

# WAYNE HIGHLANDS VIRTUAL CAMPUS

STRONG ACHIEVEMENT ~ DISCIPLINED ENVIRONMENT ~ FLEXIBILITY

HANDBOOK 2024-2025



## SCHOOL COLORS

Red and Black

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## **TITLE IX POLICY STATEMENT**

The Wayne Highlands School District has created policies, which prohibit discrimination on the basis of sex in both education and employment. Board Policy and Administrative Practices and Procedures prohibits sex bias in such educational areas as treatment of students, instruction, counseling practices, financial assistance, awards, physical education, interscholastic and intramural athletics, and disciplinary procedures. Board Policy and Administrative Practices and Procedures prohibits sex bias in such employment areas as applications, recruitment, hiring, upgrading and promotion, rates of pay, fringe benefits, job assignment and classification, leaves of absence, training and all other terms, conditions or privileges of employment.

For information regarding civil rights or grievance procedures, contact Timothy Morgan, Title IX Coordinator – 474 Grove Street, Honesdale, PA 18431 (570-253-4661). It is the coordinator’s responsibility to make certain that all education programs and activities and all employment procedures are free from discrimination on the basis of these conditions in the policy.

### **FAMILY EDUCATIONAL RIGHTS OF PRIVACY ACT (FERPA)**

FERPA establishes that student records are official and confidential. FERPA guarantees to guardians and parents, both custodial and non-custodial, and students 18 or older the right to review and confirm the accuracy of records and answers that information about students collected by schools can be released only for specific and legally defined purposes. Parents and guardians have the right to (1) inspect and review education records upon submission of a written request to the administration who will schedule a time to accomplish this, (2) request amendment of records by submitting a written request to the administration, (3) consent to disclosure of personally identifiable information except to the extent authorized by statute, (4) file a complaint with the Department of Education for alleged failure of a school to comply with FERPA.

### **WAYNE HIGHLANDS SCHOOL DISTRICT NONDISCRIMINATION POLICY**

The Wayne Highlands School District does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement is issued pursuant to: Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, national origin); The Age Discrimination in Employment Act of 1973 (Section 504) and 22 PA Code § the Americans with Disabilities Act of 1990 (ADA) (disability), the Americans with Disabilities Act Amendment Act (ADAAA), and the Pennsylvania Human Relations Act.

The District will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 or the ADA and will furnish auxiliary aids and services to students, employees, parents, and members of the public who have disabilities to the extent necessary for communications with other persons. The District will provide reasonable accommodations to each employee and qualified employment applicant covered by Section 504 or the ADA unless it would impose an undue hardship on the operation of the program.

For information regarding civil rights or grievances procedures, contact Timothy Morgan, Title IX Coordinator – 474 Grove Street, Honesdale, PA 18431 (570-253-4661). It is the coordinator’s responsibility to make certain that all education programs and activities and all employment procedures are free from discrimination on the basis of these conditions stated in the policy. Students are provided equal access to student organizations.

#### **WAYNE HIGHLANDS SCHOOL DISTRICT GRIEVANCE PROCEDURE FOR VOCATIONAL EDUCATION (TITLE VI)**

Any student, or any individual or group acting in behalf of a student may file any grievance with the Vocational (Title VI) Coordinator. A grievance means a complaint alleging any policy, procedure or practice, which would be prohibited by the Carl D. Perkins Vocational Act. For information regarding grievance procedures, contact Timothy Morgan, Title VI Coordinator – 474 Grove Street, Honesdale, PA 18431 (570-253-4661).

#### **STUDENT RESPONSIBILITIES** **[PA School Code 22 § 12.2]**

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform with the following:

- (1) Be aware of rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waved, altered or repealed in writing, it is in effect.
- (2) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- (3) Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
- (4) Assist the school staff in operating a safe school for all students enrolled therein.
- (5) Comply with Commonwealth and local laws.
- (6) Exercise proper care when using public facilities and equipment.
- (7) Attend school daily and be on time at all classes and other school functions.
- (8) Make up work when absent from school.
- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- (10) Report accurately and not use indecent or obscene language in student newspapers or publications.

Students failing to conform to the above stated student responsibilities would be subject to disciplinary action by the District, which may include expulsion.

### **SPECIAL EDUCATION**

Wayne Highlands School District offers a continuum of services for children who are identified as having special needs. Eligibility for services is based upon a multidisciplinary team evaluation, in accordance with the individuals with Disabilities Education Act (IDEA). If a student is determined to be eligible for special education services, services are planned and provided through an Individualized Education Program (IEP). Services are provided through the District or through Wayne County Consortium of Special Education. For further information, please contact the guidance counselor at your child's school or the Director of Special Education who may be reached at 570-253-3402.

Potential indicators that a child may have a disability that warrants an evaluation under IDEA include, but are not limited to, difficulty with the following:

- Expressing needs and/or wants
- Understanding and following directions
- Controlling impulsive behaviors

- Academic performance in school (Reading, Math, Writing)
- Paying attention and remaining focused on a task or topic
- Communicating with others (Speaking, Carrying on Conversations)
- Understanding social rules and body language
- Maintaining positive relationships with peers and adults
- Solving problems
- Remembering things
- Physical movement, hearing, vision

Source: Department of Health and Human Services  
Centers for Disease Control Prevention  
National Center on Birth Defects and Developmental Disabilities

### **Gifted Students**

The Wayne Highlands School District provides services for students who are identified as being intellectually gifted and in need of specially designed instruction. The District has developed procedures to identify such students and provide appropriate educational programs for them. A referral for a gifted multidisciplinary evaluation may be made by a school personnel working with the student or by the student's parent/guardian. If a parent suspects his/her child may be intellectually gifted and wants to request a gifted multidisciplinary evaluation, the parent may do so at any time. Such a request should be made to the guidance counselor at your school or the Director of Special Education who may be reached at 570-253-3402.

