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ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WELCOME!**

Welcome to Wilkes-Barre Academy. We are proud of the educational programs and extra-curricular activities we offer and hope that each one of you will become an active member of the Wilkes-Barre Academy student body. With students, teachers, parents, and administrators working together, we can have the best school experience.

This booklet should answer most of your questions about your opportunities and responsibilities as a student at Wilkes-Barre Academy. Read it completely. It is your responsibility to be aware of the policies and procedures that help our school run smoothly. Most of the rules reflect good common sense, courtesy, respect for the rights and property of others, self-control, responsibility, and cooperation. If you don’t understand a rule or procedure, please ask your teachers.

**WILKES-BARRE ACADEMY SCHOOL HISTORY**

Wilkes-Barre Academy is a non-sectarian, non-profit and fully accredited elementary/middle school founded in 1987. Wilkes-Barre Academy is affiliated with Small Wonders Day Care School. Small Wonders Day Care School was founded in 1978 to serve the needs of working and single parents of the greater Wyoming Valley. In 1978 the original intention of Small Wonders Day Care School was to offer an enriched day care program from infant to pre-kindergarten, with kindergarten added in 1980.

Wilkes-Barre Academy was established in 1987 in response to continual parental interest and desire to provide their children with the most well-rounded education and care possible. Additionally, the founders of Small Wonders Day Care School evaluated the opportunities and concluded that our community did not offer a comprehensive program that fulfilled the requirements of working parents. Wilkes-Barre Academy provides a classroom setting that allows for the close interaction of teachers, students, and parents daily. This unique combination of elementary/middle school education and before and after school care in one facility is a service previously unavailable in the community.

**WILKES-BARRE ACADEMY ELEMENTARY/MIDDLE SCHOOL**

**MISSION STATEMENT**

Wilkes-Barre Academy is concerned with the development of all our students. The mission of the school is to meet the academic, social, and personal needs and interests of the elementary/middle school student. To meet these student needs, many specific considerations and allowances must be made. The child’s beginning growth and maturation as well as their later growth towards the beginning steps of independence, decision making, and relating to others must be accentuated.

**EDUCATIONAL FOCUS**

 1. Developing pupil knowledge, understanding, and appreciation of the world we live

 in; its social, political, geographical, and economic structure, problems, and preparation

 for life in future environments.

 2. Promoting, developing, and nurturing individual differences and providing an

 educational structure and atmosphere to meet these individual academics, social,

 and personal needs.

 3. Developing a positive attitude and appreciation toward learning as well as

 challenging each student with new and interesting ideas, concepts, and materials.

 4. Providing opportunities for pupils to develop the facility for individual, responsible

 decision-making, independent work and study habits, and creativity.

 5. Providing the students with exploratory opportunities to meet the challenges of

 their widening range of interests and to serve as guides to vocational pursuits.

 6. Building upon the curriculum of the preschool/elementary school program and

 continuing to offer a general program of education emphasizing the development

 of basic skills and good work-study skills.

 7. Providing the opportunity for students to learn, to develop, and to practice those

 interpersonal skills needed to understand and accept other individuals and groups.

 8. Providing systems of communication for parents and students which will result in

 a better understanding of the school goals and will enable students to achieve a

 positive manner, both academically and in their personal development.

**TRANSITIONING TO WILKES-BARRE ACADEMY**

Before beginning a new school year, familiarize yourself with the location of your new classrooms, teachers, and places of note (bathrooms, water fountains, lockers, library, etc.). Familiarizing yourself with these important areas, in advance, will allow you to feel more relaxed when the school year starts.

For new students, meeting as many other students as possible is important so you may find others with the same interests and hobbies as you. One way to meet other students, and make new friends, is by joining clubs and sports teams. These activities allow you the opportunity to meet other students outside the academic atmosphere of school.

For new parents, it is important to maintain a positive outlook on this school change. Exhibiting confidence and a positive outlook regarding your school choice will allow your child to begin school with the same outlook. Don’t be afraid to contact the school, before or after, the school year starts. Staff and teachers are always willing to meet with you to discuss any concerns you or your child may have about this new experience.

**PARENT PORTAL**

Parent portal is the direct access to students’ grades, activities, and teacher communication. This is an important day to day tool to follow your child’s progress. You may access progress reports and report cards here as well.

**MARKING SYSTEMS**

REPORT CARDS are issued four times per year. Report cards contain a list of comments, which may be used by the teachers. The comments include Positive Growth Factors and Negative Growth Factors. Wilkes-Barre Academy issues two different report cards. One is designed for and issued to students in the first through fourth grades. The other report card is designed for and issued to fifth through eighth-grade students.

**PROGRESS REPORTS**

Progress Reports may be positive or negative. Notification to students and parents, regarding a lack of progress in a subject area, will available through the parent portal in designated days found on the yearly calendar. Technically, the parent portal provides a progress report on a daily basis as your child’s average is immediately updated as new grades are added.

Remember, a student whose work is exceptional may also receive a Progress Report to reinforce his/her positive work habits.

**HONOR ROLL**

The student Honor Roll is administered, by the teachers, for students in the 5th through 8th grades. Honor Roll lists are published following each reporting period.

To be placed on the High Honor Roll in Wilkes-Barre Academy, a student must have a 93.5% or higher cumulative average.

To be placed on the Honor Roll in Wilkes-Barre Academy, a student must have an 89.5% - 93.49% cumulative average.

To receive High Honors or Honors with Merit, a student must maintain the above cumulative averages as well as receive a report card which contains no negative teacher comments.

**HOMEWORK**

A reasonable amount of homework is required of all students at Wilkes-Barre Academy. The teachers make every effort to balance the homework load, so that not too many major assignments are due at the same time.

**HOMEWORK/PROJECT POLICY**

The following reflects our school objectives on Homework and Class Projects:

**HOMEWORK:** To enhance the student’s ability to assimilate what they have learned in

 class and apply it independently at home.

1. Homework should be done independently.
2. Studying is just as important as written assignments.
3. Homework should be done in a quiet area, free from distraction
4. Studying should be ongoing, not just “crammed” the night before a test.
5. Homework helps the parents see what type of work is being done in school. Parents are encouraged to show an interest by checking to verify that homework is completed.
6. Parents should not correct homework. This is the responsibility of teachers.
7. Teachers need to see the mistakes students make independently in order to determine where problem areas exist. If all homework was corrected by parents, there would be no need for teachers to review it.
8. In most classes, students start class with a 100% grade on homework. Each time a homework assignment is late; the percentage grade drops as decided by the teacher, grade, and age level. This homework grade is averaged into the overall final grade for these classes.
9. Homework done incorrectly will not be penalized unless there is a blatant lack of effort in evidence or it is a continuing pattern and the student has not asked for help.

