacki-Juri, Rachel	Guest Teacher
Clifford, Amanda	Guest Teacher
D'Apolito, Linda	Guest Teacher
Demiri, Drita	Guest Teacher
Dombroski, Ann	Guest Teacher
Dorn-Bander, Cheryl	Guest Teacher
Duncan, Matthew	Guest Teacher
Duran, Niurka	Guest Teacher
Emilio, Jennifer	Guest Teacher
Gadomski, Tara	Guest Teacher
Gulumoglu, Leyla	Guest Teacher
Gunuskey, Seth	Guest Teacher
Hatton, Carrie	Guest Teacher
Horan-Baudille, Erin	Guest Teacher
Inga, Joseph	Guest Teacher
Juengel, Jill	Guest Teacher
Kern, Samantha	Guest Teacher
Kleinhans, Kateleigh	Guest Teacher
Leuthe, Jennifer	Guest Teacher
Libo, Polina	Guest Teacher
Lygeris, Nina	Guest Teacher
Mayer, Nicole	Guest Teacher
McFeely, Connor	Guest Teacher
McGrath, Gerard	Guest Teacher
McHale, Alaina	Guest Teacher
McLaughlin, Annarose	Guest Teacher
Merrill, Samantha	Guest Teacher
Morse, Kenneth	Guest Teacher
Mowatt, Jack	Guest Teacher
Neale, Michael	Guest Teacher

Neary, Nadia	Guest Teacher
Palm. Keith	Guest RN Nurse
Pease, George	Guest Teacher
Pellegrino, Ashley	Guest Teacher
Racine, Laina	Guest Teacher
Santitoro, Nicholas	Guest Teacher
Saar Holli Ann	Guest Teacher
Scollan, Wendy	Guest Teacher
Siebert, Gladys	Guest Teacher
Stansfield, Amber	Guest Teacher
Stella, Peter	Guest Teacher
Sternbach, Stephanie	Guest Teacher
Swierzbinski, Diane	Guest Teacher
Townson, Kelsey	Guest Teacher
Tromba, Deneen	Guest Teacher
VanTine, JoAnna	Guest Teacher
Wentzell, Jeffrey	Guest Teacher

SUPPORT STAFF

Andryshak, Jade	Teacher Assistant	
Brugger, Joseph	Cafeteria/Teacher Assistant/Secretary	
Clifford, Amanda	Teacher Assistant/Secretary	
Coe, Mallory	Teacher Assistant	
Cykosky, Emma	Teacher Assistant/Secretary	
DeCoursey, Terrance	Custodial	
Degolyer,Sheryl	Teacher Assistant/Cafeteria/Secretary/Custodial	
Demuysere, Charline	Custodial	
Golshirazi, Lisa	Bus/Van Driver	
Grabher, Warren	School Resource Officer	
Gulumoglu, Leyla	Teacher Assistant/Cafeteria/Secretary/Custodial	
Hilbert, Alyssa	Teacher Assistant	
Inga, Joseph	Teacher Assistant/Secretary	
Juengel, Jill	Teacher Assistant	
Kandrovy, Allison	Teacher Assistant	
LeStrange, Heather	Teacher Assistant/Cafeteria/Secretary	
McDuffey, Ashley	Custodial/Cafeteria/Teacher Assistant	
Miller, Kathleen	Teacher Assistant/Cafeteria/Secretary	
O'Donnell, Kirsten	Teacher Assistant/Secretary	
O'Toole, JoanMary	Cafeteria/Custodial/Teacher Assistant	
Paterson, Frances	Teacher Assistant	
Rucci, Peter	Custodial	
Salomon, Kathleen	Teacher Assistant	
Santitoro, Nicholas	Teacher Assistant	
Scollan, Wendy	Teacher Assistant/Secretary	
Shaffer, Ryann	Teacher Assistant/Secretary	
Sokol, Elizabeth	Cafeteria	
Spanton, Carole	Teacher Assistant/Secretary	
Tait, Jillian	Teacher Assistant	
Wolff, Jared	Cafeteria/Custodial	