### **Early Intervention**

Early Intervention Classes for children ages 3-5 are operated through the Wayne County Consortium. These classes run for 2 ½ hours per day, four days per week. The purpose of the class is to assist students with developmental delays. It provides them with developmentally appropriate activities to strengthen their skills. Eligibility for this program is based upon a multidisciplinary evaluation. For further information on this program, please contact the Early Intervention Coordinator at 570-937-3710.

### **THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Section 123h, requires Wayne Highlands School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. Parents wishing to have their



student's name eliminated from any publications (newspaper, internet postings, website, etc.) should notify HHS principal, in writing. This must be done on a yearly basis.

Access to WHSD Board Policies may be obtained by contacting WHSD Office (570-253-4661).

### **WHSD 504 POLICY**

The Wayne Highlands Board of Administration declares it to be the policy of Wayne Highlands School District to ensure that all district programs and practices are free from discrimination from students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The 504 process is a potential avenue by which students with disabilities may successfully access both academic and nonacademic services to the fullest degree. To explore this possibility, parents or guardians may contact the school guidance counselor or Section 504 Coordinator to further investigate feasibility. Full Board Policy (Policy #103.1) with regard to Section 504 can be accessed at the school building or District Office.

The District Section 504 coordinator is Mr. Morgan in WHSD office.

### **ENROLLMENT OR DISENROLLMENT**

Enrollment or disenrollment to WHSD requires the parent/guardian to contact the guidance office and complete registration requirements. Administrators, guidance counselors, the WHVC Coordinator and families work in collaboration to properly place students so as to receive appropriate educational services.

### **EMERGENCY SCHOOL CLOSING**

Should weather conditions make the unexpected closing of the school necessary, radio stations WPEL, WCDL, WARM, WJFF, WSUL, WYNN, WDNH, Magic 93 and WEJL will be notified; as well as television stations WBRE, WYOU, WNEP, and Blue Ridge Channel 13. In addition, notification will be made via the Wayne Highlands School District website at [www.whsdk12.com](http://www.whsdk12.com) Rapid communications must be maintained; therefore, you are asked to tune in to the named stations and not to call the homes of faculty or administration or the school. Parents may sign up to receive email or text message notifications through the Wayne Highlands School District website at [www.whsdk12.com](http://www.whsdk12.com).

## ATTENDANCE

We all want success for your child! We want that success in many facets of your child's life. One of the most important things you can do for your child's future is encourage strong school attendance. The research is clear. Regular attendance at school will help your child learn more successfully (better grades), cultivate healthy lifestyle habits, develop a strong sense of connection with regard to community/relationships and avoid unhealthy behaviors. Studies have shown that as early as kindergarten, even if a student misses just two school days per month, the impact is negative. Good school attendance is IMPORTANT.

The Wayne Highlands School District has always and will continue to promote regular school attendance because we know it plays a large part in your child's success now and in the future. With this in mind, in an effort to promote good school attendance, the Wayne Highlands School District has established that in order to receive full academic credit and to be in good standing, no student shall miss more than **15 days** of school per academic year.

Student attendance will be earned by the percentage of work completed weekly.  
Attendance will be recorded weekly.

5 Day Week	4 Day Week	3 Day Week	2 Day Week	1 Day Week
80 - 100% = 5 days	75 - 100 = 4	67 - 100 = 3	50 - 100 = 2	10 - 100 = 1
60 - 79 % = 4 days	50 - 74 = 3	33 - 66 = 2	10 - 49 = 1	<9 = 0
40 - 59% = 3 days	20 - 49 = 2	10 - 32 = 1	<9 = 0	
20 - 39% = 2 days	10 - 19 = 1	<9 = 0		
10 - 19% = 1 days	<9 = 0			
<9% = 0 days				

**Each day homeroom is attended, 2% is added to the total of work completed; OR Each day homeroom is not attended, 2% is deducted from total work completed.**

## ABSENCE

Irregularity in attendance is the most frequent cause of school failure. One day's absence costs two days of schoolwork; the day of the absence and lack of preparation

for the day of return. Students who plan to participate in after-school activities including rehearsals and practice sessions must be present in school. Students who participate in an after-school activity (i.e. sports, plays, etc.) are expected to be on time for school the next day. Any tardiness or absence will be unexcused and may make the student ineligible for future participation in that activity. Also, any student who is absent without being medically excused from school shall not be permitted to attend any after school activity.

Sickness of the student or some other urgent necessity making attendance or punctuality impossible shall be the only legitimate excuse for absence or tardiness.

Upon your return to school after an absence, you are to bring a **written excuse** from your parent or guardian. This written excuse must state the **dates of the absence, reason for the absence, and bear the signature of the parent or guardian**. This excuse must be presented to the WHVC Coordinator immediately upon return. If no excuse is received within three (3) school days, the WHVC Coordinator will report the student's name to the attendance office. Thereafter, the absences will be marked unexcused/illegal. Parents/Guardians of students who are absent may be called daily. If you are absent your parent/guardian should call the school to report your absence.

#### ALL ABSENCES ARE EITHER EXCUSED OR UNEXCUSED

If the reason for the absence is satisfactory, a student is entitled to make up all work missed. It is the student's responsibility to make arrangements with their teachers for makeup work.

#### **FAMILY EDUCATIONAL TRIPS**

The Pennsylvania School Code lists the following as reasons for excused absences from school: Illness, Quarantine, Death in the Immediate Family, and Impassable Roads.

Although vacations are not approved absences according to the school code, the Wayne Highlands School District realizes that parents/guardians must occasionally schedule a vacation during school time. Exceptions will be made subject to the following conditions:

1. Prior approval of the school administration.
2. All absences are unexcused and count towards the fifteen (15) day limit. No vacations will be approved if it will cause the student to miss more than the fifteen (15) days of school.

#### Process for Requesting Vacation

1. Parent/Guardian letter or request should be sent to the WHVC Coordinator with dates of requested vacation.
2. Office prepares a letter to the parent/guardian stating the dates and destination of the requested vacation. This letter includes the number of days the vacation will take and the number of days the student has already been absent from school. The letter includes the school's attendance policy.
3. The letter with the vacation request form is sent to the student for parent/guardian signature.
4. When the form is signed, the student brings the form to the WHVC Coordinator and is responsible for obtaining signatures from all his/her administrator.
5. The completed form is returned to the office and absences are recorded accordingly.