**PROJECTS:** To reinforce the student’s thoughts and ideas, as well as encourage further studies,

 based on topic-related information.

1. Projects must be submitted on the due date. Ten points will be deducted for each day a project is late.
2. Projects are graded on:
	1. Content
	2. Neatness
	3. Knowledge of the topic demonstrated
	4. Presentation
	5. Criteria met
	6. Miscellaneous individual teacher objectives
3. All projects must be submitted, even if a failure grade is already assured due to lateness.
4. Sufficient notice is given on all projects, so substantial effort must be evident at the completion.
5. All projects should be completed by the child and thus reflect the child’s level of interest and ability.

**TEXTBOOKS**

Classroom teachers will issue books for their classes. Each student is responsible for his/her assigned books and will be assessed for lost or damaged books. Wilkes-Barre Academy requires that hard-cover books be covered at all times. Book socks are available for purchase during the first week of school.

All library, textbook, or classroom books must be returned to the homeroom teacher at the end of each school year or upon withdrawal. Students are responsible for all textbooks assigned to them. Should a textbook be lost or damaged, it is the responsibility of the individual student/parent to replace the book or pay the cost of replacing the book.

THE SCHOOL DAY 8:45 A.M. – 3:30 P.M.

FIRST THROUGH FOURTH GRADE

 8:45 – 9:00 A.M. Homeroom

 9:00 – 9:40 A.M. First Period

 9:40 – 10:20 A.M. Second Period

 10:20 – 11:00 A.M. Third Period

 11:00 – 11:40 A.M. Fourth Period

 11:40 – 12:10 A.M. Recess

 12:10 – 12:40 P.M. Lunch

 12:40 – 1:20 P.M. Fifth Period

 2:00 – 2:40 P.M. Seventh Period

 2:40 – 3:10 P.M. Eighth Period

3:10 – 3:25 P.M. Pack-up

**FIFTH THROUGH EIGHTH GRADE**

 8:45 – 9:00 A.M. Homeroom

 9:00 – 9:40 A.M. First Period

 9:40 – 10:20 A.M. Second Period

 10:20 – 11:00 A.M. Third Period

 11:00 – 11:40 A.M. Lunch

 11:40 – 12:20 P.M. Fourth Period

 12:20 – 1:00 P.M. Fifth Period

 1:00 – 1:40 P.M. Sixth Period

 1:40 – 2:20 P.M. Seventh Period

 2:20 – 3:00 P.M. Eighth Period

 3:00 – 3:25 P.M. Homeroom

**SCHOOL ARRIVAL**

No student is allowed in the Wilkes-Barre Academy side of the building without a teacher. The Wilkes-Barre Academy side of the building does not open until 7:00 A.M. Students, who arrive before 7:00 A.M., should remain, with their belongings, in Small Wonders Day Care School until Wilkes-Barre Academy staff pick them up at 7:00 A.M. At 7:00 A.M. Wilkes-Barre Academy students will be moved to kindergarten. At 7:30 A.M. Wilkes-Barre Academy students, in first through eighth grades, will go to the assigned classroom for their age level in Wilkes-Barre Academy.

**CONDUCT RESPONSIBILITY**

To run an effective school program, rules and regulations must be established and maintained. We hope to never see students in the office for disciplinary reasons. Students need to realize that being sent to the office is serious. Students will be treated in a firm but fair manner. Students are responsible for knowing the rules and regulations outlined in this handbook.

All students need to act in a mature manner and show respect toward all teachers/staff, fellow students, and anyone who is associated with Wilkes-Barre Academy. This policy is in effect at all school functions and school-related events.

It is our sincere hope that this information will help you to be happy and successful at Wilkes-Barre Academy. We are proud of our school, faculty, and students. Let us work together to make this a great school year.

**GENERAL RULES**

* Gum chewing is not permitted at any time.
* No one may leave the school grounds, after arrival, until the close of the school day without the permission of the homeroom teacher and the Educational Director.
* Students will respect and obey the requests of all school employees (teachers, administrators, custodians, secretaries, cooks, etc.).
* Students are not permitted to bring cell phones, tape recorders, radios, compact disc players, gameboys, or any electronic games to school without specific permission of the teacher and or administration. Wearing earphones does not negate this rule.
* There shall be no picking up, throwing, or kicking of snow or ice on the school grounds.
* All food is to be eaten in the school cafeteria.
* Students are not permitted to wear hats or sunglasses in school. Exceptions to this rule may include specialty days in the cafeteria or spirit week festivities.
* Students are welcome in the main office when they have a specific business; student phone calls are to be made only with permission from a teacher.

**CLASSROOMS**

* When you enter and leave classrooms, keep to the right.
* Be in your seat, with all necessary materials open and ready to use, when the class begins.
* Do not ask to be excused from class unless an emergency arises.
* The class period ends when pupils are dismissed by the teacher in charge of the class.

**HALLS**

* Pupils are permitted in the halls only to pass between periods or with permission from a teacher.
* Noise should be kept to a minimum to avoid disturbing classes in session.
* Keep to the right and keep moving. Do not block traffic.
* Do not run through the halls. Pushing is not permitted.

**LOCKERS/CUBBIES**

Your locker/cubbie should be kept neat and clean for frequent inspections. Teachers and administration have the right to inspect your locker or cubbie at any given time. Lockers are on loan from the school; they are not the personal property of students.

Your locker combination is your responsibility. TELL NO ONE, except your homeroom teacher.

Tampering with lockers, and locks, and abusing lockers (including kicking the lockers shut) is not permitted. Students abusing or tampering with lockers will be referred to the office.

Middle school students are permitted in their lockers only at designated times, as outlined by their homeroom teacher.

**SCHOOL GROUNDS**

* Littering on the grounds is not permitted.
* Students should stay on designated walkways and paved areas.