#### **ATTENDANCE AND SATISFACTORY COURSE COMPLETION**

Regular attendance in classes is of utmost importance regarding satisfactory course completion and the awarding of credit for a particular subject. Successful completion of tests does not indicate that a student has mastered a particular course. Instructors' lectures, student participation and successful completion of homework/assignments are factors that determine satisfactory course completion and credit attainment. Excessive absenteeism from class and can consequently result in credit not being awarded for a particular course(s).

The following is a brief summary of the attendance policy currently in effect regarding absenteeism and course completion:

1. Upon surpassing 15 days of absence, the parents or guardians will be notified that credits will be withheld in all areas. Students may attend Summer School to rectify attendance violations and gain credit for courses.
2. Summer School may be used by all students to retain credits lost as the result of excessive absence throughout the entire academic year. Please review Summer School guidelines included in Student Handbook.
3. A student who enrolls for less than a full school year (less than 180 days) will have a prorated limit of days missed to retain credits. (Example: A student who enrolls for one semester may miss no more than 7.5 days to earn course credits.)

## **WITHDRAWALS**

There are four common reasons for withdrawal of which a student should be aware:

1. Transferring to another school.
2. Moving from the school district.
3. Discontinuing school after having been issued a General Employment Certificate (at least 16 years of age with parental signature and confirmation of 35 hours per week employment).
4. Withdrawing after passing attendance requirements (at 17 years of age with parent signature).
5. Withdrawing after passing attendance requirements (at 18 years of age).

It is necessary to inform the WHVC Coordinator, and in turn the school office, of withdrawal. Directions for withdrawal will then be outlined.

It will also be necessary to arrange an interview with the administration and the guidance department before the withdrawal becomes effective.

All financial obligations must be satisfied and all school materials returned.

## **WORKING PAPERS**

Working papers are issued in general to students between the ages of fourteen and eighteen years. These are for summer or after-school employment.

To procure these papers, a student must contact the high school main office between 8:10 AM and 2:30 PM. *[PREFERABLY IN THE AFTERNOON]*.

## **DISCIPLINE POLICY**

It is our aim to develop a kind of discipline that will give youth an opportunity to participate in a democratic environment and yet be able to assert a certain amount of self-control. We classify this as self-discipline. However, we all know that some students are unable to develop and assert self or internal discipline; therefore, a method of external discipline must be enforced.

The Student Discipline Code is found in its entirety in this handbook and should be read in detail by each student. Please refer to the Wayne Highlands School Disciplinary Code also found in this handbook.

## DRESS CODE

### Dress Code/Grooming

Wayne Highlands School District takes pride in the high standard of dress and appearance of our students, maintaining a dignified and respectful learning environment. Your dress reflects the quality of your school, your conduct, and your work. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. A student is responsible to dress in such a way that his/her appearance or dress does not distract or endanger the health or safety of others in the educational process.

#### Rationale:

1. To contribute toward a safe and healthy school environment with a high standard of student dress.
2. To promote a positive and prideful school environment. Students are encouraged to show school pride with Hornet (school specific) spirit wear.

#### Permitted:

1. Any shirt (collared, t-shirts, turtlenecks, long or short-sleeves) that completely covers the waistline, shoulders, back and has sleeves.
2. Jeans or pants that are secured at the waistline and do not expose undergarments. Shorts, skorts, skirts or dresses that do not expose undergarments and are fingertip length at standing posture around the entire garment. Shorts may be permitted seasonally at the discretion of the administration. Shorts must be clean and neat, without holes, and fingertip length at standing posture.
3. Sweaters, sweatshirts or athletic jerseys that completely cover the waistline and have sleeves.
4. Shoes that have a backing or strap behind the heel.

#### Not Permitted:

1. Form fitting, tight clothing or short tops that expose a bare midriff.
2. Undershirts, muscle shirts, mesh shirts/see-through clothing, tank tops, sleeveless shirts, pajamas, or sweatpants. Solid colored leggings may only be worn with a shirt, sweatshirt, skirt, or dress that reaches fingertip length at a standing posture. School appropriate garments must be worn under see-through articles of clothing.
3. Shirts unbuttoned unless the shirt is covering an acceptable shirt worn underneath.

4. No hats, caps, bandanas, hoods, or sunglasses.
5. Piercing of the body other than the ear.
6. Shirts, tops, pants, accessories and tattoos that display imprints not in good taste for a school atmosphere. These include, but are not limited to slogans and pictures that are deemed lewd, vulgar, plainly offensive, sexually suggestive, condone violence, drugs, alcohol, tobacco, suicide or disrupts the educational process.
7. Jackets or coats unless they are designed for inside wear.
8. Excessively baggy, loose clothing.
9. Flip flops, slide sandals or open back shoes.
10. Apparel which has holes or tears in it.
11. Only natural hair colors are allowed. No unnatural patterns are allowed.
12. Beards or mustaches.
13. Students may not use backpacks, bookbags or purses (large enough to carry books) during the school day. These items may be used to transport materials to and from school. These items are to be stored in students' lockers during the school day.
14. Chains/wallet chains hanging from clothing is not permitted.

Notes:

- To comply with Federal Laws (including Title IX of Education Amendments of 1972), and Section 504 of the Rehabilitation Act of 1973, and the Amendments of 1974, State Laws, the State Department of Education Regulations concerning Equal Rights and Opportunities, and to assure their implementation, the Wayne Highlands School District declares itself to be an Equal Opportunity Education Institution, and will not discriminate on the basis of race, color, national origin, sex, handicap or limited English proficiency in its activities, student dress code, programs or employment practices. For information regarding Civil Rights or Grievances Procedures, please contact Timothy M. Morgan, Title IX Coordinator, at 474 Grove Street, Honesdale, PA 18431. Telephone: (570)-253-4661. It is the coordinator's responsibility to make certain that all education programs and activities and all employment procedures are free from discrimination on the basis of these conditions stated in the Policy.
- The Wayne Highlands School District has created policies which prohibit discrimination on the basis of sex in both education and employment. Board Policy and Administrative Practices and Procedures prohibits sex bias in such educational areas as treatment of students (to include student dress code), instruction, counseling practices, financial assistance, awards, physical

education, interscholastic and intramural athletics, and disciplinary procedures. Board Policy and Administrative Practices and Procedures prohibits sex bias in such employment areas as applications, recruitment, hiring, upgrading and promotion, rates of pay, fringe benefits, job assignment and classification, leaves of absence, training and all other terms, conditions or privileges of employment. For information regarding civil rights or grievance procedures, contact Timothy M. Morgan, Title IX Coordinator, 474 Grove Street, Honesdale, PA 18431. Telephone: (570)-253- 4661. It is the coordinator's responsibility to make certain that all education programs and activities and all employment procedures are free from discrimination on the basis of these conditions in the policy.

- Non-Compliance with the dress code will be considered a violation of school policy. Students who violate the dress code will be required to change. If a student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire. The school may also try to provide appropriate clothing if necessary and available. Dress code infractions may result in additional consequences. Absences due to dress code violations will be considered unexcused.
- Students may be required to wear certain types of clothing while participating in physical education classes, extracurricular and co-curricular activities or other school activities/situations when special attire may be required.
- Students have the responsibility to wear appropriate clothing to school and to keep themselves and their attire clean.
- In instances of school functions off school property, exceptions to the dress code will be at the discretion of the administration.
- The above dress code may at any time be amended at the discretion of the building administration. Any student's appearance deemed to be educationally disruptive will not be tolerated within our school setting.

### SEARCHES

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds, or otherwise under school supervision, if there is reasonable suspicion of violation of the law, board policy, or school rules.

### AUTOMOBILE OPERATION / RULES AND REGULATIONS

The operation of motor vehicles by pupils on the school property is a privilege.

Students receive a HHS Student Parking Regulations sheet when applying for a parking permit. The following regulations govern driving privileges for pupils:



1. All motor traffic on school property shall proceed at a rate not to exceed 10 miles per hour.
2. Students may park only in the Honesdale High School parking lot during the school day and during after school activities.
3. At the close of school each day, school buses are to take precedence over all other traffic in leaving the school grounds.
4. Upon entering the parking lot, cars are to be parked and are not to leave until student dismissal.
5. Careless driving on school grounds and/or improper parking of cars will result in immediate suspension of driving privileges.
6. Cars must be parked only in lined parking spaces. If spaces are not available, students may park at the Sports Complex.

#### PARKING PERMITS

Students who wish to have the privilege of parking at Honesdale High School extended to them, must apply for and receive a parking permit and agree to abide by all laws, as well as, rules and regulations of the School District. For the safety of all students, as well as a desire to keep drugs and other contraband off school property, there is no expectation of privacy for items left in the vehicle. School officials may search the vehicle at any time without notice and the keys for the said vehicle **must** be turned over upon request to conduct the search.

Disciplinary consequences may result in the loss of parking privileges. The privilege may be revoked for any student according to the following:

- Owing a financial obligation.
- Any student who has a PM detention for the second time in a school year will lose driving privileges for 45 days.
- Any student who has a second suspension will lose driving privilege for 45 days.
- Any student with multiple discipline referrals may have parking privileges revoked. This also applies to underclassmen as they may lose the opportunity to drive/park on school grounds and not be allowed to apply for a parking permit when they receive their license.
- Any student with a permit who leaves school property without permission will lose driving privilege.

- Any student with a permit that fails to attend a scheduled detention without approval from the assistant principal will lose parking permit for 45 days.
- Any student who gives his/her parking permit to someone else will lose that permit.

### **BACKPACKS / BOOK BAGS / PURSES**

Students are not allowed to use backpacks or book bags **during** school. This includes purses large enough to carry books. These items may be used to transport items to and from school only.

### **EMERGENCY DRILLS**

Efficient emergency drills at regular intervals are not only required by law but are highly important in the preservation of life in the case of an emergency. Therefore, every student and teacher, as well as other school personnel, should regard emergency drills as a necessary and serious exercise and adhere to the following rules:

1. Close all windows and doors in the classroom before leaving.
2. Exit according to the emergency drill regulations posted in the particular classroom.
3. All persons are to leave the building to a distance of 75 feet from the building (evacuation only).
4. Egress from the building should be a fast walk – do not run, but do not loiter (evacuation only).
5. There should be no talking whatsoever during an emergency drill.

### **SPECIAL SCHOOL REGULATIONS**

#### **LOCKERS**

Lockers are the property of the School District; therefore, personal locks on lockers are not permitted and will be removed immediately. Students shall have no expectation of privacy in their lockers. Lockers may be searched at any time by the Administration. Students must sign a waiver in order to have use of a school locker.

## **CELL PHONES**

In order to maintain the academic integrity of the programs offered at Honesdale High school and to ensure the safety and security of the staff and student body, the use of cellular phones and devices is prohibited while in the school and during school hours. Also, cellular phones and devices should not be displayed during the school day and must be turned off. The following minimum consequences will be implemented if students are found using, are suspected of using, and/or are displaying their cellular phone or device:

1<sup>st</sup> offense – 1 detention, confiscation of device, and device will be released only to a parent or guardian, preferably at the end of the school day.

2<sup>nd</sup> offense – 2 detentions, confiscation of device and device will be released only to a parent or guardian

3<sup>rd</sup> and subsequent offenses – 3 detentions, confiscation of device and device will be released only to a parent or guardian

Any chronic or subsequent violations of this procedure will result in more serious consequences being assigned at the discretion of the administration.