**RECESS/OUTDOOR PLAY**

* Everyone can play!
* Keep out of all planters including the round stepping stones. Do not jump off the rocks in the garden.
* The gazebo is open during outdoor time. No sitting on the railing or jumping over the railing.
* No balls are permitted in the gazebo.
* All sidewalk areas are safe zones. No balls or running are permitted. Be considerate of classes being conducted inside the building.
* No wrestling, tackling, or pushing other people. This includes yanking on other’s coats, hats, and clothing.
* Look before you kick or throw a ball. If you are playing a game, be aware of other people. Do not randomly kick or throw a ball. This causes accidents. Balls that repeatedly hit other people or cars will be taken away.
* Watch where you walk or run. Avoid hitting other people.
* Do not stand on wood around shrubbery areas or on the car blocks in the parking lot.
* You may sit on these.
* Do not touch, pick up, or play with rocks.
* Stay away from the front and back of swings. Do not jump off of swings.
* Do not walk in the middle of games. If you are not playing the game, avoid that area.
* Do not take things from other students.
* Students may play in the yard only on non-muddy days. Ask the outdoor supervisor before entering the yard area.
* Visiting with the younger children is permitted, but do so through the fence. Do not enter the younger children's fenced-in playground.
* Respect the playground supervisors. They expect you to follow these rules at all times.
* Never leave the designated area without permission.
* Balls are permitted only in the fenced-in area after school. No balls are permitted in the parking lot after school due to traffic.

**CAFETERIA RULES AND REGULATIONS**

* Walk – do not run. Pushing and shoving will not be tolerated.
* Place garbage in the trash cans; do not throw or pitch milk cartons or paper into the containers. Milk cartons are to be emptied in the sink before disposal.
* Stay seated except when getting food or disposing of trash.
* Line up for lunch in an orderly manner; there is no cutting in line.
* Do not sit on tables.
* Permission must be secured from the teachers in charge before leaving the cafeteria.
* Dismissal will be made by tables, at the discretion of the teachers in charge, when the tables and floor are clean.
* Tables are not to be pushed and/or lifted.
* Reserving of seats is not permitted.
* You are responsible for removing your trash from the table and floor and placing it in a trash can.
* Trays, dishes, and silverware must be deposited in the appropriate area.
* If you see trash on a table or the floor, please pick it up even if it is not yours. By working together, we can keep our dining room neat and clean.
* Glass containers are not permitted in the cafeteria so please do not send any with bag lunches.

 **DISCIPLINE POLICY**

The following are specific violations of the Wilkes-Barre Academy Discipline Policy and the resulting consequences of each violation. Students will be subject to any or all of the following at the discretion of the school administration. Although Wilkes-Barre Academy staff will attempt to work with parents, the administration reserves the right to expel any student based on the severity of the offenses or the frequency of ongoing disciplinary problems.

1. Gum Chewing, running in the Halls, Pushing or Being noisy outside the classrooms, and violations of cafeteria rules may result in:
	1. Warning
	2. Detention
2. Make-up work – Assignments not completed within three (3) days upon a child’s return

to school will result in:

* 1. Detention
	2. Completion of all missed assignments.
1. Homework Books/Tests – Unsigned homework books (grades 1st-4th only) and tests (all grades) may result in:
	1. Warning
	2. Writing assignment
	3. Detention
2. Homework – Any homework assignment not completed by the student or completed with a lack of effort will result in:
	1. The loss of points from homework grade for each assignment.
	2. Repeated offenses will result in parental notification and/or detention.
3. Classroom Behavior – Students who disrupt the class by talking out, failing to remain seated, or exhibiting any other behaviors that interfere with the teacher’s ability to conduct class may result in:
	1. Warning
	2. Parent/Teacher conference
	3. Detention with parental notification
	4. In-school suspension with recording on permanent school record
	5. Out of School Suspension
4. Unexcused Absences/Excessive Tardiness -- Refer to the Absence and Tardiness section of the Wilkes-Barre Academy Student Handbook
5. Foul Language/Cruel Behavior – Any student seen or heard acting in a deliberately hurtful or cruel manner to another student or using foul language may result in:
	1. Verbal apology
	2. Written apology
	3. Detention
	4. Suspension (in or out of school)
6. Cheating – Attempting to copy from another student’s test, quiz, or schoolwork may result in:
	1. A grade of zero will be received and recorded in the grade book
	2. There will be no make-up or re-test for the assignment
	3. Parent signature will be required on the test/paper
7. Stealing – Any student caught removing or attempting to remove items from a locker, the school, a desk, a cubbie, or a backpack will be subject to the following:
	1. Return or replace the item
	2. Issue an apology
	3. Parental Notification
	4. Detention and in or out-of-school suspension
8. Although we have not had a problem in the areas listed under number 10, we are required, by regulation, to list the consequences of the following behavioral infractions.
	1. Drugs and Alcohol – Any student possessing or attempting to distribute these items on school grounds will be subject to:
		1. Immediate parental notification and removal from school grounds
		2. Possible police notification
	2. Weapons – Students possessing, attempting to see, trade, or distribute any form of weapon on school grounds will be subject to the following:
		1. Immediate parental notification and removal from school grounds
		2. Possible police notification
	3. Smoking – Students engaged in any activities involving tobacco on school grounds may be subject to the following:
		1. Immediate parental notification and removal from school grounds
		2. Possible police notification
	4. Skipping School – Leaving school without authorization may result in:
		1. Immediate parental notification and removal from school grounds
		2. Possible police notification
	5. Fighting – Any physical altercation between two or more students may result in:
		1. Immediate parental notification and removal from school grounds
		2. Possible police notification
	6. Vandalism – Deliberate and willful destruction of school property may result in:
		1. Immediate parental notification and removal from school grounds
		2. Possible police notification

**SCHOOL MEAL POLICY**

Wilkes-Barre Academy participates in the National School Lunch and Breakfast Program. We serve breakfast, at 7:45 A.M. – 8:00 A.M., and lunch daily. The National School Lunch and Breakfast Program regulates the amount of food served, as well as the nutritional content of each meal. Wilkes-Barre Academy strives to serve healthy meals, in accordance with the National School Lunch Healthier Meals Initiative. Healthy meals are based on the Food Pyramid principles of increased grains, vegetables, and fruit, as well as decreased fat.

Wilkes-Barre Academy charges a set fee for lunches and breakfasts served in the cafeteria. Parents may purchase lunch and breakfast cards, for thirty (30) meals, in the office as needed. Please consult your child’s teacher, or the office, if you have questions about when you need to purchase a new meal card. You are welcome to bring your own lunch/breakfast some days and eat the school lunch/breakfast some days. Meal cards may be used at any time throughout the school year until they are spent.