## **ELECTRONIC DEVICES**

Students are not permitted to be in possession of laser pointers and attachments and telephone paging devices/beepers on school property, on buses and other vehicles provided by the district, and at school sponsored events. This prohibition shall not apply to the following cases, provided the school administration approves of the presence of the beeper: (1) A student who is a member of a volunteer fire company, ambulance, or rescue squad; (2) A student who is in need of a beeper due to a medical condition of an immediate family member. (3) Other reasons determined appropriate by the building principal. In the above listed exceptions the parent/guardian must make a written request. Students are not permitted to use personal communication devices, cellular phones, or any device that provides for a wireless, unfiltered connection to the Internet during the school day in district buildings, on district property, on school transportation vehicles, and while engaged in school-sponsored activities. The principal or designee will have the authority to suspend this rule for designated school-sponsored activities. Violation of this policy will result in the following minimum consequences:

1<sup>st</sup> offense - Confiscation of device, detention, and parent/guardian pick-up of device

2<sup>nd</sup> offense - Confiscation of device, 2 detentions, and parent/guardian pick-up of device

3<sup>rd</sup> and subsequent offenses - Confiscation of device, 3 detentions, and parent/guardian pick-up of device In addition, portable stereos and/or any other electronic toys are

not to be brought to school. These items detract from the academic atmosphere at school and invite the temptation for vandalism and theft. Students are not permitted to wear ear buds, headphones, etc. at any time unless permitted as part of an educational class activity.

Any device not issued by the Wayne Highlands School District cannot be used to connect to the district's network. All devices capable of connecting to the network must be turned off during the school day.

### **SMOKING / TOBACCO PRODUCTS**

The Wayne Highlands School District campuses are tobacco and smoke free. Smoking and/or possession of tobacco products or e-cigarettes on public school property is illegal in Pennsylvania. No one is permitted to smoke or possess tobacco products or e-cigarettes, vape pens or juuls at any time in the school building, on the school grounds, or within the area surrounding the school grounds. This applies to all school sponsored activities as well as the regular school day. Violation of this rule constitutes a serious offense. The following minimum consequences will be imposed due to violation or suspected violation of the smoking/tobacco policy:

1<sup>st</sup> violation – 3 detentions and \$50 fine

2<sup>nd</sup> violation – 4 detentions and \$50 fine

3<sup>rd</sup> and subsequent violations – 6 detentions and \$50 fine

Failure to satisfy tobacco fine may result in charges being filed with the local magistrate with fines and court fees in excess of \$300.00.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who wantonly disfigure property, break windows, or do other damage will pay the cost to repair or replace the item, in addition to disciplinary action. Students responsible for accidental damage must also pay for repairs and/or replacement costs.

### **LOST AND FOUND**

Lost articles are reported and turned in to the main office lost & found.

### **TELEPHONES**

Office phones may only be used in case of emergency during the school day with a written pass and permission from office personnel.

### **DISTRIBUTION OF MATERIALS BY STUDENTS AND STUDENT EXPRESSION**

Materials must be regulated as part of the district's educational program. The distribution of any materials must be submitted to the building principal for approval one day in advance of the distribution.

### **STUDENT PUBLICATIONS**

Student publications are under the direction and supervision of HHS faculty. HHS has the right to deny any student work in school sponsored publications.

### **STUDENT FEES**

Fees associated with elective courses or clubs, summer school registration, destruction of school property, etc. must be satisfied before leaving WHVC by withdrawal or graduation.

### **INSURANCE**

At the beginning of each school year, student accident insurance is offered to every student for purchase. This insurance is voluntary, not mandatory; but is highly recommended to cover students in the event of accidents or injuries in school or as part of school sponsored events.

Students participating in athletic program activities are covered by school insurance.

All insurance claims for athletic injuries must be made through the school nurse. Athletic insurance is a co-pay plan with specific limits.

### **MEDICAL AID / HEALTH SERVICES**

The following are the mandated immunizations required by the Pennsylvania Department of Health for school attendance:

- |  |                       |                             |
|--|-----------------------|-----------------------------|
| 4 doses of tetanus   | 4 doses of diphtheria | 4 doses acellular pertussis |
| 3-4 doses of polio   | 2 doses of measles    | 2 doses of mumps            |
| 2 doses rubella (German Measles)   |                       |                             |
| 3 doses of hepatitis B 2 doses of varicella (chickenpox) vaccine or history of disease |                       |                             |

1 dose MCV and /or Menactra (Grades 9-11)

2 doses MCV and/or Menactra (Grade 12)

The following are state mandated health services and administered by the school nurse unless otherwise notified by a parent:

Vision Screening	Grades 9, 10, 11, 12
Hearing Screening	Grade 11 and new entrants
Physical Exam	Grade 11 and new entrants
Heights, Weights & B.M.I. (Body Mass Index)	Grades 9, 10, 11, 12

Private exams and the above screenings are encouraged to provide for continuity in the medical care of students. Report forms (i.e. physical exams, medication/inhalers/Epi-Pens) can be found at [www.whsdk12.com](http://www.whsdk12.com). Click on WHSD Wellness Website, then on Nurses Notes.

Medication administration (prescription & nonprescription) is with the written permission of a family physician and the request of the parent/guardian. Students are NOT allowed to have medication of any kind in their possession during the school day, unless predetermined by school policy. Parents are requested to transport medication to and from school.

Communicable/infectious diseases need to be reported to the school nurse, as some require exclusions from school and/or reporting to the Department of Health. School policy dictates action.

Food allergies should be reported to the school nurse upon initial school admission or as they arise. Life threatening severe allergies requires documentation from the student's physician and parents. School emergency care plans will be created in conjunction with parent and physician's requests.

If a student becomes ill, he/she must get permission from his/her teacher to report to the nurse. If the nurse, in her professional judgment, decides a student should go home, she will make the necessary arrangements. Students should not contact someone to come and pick him or her up unless they have been formally dismissed by a school official (i.e. nurse, principal, etc.) Such is a violation and will be disciplined accordingly.

In the event of an emergency, an attempt is always made to contact the family. If unavailable, the school will proceed with the necessary emergency care, including contacting a physician and/or 911 services and releasing information to the appropriate personnel. Emergency care authority may either be exercised locally or when the student is away on a school-sponsored event. Parents will accept responsibility for all expenses incurred.

### **CONCUSSION MANAGEMENT/SUDDEN CARDIAC ARREST (SCA) TRAINING**

All coaches are required to be trained annually in Concussion Management and SCA. Students suffering from a concussion should inform the school nurse, guidance counselor, coach, and athletic trainer (if involved in sports) so the school can work in collaboration with the student and his/her doctor to receive adjusted educational services and to enforce the practice/return to play protocol. HHS is equipped with multiple AED devices for use during SCA emergencies. Students exhibiting signs of SCA should report immediately to the nurse or athletic trainer.

### **STUDENT SERVICES**

#### **ESL/BILINGUAL PROGRAM**

The WHSD provides an appropriate planned instructional program for identified students whose dominant language is not English. Students are identified by the use of the Home Language Survey.

Students shall have access to and should be encouraged to participate in all academic and extracurricular activities available in the district. Accommodations are made through Wayne Highlands School District's established ESL Program or through the WHVC.

#### **STUDENT ASSISTANCE PROGRAM**

Everyone wants to succeed even though each of us defines success differently. Many pressures can delay or prevent us from reaching our goals. Sometimes when we try to deal with these pressures we can become confused, depressed, angry, or disappointed with ourselves. It's almost as if we don't have control of our lives. If your problems are getting too much for you to handle yourself, the Student Assistance Program is here to help you

#### **WHO IS THE STUDENT AT RISK?**

Whenever students are having more problems than they can handle, we call them "students at risk." "At risk" means that a student may begin to look for unsafe or unhealthy ways to deal with these problems.

#### **WHAT KIND OF PROBLEMS CAN THE PROGRAM HELP ME WITH?**

The members of the SAFE Team have been specially trained to help or refer students to others who can help with the following problems:

- |  |                           |
|--|---------------------------|
| *Self Esteem (How I feel about me)         | *Problem Solving          |
| *Alcohol or other drug abuse or dependency | *Depression               |
| *Stress                                    | *Pregnancy                |
| *Child Abuse                               | *Sexual Assault           |
| *Suicide                                   | *Dating Violence or Abuse |
| *Family Problems                           | *Bullying                 |

### **CHILD ABUSE AWARENESS**

WHSD employees complete required training in the identification of and reporting of suspected child abuse. The district responds by contacting Childline and local agencies to create a collaboration of services for a victim. If you suspect a child is a victim of child abuse, you may call Childline at 1-800-932-0313.

### **SUICIDE AWARENESS**

The Wayne Highlands School District recognizes the early identification and referral to professional help of people with suicidal ideation. The faculty and staff have been trained to identify the warning signs of people at risk to themselves and/or others and to forward those concerns to building guidance counselors and the district crisis counselor who immediately interviews the student. Following this, the crisis counselor contacts the parent or guardian where permission is secured to have the student evaluated by local mental health professionals. (Northeastern Human Services [570-253-0321](tel:570-253-0321) ~ 24/7). The administrators, counselors, and faculty work closely with the student and parents/guardians and the mental health provider to minimize stress for transitioning the student back to school. Returning students are supported with scheduled visits with the district crisis counselor.

### **ADOLESCENT RELATIONSHIP ABUSE**

WHVC is committed to preventing Adolescent Relationship Abuse (ARA) by promoting healthy relationships, identifying relationship abuse and intervening using a safe, student centered approach. WHVC will use the following strategies and techniques to create a climate that encourages and sustains respectful interpersonal relationships, healthy youth development, and a feeling of safety.

- Regard the safety of victims as PRIORITY
- Respond and refer appropriately for disclosures of ARA



- Provide materials and health services that promote healthy relationships
- Reported incidents in school will be investigated. Students will be referred to the appropriate agencies, which may include law enforcement.

Information received in confidence from a student may be revealed to the student's parent/guardian, a building principal or other appropriate authority when the student is being hurt by someone, planning on hurting themselves, or planning on hurting someone else.

### **COUNSELING**

Counseling services offered to students may be divided into three domains: Academic, Career, and Personal/Social Development. Academic counseling assists the students in the scheduling of appropriate high school subjects and in the making of plans for further education. Career counseling includes: assistance in choosing a field or cluster of occupations as possible choices for future jobs; learning about the requirements, duties and offerings of these job fields through orientation and guidance classes; testing and explanations of the test results to students and parents; and conferencing through individual discussions about future high school courses, post high school training and jobs.

Parents may confer with the counselors upon appointment.

### **SCHOLARSHIP OFFERINGS**

Honesdale High School posts local and national scholarship opportunities for seniors on the WHSD website under the Guidance tab. Seniors are responsible to check all of the postings and follow directions exactly when completing and submitting applications. Some applications are completed on-line and others require students to secure a hard copy of the application and submit to the scholarship coordinator. The Wayne Highlands Community is very supportive of our graduating seniors, and we strongly encourage seniors to continually check the website for great opportunities. Students may also sign up for a cell phone app. REMIND. Students will receive notification as scholarships are posted on the local level. There is a fee for REMIND if a student does not have an unlimited cell phone texting option. Students may opt to receive an email free of charge for notifications.

## **NCAA**

Division I or Division II college-bound student-athletes are encouraged to complete the registration process at [eligibilitycenter.org](http://eligibilitycenter.org) at the beginning of their sophomore year (on or after July 1<sup>st</sup> of that year). Students should request that an official high school transcript be sent at the end of the student's sixth semester (junior year) and eighth semester (graduation from high school). For more resources regarding the NCAA or eligibility, visit [eligibilitycenter.org](http://eligibilitycenter.org) or see your school counselor at Honesdale High School.

## **TRANSCRIPTS**

A transcript is a record of your child's school credits, grades, school activities, and testing scores. SAT and ACT scores may be listed on the transcript, but most institutions require the student/parent to request them directly from College Board at [www.collegboard.org](http://www.collegboard.org) or [www.actstudent.org](http://www.actstudent.org). NCAA requires scores to be sent directly to them. Students are strongly encouraged to use the four (4) free score reports offered when taking these tests. A request to have your child's transcript sent to a college, university, military, or other educational institution is to be done through the HHS Guidance Department. Final high school transcripts are not automatically sent out at the end of a student's senior year. Students must submit a request. Please allow five (5) school days for your request to be completed.