All students, who purchase the school lunch, will receive milk as part of the meal. Milk choice forms are sent home at the beginning of each school year, to allow parents the opportunity to select the milk type (white, 1% chocolate, skim, and lactaid) that they prefer. Parents may change their choice at any time during the school year, by sending a written note indicating the change requested. Specific milk choice forms are available upon request. Students must provide a note from their family physician to be excused from drinking milk with their school lunch. This physician’s note must verify a medical reason for why no milk is to be served. This physician’s note must be retained on file at the school. Lactaid will be available to all students who are excused from drinking milk due to medical reason.

Students are permitted to bring a bagged lunch/breakfast to school if they do not like the meal being served. However, we do not have refrigerated storage space available to hold lunches/breakfasts from home. If you bring a bag lunch/breakfast, please be certain that it will be kept while sitting in your cubbie/locker all morning. Students who bring a bag lunch/breakfast to school are required to provide their beverage. (Soda is not permitted as a meal beverage). Milk is any given day. Please remember to include disposable eating utensils and napkins with your bag for lunch/breakfast. Glass bottles and containers are not permitted in the cafeteria so please use other containers.

**SCHOOL DRESS CODE/SCHOOL UNIFORM POLICY**

Dress Code guidelines were written by a parent/faculty committee to enhance the educational atmosphere during the school day. It is the opinion of this committee that students tend to be more disposed to behavior appropriate to their dress style. Thus, students who are dressed to attend school will behave in a manner more suitable for education.

Students are required to wear the school uniform/school gym uniform at all time when attending Wilkes-Barre Academy. School uniforms/school gym uniforms are predesignated outfits available for purchase through Flynn & O’Hara at www.flynnohara.com

When wearing the school uniform, the following guidelines will be required (Please see the dress code on the school website):

1. All shirts must be tucked in to present a tidy appearance.
2. Belts must be worn with pants/shorts to hold pants/shorts at a comfortable level.
3. Comfortable shoes may be worn with the school uniform. No sneakers are permitted (See numbers 4 and 7 for sneakers rules)
4. Sneakers or sandals may be worn with shorts/shorts only. Socks must be worn with sneakers. Flip-flops are not permitted.
5. Shorts may not be worn between the period of November 1st and April 1st.
6. Socks, tights, or knee socks must be white, gray, or wine in color. (Tan socks may be worn with long pants only). Sneaker socks may be worn with sneakers only…not with shoes. These items are also available to Flynn & O’Hara but may be purchased elsewhere. Knee socks may be designer as long at the school colors are the primary colors in the socks.
7. Gym uniforms and sneakers must be worn on all designated gym days.
8. Jackets, hats/bandanas, or outerwear, including hooded jerseys or fleece zip-up jackets are not to be worn while inside the school.
9. No theatrical, black, or distracting make-up or hairstyles, or colors may be worn.
10. No hanging chains, jewelry, or accessories that detract from classroom safety may be worn.
11. Piercings are permitted in ears only.
12. No tattoos, either temporary or permanent, will be permitted.
13. Any clothing or personal item that distracts from safety or classroom education will not be permitted.
14. It is mandatory for all students to wear a Wilkes-Barre Academy gym uniform on their designated gym day. Students, who are not in their full gym uniform, for any gym day, will not receive credit for that class.

Although there are no regular Dress Down Days scheduled for all students, individual students may be rewarded with a Dress Down Day in honor of special achievements. Notices will be sent home when this occurs.

**EMERGENCY DRILLS**

Fire Drills are required by law to be conducted every thirty (30) days. Emergency Evacuation Drills will be conducted yearly. The following regulations will cover these drills.

**FIRE DRILLS**

1. It is unlawful to cause a false alarm to be sounded.
2. The building will be evacuated quickly in an orderly manner when the alarm sounds.
	1. Leave the room and the building in a single file, keeping the line closed up.
	2. Absolute quiet throughout the drill is necessary so directions may be heard from the faculty member in charge.
	3. Do not block driveways.
	4. Keep well clear of buildings.
	5. Always remain alert for directions.
	6. The designated safe area is the open lot across from the paved parking lot.
	7. Remain in the designated safe area until a teacher or administrator gives the
3. All clear signs to return to your classroom.

**EMERGENCY EVACUATION DRILLS**

Wilkes-Barre Academy is equipped to deal with a variety of emergencies.

 **1. Emergency Numbers**

Emergency forms for each student are contained in the individual classrooms. These forms contain vital information about each student, including allergies, emergency contacts, and phone numbers. These emergency forms travel everywhere the students go i.e., on walks, field trips, etc.

 **2. Fire**

 In case of fire, Wilkes-Barre Academy has fire extinguishers located in strategic areas throughout the building. All staff have been trained in the proper usage of these fire extinguishers, through hands-on in-services.

Emergency evacuation floor plans have been posted in each of the buildings and students have been trained to exit the building in a prompt, yet orderly, manner.

Fire Drills and Equipment Inspections are completed every month. The report of each test is maintained on file at the facility. Wilkes-Barre Academy also has an alarm system that alerts the students to the possibility of danger.

**3. Medical Emergency**

In the case of a medical emergency, ambulance services from Wilkes-Barre General Hospital would be available within ten (10) minutes.

Staff receives training in Multi-Media First Aid on a regular basis and is equipped to deal with medical emergency that may occur until emergency medical personnel arrive. A first aid kit is located in each classroom and an Accident, Injury, and Illness Report will be completed and maintained on file at the school. Parents are always provided with a copy of all Accident, Injury, and Illness Reports.

**4. Police Emergency**

 In the case of a police emergency i.e., a bomb threat, a stranger on the grounds, etc., assistance will be available from trained personnel within five (5) minutes.

**5. Nuclear Emergency**

 In the case of a nuclear emergency i.e., bombing, power plant meltdown, etc., school personnel would contact the Luzerne County Emergency Management Agency and report the need to be evacuated. Busses would be dispatched to the school to evacuate the students to a designated safe fallout shelter. Evacuation locations would be announced via radio and television after the emergency has ended. Parents should not try to pick their children up at school during a nuclear disaster. Wilkes-Barre Academy is currently registered with the Luzerne County Emergency Management Agency.

Disaster kits are located throughout the building and contain all necessary supplies to cope with a disaster.