## **REQUEST FOR RECORDS**

Student records such as academic transcripts; standardized test scores, attendance and/or special education records can be requested by the student/parent from the Guidance Department. Health records should be requested from the Nurse's Office. Please allow five (5) school days for your request to be completed.

## **PARENT CONFERENCES**

Parents may make appointments for conferences with the WHVC Coordinator, counselors or the principal by telephoning or emailing.

## **ACADEMIC INTEGRITY**

Wayne Highlands School District takes pride in the honesty and integrity of grades accomplished by fair means. Cheating on homework, quizzes, tests, final exams, etc. is unacceptable. If a student is found to have cheated, a zero for that assessment will be

calculated into the student's grade. Cheating may affect the acceptance into or the dismissal from National Honor Society. Repeated offenses will result in disciplinary action by the administration.

### **REPORT CARDS**

The school year is divided into four grading periods of forty-five days each. At the end of each grading period, report cards are distributed to students in homerooms. This usually occurs within a week of the end of each grading period. The fourth and final grade report is distributed or mailed at the end of the school year.

### **GRADUATION / PROMOTION**

Graduation is based upon the completion of a minimum number of approved planned courses for credit in grades 9-12. A student is eligible for promotion based on the following: 21 Credits to Graduate

4 Credits – to be a sophomore

15 Credits – to be a senior

9 Credits – to be a junior

21 Credits – to graduate

A student may be placed in a senior homeroom if he/she has scheduled the proper subjects to be eligible for graduation at the end of that current year. This can include not more than two credits needed in Summer School.

A student that is eligible to be in a senior homeroom and can complete the requirements for graduation by the end of Summer School is eligible to participate in the graduation ceremony at the end of that school year. In any case, students may participate in only one graduation ceremony.

### **GUIDELINES FOR STUDENT SCHEDULE CHANGES**

- A. Any student planning a schedule change must discuss the change with a counselor and submit a parental permission note.
- B. No full year subjects or first semester classes may be added to a student's schedule after the first two (2) weeks of school. Second semester courses may not be added after the first two (2) weeks of the second semester.
- C. If a student drops a full year course any time after the first nine (9) weeks of school, he/she will receive an automatic "F" for the course and receive no credit for the course.
- D. IMPORTANT: Students should choose subjects carefully to ensure they have registered for required courses and maintain an academic path to graduation.

- E. Be aware of the NCAA Division I & II student athlete eligibility requirements. Any student athlete looking to participate in college sports at a Division I or II school must meet clearinghouse eligibility. The NCAA Eligibility requirements for Division I & II schools can be found at <http://www.ncaaeligibilitycenter.org>. NCAA can also be located as a link on the Wayne Highlands website: [www.whsdk12.com](http://www.whsdk12.com).

### **RESPONSIBILITIES OF THE PARENTS REGARDING ASSIGNMENTS/HOMEWORK**

While students assume the major responsibility for completing the assignments, parents should be encouraged to take an active part in homework by:

1. Asking about homework each day.
2. Providing a definite time and suitable place for study or home activities.
3. Making resource materials available.
4. Checking work for neatness.
5. Cutting down on TV, recreational computer time and cell phone usage.
6. Providing limited assistance.
7. Contacting the school if homework seldom or never seems to be brought home.

### **DANCES**

1. All dances must be approved by the school administration.
2. Once a student leaves the school/building during a dance, he/she will not be allowed to return.
3. For the semi-formal and prom, administrators must preapprove guest attendance. No guests are permitted for all other dances.
4. All school rules apply, as dances are school-sponsored activities.
5. For the semi-formal dance and prom, students must be in attendance on the Friday before the event in order to attend Saturday evening.

### **JUNIOR/SENIOR PROM**

The Junior/Senior Prom is a traditional school social event held in May. Only juniors and seniors of the WHSD and their escorts may attend the Prom.

### **PHYSICAL EDUCATION REQUIREMENTS**

The Pennsylvania public school law requires each student to participate in a planned program of Physical Education. Following is the essential equipment and excuse policy.

#### **Physical Education Class Requirements (Girls and Boys)**

1. All students are required to participate.
2. An excuse from a doctor's office is required to medically excuse a student who is unable to participate in activity for two or more consecutive P.E. classes.
3. Students medically excused from activity in P.E. class will be expected to fulfill a modified P.E. requirement at the discretion of the instructor.

### **THE WASHINGTON IRVING CHAPTER OF THE NATIONAL HONOR SOCIETY**

Honesdale High School and WHVC students are eligible for membership at the end of the first semester of their junior or senior year. They must have an overall B+ (3.333) average at that time.

All students (WHVC) who qualify academically must then be approved by the administration to become an inductee. An induction ceremony will then take place in the spring, during which eligible students will receive Honor Society status. A student must have attended HHS or WHVC for a minimum of one semester before consideration of membership. In addition, only the cumulative GPA at HHS or WHVC (3.333) will be used in consideration of membership.

To earn membership in the National Honor Society a student must be qualified in all of the following four (4) areas:

1. **Scholarship** – An honor student is to have a B+ (3.333) average at the end of each marking period. If a student's average falls below 3.333, he/she is placed on academic probation for one marking period. If his/her cumulative average is raised to 3.333 at the end of the marking period of academic probation, membership is maintained. Students can be placed in academic probationary status for a maximum of two marking periods before academic dismissal will occur.
2. **Leadership** – An honor student is to exhibit the quality of leadership in school and in the community.
3. **Character** – An honor student is to demonstrate a reputable character in school and the community. Behavior that is unethical, dishonest or illegal will cause the Faculty Council to consider dismissal or other disciplinary action.

4. Service – To become a member an honor student must volunteer for two (2) hours of community service, either through the school or in the community. Upon induction to the National Honor Society, a student must volunteer an additional ten (10) hours of community service with a minimum of two (2) hours to be done in school and a minimum of two (2) hours to be done in the community.