**6. Natural Disaster**

In the event of a natural disaster i.e., flood, tornado, hurricane, etc., school personnel would notify the Luzerne County Emergency Management Agency to inform them that we need to be evacuated. Busses would be dispatched to the school to evacuate the students to the designated safe area. The evacuation location would be publicized via radio and television, once the emergency has ended. Parents should not try to pick their children up during a natural disaster. Wilkes-Barre Academy is currently registered with the Luzerne County Emergency Management Agency.

**EMERGENCY SCHOOL CLOSINGS**

HAZARDOUS CONDITIONS DEVELOPING DURING THE DAY

When the weather conditions warrant doing so, the decision to close the school will be made as early as possible. The time the school will close will depend on weather conditions. Bus drivers, teachers, and pupils will be notified immediately of the decision. Such a decision will be sent in text message form**.** Please text “YES” to 79041 to be enrolled in this alert system. DO NOT CALL the main school phone number. Calling the school creates much confusion and ties up phone lines while we are trying to make special bussing arrangement. Bussing students will be sent home early, on their busses, unless parents indicate otherwise on the Bussing Request Form. The staff makes all emergency bussing decisions based on these bussing forms.

Although Wilkes-Barre Academy may dismiss school early, the building will remain open during regular business hours to care for students who are unable to leave early.

When weather conditions appear to be such as to cause closing school early, parents are urged to expect such action so that they may be home to receive the students when they arrive. In cases where this is not possible, plans should be made with a neighbor or relative to take care of the students upon their arrival home. If a student is normally met by parents when he/she gets off the bus or has a long distance to walk at the end of the bus route, the parents must make suitable plans for such a student in case of bad weather.

HAZARDOUS CONDITIONS DEVELOPING DURING THE NIGHT

Heavy snowfall, or other serious conditions at night, may make it necessary to close schools the following day or to delay the opening of school by 90 minutes. In such cases, you will get a text message from our alert system and will be posted on local television stations WBRE-TV (Channel 28), WYOU-TV (Channel 22), and WBRE-TV (Channel 16) will also carry this information. School closings or delays are put on the Hotline as early as possible. DO NOT CALL the main school number. This causes much confusion and ties up the phone lines.

Although Wilkes-Barre Academy may cancel or delay school, the building will remain open to care for students whose parents need to work.

**REMEMBER**

1. Emergency alert text will be sent with the most current information regarding school closings, delays, or early dismissals.
2. If you hear no announcement from the above listed radio or television stations, you may assume that our school will conduct a regular school day.
3. DO NOT CALL the home of school officials’ teachers, or the school. THIS IS IMPORTANT. We need our lines free for outgoing calls.
4. When the school is closed for emergency reasons for one day, the school will reopen the next day. The text alert will carry information daily regarding school closings, delays, or early dismissals. Remember; an emergency alert text will be sent.
5. Under no circumstances will the facility be closed unless it is essential to do so.
6. Due to the large number of bus students, Wilkes-Barre Academy usually cancels school when bussing from the school districts becomes unavailable.

**BUS TRANSPORTATION**

Student behavior on the school bus is to be appropriate at all times. Students referred to the office by a bus driver will be dealt with firmly. Parents will also be contacted. Students referred repeatedly for problematic behavior will lose their bus privileges.

Students are permitted to ride only the bus to which they have been assigned. The school must be notified, as early as possible, if a student assigned to ride the bus is going home by an alternate method.

If a bus is running behind schedule, wait approximately fifteen (15) minutes before calling the school If a bus is unusually late we will attempt to notify the appropriate parents.

**BUS LOADING**

At the end of the school day, pupils will be walked to all waiting busses in order to avoid the possible dangers in the parking lot area.

PUPIL SAFETY PROCEDURES AS STATED IN THE SCHOOL POLICY

The school is responsible for looking out for the safety of all pupils using school transportation. Therefore, no pupil can be permitted to conduct himself/herself in such a manner that could endanger his/her safety or that of others. For this reason, the following rules must be observed.

**AT THE BUS STOP**

1. Be on time – others are depending on the bus to keep their schedule.
2. Always conduct yourself in an orderly manner.
3. Wait off the highway or street, out of traffic.
4. Do not play games or chase anyone – someone may run out into the street or highway in front of traffic.
5. Be sure the road is clear and wait for the driver’s signal before you cross the road. Always cross in front of the bus.
6. Enter the bus promptly in an orderly manner after the bus comes to a complete stop.

**ON THE BUS**

1. Students must be seated before the bus can move. Remain seated while the bus is in motion.
2. Do not tamper with the bus or any of its equipment.
3. Do not extend any part of your body from the bus.
4. Do not eat or drink on the bus.
5. Do not try to save seats for friends and always leave room for the third student if necessary.
6. Be courteous to the driver and obey him/her as you would a teacher.
7. Do not talk to the driver while the bus is in motion or distract his/her attention by talking loudly or engaging in disorderly conduct.
8. Ride only on your assigned bus and get off only at your assigned bus stop.

TRANSPORTING GLASS, DANGEROUS OBJECTS, LIVE ANIMALS

The Pennsylvania Department of Transportation School Bus regulations state that:

The school bus driver shall not allow any live animals, firearms, explosives, or anything dangerous or of an objectionable nature on his/her bus while transporting pupils. This includes glass or breakable objects.

**TRANSPORTING SCHOOL SUPPLIES**

Musical instruments, gym bags, or any school project may not be placed in aisles or areas near the entrance door. Items of this nature are not allowed on the bus unless they can be held on the student’s lap without endangering the safety of other students.

Any student who is capable of carrying a large item onto the bus and holding it on his/her lap may continue bringing such items onto the bus. Items that are too large for the student to handle may not be transported on the bus.

**REQUESTING BUS TRANSPORTATION**

Bus transportation forms are distributed each spring for the following school year. Parents should complete these request forms, by the assigned date, and return them to their child’s teacher. These forms should be completed and returned, regardless of whether or not you are requesting this service. Parents should use this form to indicate their wishes regarding whether or not to send their child home on emergency dismissal days. This option is available only to students who ride the bus home regularly.

This is the form that determines how staff responds to each bussing student’s individual needs.

**ABSENCE AND TARDINESS**

**LATENESS OF ARRIVAL AT SCHOOL**

Go straight to your homeroom. Your name will be removed from the absence list and you will be admitted to class. Students shall not be continually late for school. The student must submit a written parental excuse to their homeroom teacher, upon arrival, for each day the student arrives at school late.

**PROCEDURES**

If a student is absent:

1. An explanatory note from the parent/guardian must accompany the student on his/her return to school. This note must be given to the homeroom teacher.
2. A student legitimately absent for three (3) or more consecutive days because of illness may be required to present a note from a physician stating the cause of the absence. Regardless of length of absence, a student returning to school following recovery from a communicable illness must present a physician’s note certifying that he/she is no longer contagious.
3. For a student to be excused for an educational/family trip, his/her parent must:
	1. Request in writing, and in advance, permission for the student to be excused from school.
	2. See that the student is responsible for securing and completing any work missed.
	3. Trips during the school year are not recommended or encouraged.
	4. All work must be submitted to the teacher upon the first day back to school.

4. In an effort to be aware and responsible for student attendance issues, if a student is absent for a total of 20 or more days during the school year, the Educational Director will be in contact with parents. It is the responsibility of the Director of Education to address any possible truancy issues that may arise.

**WORK MISSED DURING ABSENCE**

A “Work Slip” is sent to every class when a student is absent. Parents should pick up the work daily, any time after 3:30P.M. Please do not come early for the homework assignments. The assignments will not be ready until the completion of each school day.

Work missed through absence is to be made up when the student returns to school. It is the student’s responsibility to make arrangements with his/her teachers, not the teachers to request the work from him/her. Work not turned in, within three (3) days, will be reflected in the student’s subject grade average.

**EARLY DISMISSAL**

If a student must be excused from school early during the day, he/she is to bring a written request from his/her parents to the homeroom teacher before classes begin in the morning. The student will be responsible for completing all work missed due to this early dismissal.

NO STUDENT WILL BE RELEASED WITH ANOTHER STUDENT OR NONPARENTAL ADULT WITHOUT PRIOR WRITTEN NOTICE FROM THE PARENT.

**WILKES-BARRE ACADEMY ATTENDANCE POLICY**

Wilkes-Barre Academy recognizes the value of uninterrupted school attendance. To this end, we will administer and enforce the pupil attendance provisions contained in the School Laws of Pennsylvania and the regulations established by the State Board of Education.

**ATTENDANCE REGULATIONS**

Students are expected to attend school regularly for maximum educational benefit. Student absences are governed by the School Code of Pennsylvania. The following regulations are based on the School Code.

**EXCUSED ABSENCE**

Absence for the following reasons is permitted by the State Department of Education illness, quarantine, death in the immediate family, impassable roads, school-sanctioned educational or family trips, bona fide religious holidays, and exceptionally urgent reasons such as affect the student and ordinarily do not include work at home.

**UNEXCUSED ABSENCE**

An unexcused absence is the absence of a pupil without a telephone call or explanatory note from his/her parent, guardian, or physician which satisfies the criteria for an excused absence.

**UNLAWFUL ABSENCE**

Unexcused absences become unlawful for all pupils of compulsory school age (8-17years) unless a satisfactory note from the parent/guardian and/or physician is received by the school within five (5) days of the student’s return to class.

**PROCEDURES:**

1. A student absents for three (3) or more consecutive days for illness may be required to present a note from a physician stating the cause. Regardless of length of absence, a student returning to school following recovery of a communicable illness must present a physician’s note certifying that he/she is no longer contagious. The diseases and infectious conditions which require exclusion and the duration of the exclusions are as follows:
	1. Diphtheria – Two weeks from the onset or until appropriate negative culture tests.
	2. Measles – Four days from the onset of the rash.
	3. Mumps – Nine days from the onset or seven days from the institution of appropriate antimicrobial therapy.
	4. Pertussis – Four weeks from the onset or seven days from the institution of appropriate antimicrobial therapy.
	5. Rubella – four days from the onset of rash.
	6. Chickenpox –Six days from the last crop of vesicles.
	7. Respiratory streptococcal infections including scarlet fever – Not less than seven days from the onset if no physician is in attendance or 24 hours from the institution of appropriate antimicrobial therapy.
	8. Acute contagious conjunctivitis – (Pink Eye) 24 hours from the institution of appropriate therapy.
	9. Ringworm – (All types) – Until judged non-infective by the nurse in school or the student’s physician.
	10. Impetigo cantagiosa – Until judged non-infective by the nurse in school or the student’s physician.
	11. Pediculosis capitis – Until judged non-infective by the nurse in school or the student’s physician.
	12. Pediculosis corpora – Until judged non-infective by the nurse in school or the student’s physician.
	13. Scabies – Until judged non-infective by the nurse in school or the student’s physician.
	14. Tonsillitis – 24 hours from the institution of appropriate therapy.
	15. Trachoma – 24 hours from the institution of appropriate therapy.
	16. Covid – Until there are no symptoms present
	17. RSV – A doctor’s note and fever-free for 24 hours without medicine.
2. Parents who request that a student be excused for an educational/family trip must:
	1. Request permission in writing and in advance. Requests made after the fact will be considered unexcused/unlawful.
	2. Agree that a student is responsible for securing and completing any missed work.

CONSEQUENCES OF ATTENDANCE VIOLATIONS

In accordance with state statutes, if three (3) unlawful absences occur, parents will receive notification from the school and will be given an opportunity to resolve the problem.

After fifteen (15) days of absence, excluding any absence covered by a doctor’s note, parents will receive a letter from the school requesting clarification of unknown health problems or other difficulties causing the student’s irregular attendance. Parent’s assistance is requested to further the educational interests of their children. In cases of excessive absence, the school may request a doctor’s note.

Work missed through absence must be made up following the student’s return to school. Responsibility for securing work rests with the student.

**EXCUSED TARDINESS**

Tardiness is the absence of a student at the start of the school day. Excused tardiness, for which parents write a note, is permitted by the State Department of Education and includes; illness, death in the immediate family, impassable roads, bona fide religious holidays, and exceptionally urgent reasons such as affecting the student and ordinarily do not include work at home. Student tardiness resulting from a school bus being late shall be excused.

Because tardiness may seriously disrupt the educational process, we request that all parents adhere to the 8:45A.M.school start time.

Legal Reference – Regulations of the State Board of Education,

 Chapter 11, Pupil Attendance, approved May 11, 1973.

 Pennsylvania Bulletin, Vol. 9, # 2, January 13, 1979.

 **VACATION POLICY**

Vacations taken during the school year are steadily on the rise. The following is the position of Wilkes-Barre Academy regarding this topic:

1. Pennsylvania school law, as well as Wilkes-Barre Academy view vacations during the school year as unexcused absences.
2. A once-in-a-lifetime trip can be both fun and educational. These trips may be viewed as more acceptable than planned yearly school-time vacations.
3. Vacations should coincide with the ten (10) weeks of the year, during which your children have no school.
4. No work will be given to your child, during the weeks before a vacation. Scheduled work will be given to your child one day before leaving for a vacation. This work must be returned, and completed, within three (3) days of his/her return to school.
5. A child must be prepared for any tests missed. These tests will be given immediately upon the child’s return to school. There is no three (3) day waiting period for tests.
6. It is our experience that a student returning to school, after a vacation, is less competent and knowledgeable than his/her peers in regards to topics covered during his/her absence. Class grades tend to decrease following a vacation. Please be aware of this in advance, so lower grades do not surprise you.
7. As children get older, the information they learn in school becomes more difficult. This difficulty is compounded by missed classroom time.
8. Wilkes-Barre Academy does not, at any time, recommend or support vacations taken during the school year.

**CHANGE OF ADDRESS**

Notify your teacher in writing immediately if your family address, telephone number, or work information changes during the school year.

**VISITORS**

The school is open to properly approved visitors at all times; however, all visitors must, according to school policy, register in the main office before going through the building. Students bringing visitors to the school must get permission from the office before the time of the visit.

Wilkes-Barre Academy has instituted a “locked door” policy at the school which will enable us to better monitor who is coming and going from the school. All people attempting to enter the building during the school day, 8:45 A.M. -- 3:30 P.M. may do so through the entrance nearest the office. Accessory people (salespeople, repair people,etc.) will be required to wear “Visitor” passes during their work period in the school. To gain entrance to the building, during the school day, please press the door buzzer located outside the main entrance.

The “Arch” entrance will be open for parents/students before school beginning in the morning and after school dismisses. The “Arch” entrance will be unlocked each day at 3:30 P.M. Parents may enter the building at this time to pick up their children. Parents picking a child up early must use the building entrance near the office and check in with the office. This will alleviate classroom disruptions by parents who arrive early. Parents are not permitted in classrooms before 3:30 P.M.

**STUDENT SERVICES**

**LIBRARY**

Learning to locate and use the resources of the library is an important part of your education, and while you are at Wilkes-Barre Academy you should be improving your skills in independent research. Do not hesitate to ask for help in either finding materials or in the use of the various indexes, guides, and equipment whenever you need it.

The library is here to provide help and enjoyment for all students who will cooperate by showing consideration for others in its use. This means returning books promptly, handling them with care, and returning them to their proper places.

The library is open for use during the day only. Special permission may be obtained from your homeroom teacher to use the library during non-scheduled hours. A list of library hours and corresponding staff is posted on the library door at all times.

Students who return books late will be charged a minimal late fee based on the number of days the book is late. It will be the responsibility of any student who loses a book to either replace the book or pay a fee equal to the replacement cost of the book.

Students who misuse the library i.e., damaging books, losing books, creating a disturbance, etc., may have their library privileges suspended. Parents will be notified in writing should a suspension of library privileges occur.

**LOST AND FOUND**

Articles found should be taken to the “lost and found” area in the cafeteria or the office at once.

**HEALTH SERVICES**

**SCHOOL NURSE**

The office of the school nurse is located inside the main entrance of the building, next door to the school office. The nurse is on call during the school day. In case of illness or injury, students are to report to their teacher.

Students to be excused from gym class for physical or medical reasons must bring a signed note from home and present it to their homeroom teacher on the day of the gym class.

Students must report personal injury, which occurs at school, to their homeroom teacher on the day of the injury. If an accident occurs at school, first aid will be applied. When follow-up care is needed, we prefer that the family physician handle it.

**MEDICAL EXAMINATIONS**

Complete medical examinations are required annually of all students who are six (6) years of age or younger. All students who are seven (7) year of age or older are required to have physicals every two (2) years. These examinations should be performed by your family physician. All new students are required to submit a physical within thirty (30) days of enrollment.

Physical forms are available in the office.

**DENTAL EXAMINATIONS**

Dental examinations are required of all seventh-grade students and those new to the school. Your family dentist may complete this dental examination. The school dentist will complete dental examinations on all students who have not submitted completed dental examinations by January 1st.

Parents will be notified by mail when any medical or dental problems are found.

**IMMUNIZATIONS**

As of September 1983, the Pennsylvania Department of Health requires, as a condition of attendance to any school in the Commonwealth and in all the grades, the following immunizations:

1. Diphtheria Tetanus – 3 or more doses
2. Polio Vaccine – 3 or more doses
3. Measles Vaccine – 1 dose (must be 1969 or later after 1st birthday)
4. Mumps Vaccine – 1 dose (after 1st birthday) or written verification by a physician of mumps disease
5. Rubella Vaccine (German Measles) – 1 dose (after 1st birthday) or written verification by a physician of disease

The last three (3) immunizations may be given in a combination called the MMR.

All students attending school, as of September 1983, must have completed all the immunizations. Wilkes-Barre Academy is prohibited from allowing any student to enter the school if his/her immunization record is incomplete.

Wilkes-Barre Academy hopes to avoid any disruptions to a child’s education. If you have any questions about the immunization requirements, please call the school office or your child’s homeroom teacher.

**COMMUNICABLE DISEASES**

A parent should report a communicable disease to the homeroom teacher immediately upon the physician’s diagnosis. It is the responsibility of the principal to ensure that all students who have been diagnosed or are suspected of having a communicable disease are excluded from school for the period recommended by the medical community. Students may be readmitted to school after the school nurse verifies that the student’s condition is no longer communicable, or when the student presents a certificate of recovery from a physician.

**MEDICATION**

Medicine should be given in the home. However, any student who is required to take medicine during the school day should obey the following regulations:

1. Parents must sign the medication log, located in each classroom, indicating the name of the drug, dosage, and time the medication is to be given. Students, who ride the bus to school, must bring a written note from a parent stating the same information listed above.
2. Medication is to be brought to school and given to the homeroom teacher in a container labeled by the pharmacy or doctor.
3. All medication must have the child’s name indicated on the bottle/container.
4. Only one dose at a time may be brought to the school. We cannot stockpile medications.
5. If the medication, in question, is an “as needed” medication, a note will be sent home to remind the parent to send another dose. This includes asthma and bee sting medicine.
6. Medications must be taken home daily. We cannot store medications overnight.

**ACCIDENT INSURANCE**

All students are encouraged to purchase school insurance. School-time insurance and full-time (24-hour) insurance are offered at a nominal cost. School insurance forms are distributed each September, with the student’s “Welcome to School” packet. These forms must be returned to your child’s homeroom teacher regardless of whether or not you want to purchase school insurance.

**STUDENT ACTIVITIES**

**STUDENT COUNCIL**

Student Council is the official school organization that represents the student body. It is composed of two (2) representatives elected from each homeroom (excluding kindergarten) in the fall of the year. Officers of the organization are elected each fall. Officers of Student Council must be in the fifth through eighth grades. The purposes and activities of the Student Council pertain to the general welfare, concerns, spirit, and social activities of the student body. Civic services include community, country, and world issues.

Meetings are held monthly from 3:00 PM to 4:00 PM. Each representative is responsible for reporting the events of the meeting to the members of his/her homeroom.

Your support of the Student Council and its activities will help make them a success.

**SKI CLUB**

The Ski Club is open to all students. The Ski Club meets one time per week, during the ski season, to go skiing at Montage. Ski trips take place during the after-school hours. Parents must provide transportation and supervision for students at the resort.

**BASKETBALL (Varsity, Junior Varsity, and Biddy)**

The basketball teams are a coed sport offered at Wilkes-Barre Academy during the basketball season and are formed based on the number of students with interest. Practices and games are held during the after-school hours.

**SCIENCE OLYMPIAD TEAM**

Membership to this team is open to seventh and eighth-grade students who have shown an aptitude for science and a love of technology. Members of this team meet periodically throughout the school year to plan and prepare for the annual Science Olympiad Competition held each spring.

**VARIED CLUBS**

Many varied clubs are offered during the school day for students who wish to occupy their ninth-period time.

**ASSEMBLIES**

Assembly programs are scheduled throughout the school year. A variety of programs are presented to the students. Many outside groups and student organizations present programs that are both entertaining and educational.

Conduct during assemblies is very important. Respect for people in the program and a mature reaction to the assembly program are expected. Students who cannot cooperate in the assembly will be referred to the office.

**FIELD TRIPS**

Many student activities take place outside the school. These trips are to places such as the F.M. Kirby Center, The Little Theatre, the circus, etc. Student conduct for field trips is very important. Uncooperative students may lose the privilege of attending future field trips.

**PHYSICAL EDUCATION CLASSES**

All students in kindergarten through eighth grade attend physical education classes at the CYC. Wilkes-Barre Academy has a contract with the CYC to provide gymnasium space for our students to use for the regular physical education classes.

**MUSIC CLASSES**

Students interested in taking piano, voice, or instrument lessons may sign up to do so at any time during the school year. A small fee will be charged for Music Lessons. This fee is paid directly to the instructor. Lessons are given individually, one time per week, and the students are required to participate in an annual recital. All students are eligible to participate in Music Lessons, but spaces are limited.

**SCHOOL ACTIVITIES**

Below is a list of some annual Wilkes-Barre Academy activities. Exact dates will be made available as each activity approaches.

* Student Council
* Student Council Elections
* Eighth Grade Graduation/Class Trip
* Spring Piano/Voice Recital
* Winter Follies
* Bike-a-Thon for St. Jude Children’s Research Hospital
* Circus Trip (Kindergarten only)
* Holiday Store
* Fifth through Eighth Grade Camp Out at Bear Creek Camp
* Seventh and Eighth Grade Trip to the Interactive Theatre
* Sixth, Seventh, and Eighth Grade Trip to the Metropolitan Museum/Bronx Zoo/American
* Museum of Natural History
* Fourth and Fifth Grade Trip to Philadelphia
* Spirit Week
* First through Fourth Grade Day Camp at Bear Creek Campground
* Third and Fourth Grade Bi-Annual Trip to the State Capital

**PARENT-TEACHER ORGANIZATION**

Wilkes-Barre Academy, in conjunction with Small Wonders Day Care School, has an active Parent Teacher Organization that meets on the third Monday of every month. PTO officers are elected each spring for the following school year. A $1.00 membership fee is required annually to denote voting members. The PTO has four regular committees, Fundraising, Extra-curricular, Education, and Correspondence, who report at each meeting. Ad Hoc Committees are established on an “as need” basis. Membership in the PTO is open to all parents and faculty. A monthly PTO newsletter is distributed to all students. This newsletter details the minutes from the most recent PTO meeting and is available on our website.

**FUNDRAISERS**

The Parent Teacher Organization and Student Council hold Periodic fundraisers to subsidize activities and expenses. All students are asked to participate in these fundraisers and all money raised is used to benefit the students. Fundraising participation is never mandatory.

Eighth-grade students are required to participate in individual fundraising activities to subsidize the cost of their class trip and graduation activities. These fundraising activities are mandatory. The amount of subsidization each student receives toward their activities is based on the level of participation in the eighth-grade fundraisers.

**SCHOOL PHOTOS**

School photos will be taken yearly, in the fall. Packets, of varying sizes, are available for parents to select. The selected packets will be distributed upon receipt each year. School photos must be paid for before the photo is taken. Information will be distributed to parents before each photo session. A class picture will be included in each photo packet ordered. All students are required to wear their school uniforms on school photo day. Pictures will be included in the school yearbook.

**Technology Policy Update: Update as of September 1, 2025**

Due to our inability to safeguard all students from exposure on electronic devices, we will no longer allow electronic devices to be brought to school including iPad, apple watches or devices similar that connect to internet content, switch, etc. (Phones will continued to be prohibited)

It has become more and more difficult for us to guarantee that students are not viewing or reading inappropriate material on these devices. It is our responsibility to be able to tell parents that this exposure is not possible and because all devices are not protected the same way at home, it is impossible for us to guarantee this protection.

As always, phones are not permissible unless turned off in a childs backpack for bussing needs. Otherwise, if a phone is out and being used by a student, it will immediately be removed from the student and a parent will be called to pick up the student and phone for the remainder of this school day. Furthermore, that student will be unable to carry the phone in their backpack for the remainder of the year even if it is turned off.

 **NON-DISCRIMINATION POLICY**

The operations of Wilkes-Barre Academy will be designed to service the needs of all people regardless of race, color, religious creed, ancestry, national origin, age, or sex. There will be no discrimination in admissions policy, employment policy, meal service, and/or use of facility.