Students must also meet eligibility requirements. Home-schooled students are not eligible for membership unless they enroll at Honesdale High School for a minimum of two quarters (one semester) and meet the cumulative GPA criteria of 3.333 during the junior or senior year before candidates are selected.

The Wayne Highlands Board of Administration declares it to be the policy of the WHSD to ensure that all district programs and practices are free from discrimination from students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The 504 process is a potential avenue by which students with disabilities may successfully access both academic and nonacademic services to the fullest degree. To explore this possibility, parents or guardians may contact the school guidance counselor or Section 504 Coordinator to further investigate feasibility. Full Board Policy (Policy #103.1) with regard to Section 504 can be accessed at the school building or District Office.

### **EXTRA-CURRICULAR ACTIVITIES**

*Students involved in extra-curricular activities (non-credit programs) must meet the same academic and citizenship eligibility as specified for sports.*

### **ALL CLASS PLAY / MUSICAL**

The WHSD Schools present a dramatic performance each year. Set design, sound effects, prompting, and lighting are handled by students. A student's interest, voice quality, stage movement, posture, and ability to portray a character are used to

determine the cast. Students who show special aptitude are selected as stage managers, property managers, and make-up artists.

### ATHLETICS

The objective of the athletic program is to develop individual coordination and teamwork by active participation. An appreciation of athletics as a part of life is developed through the school's sports program of interscholastic and intramural sports.

The Pennsylvania Interscholastic Athletic Association and the Honesdale High School govern eligibility for participation in interscholastic activities. Eligibility is based on two prerequisites – scholastic progress and school citizenship.

Students may only participate in one sport per sports season. Special cases which would allow student participation in a second sport during the same season without causing overlapping practice or game sessions may be presented to the athletic director and high school principal for possible approval on a case-by-case basis and an understanding that only one letter could be earned during a sports season.

Any student athlete who plans to participate in an intercollegiate athletic program at a Division I or Division II college or university **must** register with the **NCAA** Clearinghouse. Interested students should see a counselor for a registration form, which includes a fee payable to the NCAA. Registration with the Clearinghouse will enable the student to be recruited by college coaching staffs; to be considered for athletic scholarships; and to be eligible to participate in the sports program. These forms should be filed as early as possible in the senior year.

### SCHOLASTIC PROGRESS

To be eligible for participation in any interscholastic school sport or extra-curricular activity, a student must pursue and maintain a passing grade in at least four full credit courses.

The pupil's status, whether passing or not, shall be confirmed at intervals of one week. Certification of eligibility shall be made on Friday for all athletic contests during the following week.

### SCHOOL CITIZENSHIP

A student must also be certified weekly concerning school citizenship. If a student receives one negative response concerning school citizenship, the WHVC Coordinator

will review his or her case and administrator involved, the athletic director and/or an assistant principal, and a decision rendered as to eligibility not later than noon of the following day.

### **INTERSCHOLASTIC LEVEL SPORTS**

BOYS: Football, Basketball, Wrestling, Baseball, Tennis, Golf, Track & Field, Cross Country, Soccer

GIRLS: Softball, Basketball, Track & Field, Tennis, Field Hockey, Cross Country, Golf, Soccer, Wrestling

### **AWARDS**

**Varsity:** When a student qualifies for a letter in a major sport he/she will be presented with a school letter "H" (8" size) and a certificate. Only one letter will be presented to a student with recognition for all sports participated in, on the same letter. After a student has received his/her first major letter he/she will receive certificates for each additional sport in which he/she qualifies. Sports seasons are identified as fall sports, winter sports, and spring sports. Students may earn only one letter per sports season. Students are expected to attend every practice and game session per sports season.

**Junior Varsity:** No letter will be presented. Certificates of participation will be presented.

RULES & REGULATIONS GOVERNING THE AWARDING OF ALL ATHLETIC INSIGNIA  
RULE I:

- A. Attendance at practice and games: Each player must attend every practice and game session throughout the season. The coach will recognize plausible excuses if he/she is notified in advance.
- B. Training: Each player must adhere to all training regulations established by the coach.
- C. Scholarship: Each player must adhere to all training regulations established by the Pennsylvania Interscholastic Association and scholastic and eligibility standards set forth by the Honesdale High School.
- D. Sportsmanship: Each player should strive to maintain an attitude of true sportsmanship throughout the season.



- E. Players who are injured during the season may be recommended for a letter by the coach.
- F. A letter may be awarded to a player who has given conscientious service to the squad for the two-year period of the junior and senior years.

## RULE II: PARTICIPATION REGULATIONS

### **Football**

- 1. Each player must be a member of the varsity team.
- 2. Must participate in 50% of the scheduled quarters.

### **Basketball**

- 1. Each player must be a member of the varsity squad.
- 2. Must participate in 50% of the scheduled quarters.

### **Baseball**

- 1. Each player must be a member of the varsity squad.
- 2. Play in one-half of the regularly scheduled varsity innings.
- 3. Pitchers are required to play in one-fourth of the regularly scheduled innings.

### **Wrestling**

- 1. Each participant must be a member of the varsity team.
- 2. Must wrestle in 50% of the varsity meets.

### **Track and Field**

- 1. Each player must be a member of the varsity team.
- 2. Must have accumulated a total of 18 points or more or earned a District Medal for the track season and participate in at least 50% of the meets.

### **Golf**

- 1. Each player must be a member of the varsity team.
- 2. Must participate in 50% of the scheduled varsity matches.
- 3. Each girl must be a member of the team for 2 years, and must qualify for the District 2 tournament 2 years, or meet the criteria of #1 and #2.
- 4. Each female player must participate in 50% of Girls' Varsity designated matches/tournaments (minimum 8 matches/tournaments).

### **Girls Softball**

- 1. Each player must be a member of the varsity team.
- 2. Play in one-half of the regularly scheduled varsity innings.

### **Girls Field Hockey**

- 1. Each player must be a member of the varsity team.
- 2. Must participate in 50% of the scheduled halves, or accumulation of at least 100 possessions of the ball during varsity games.

### **Cheerleading**

1. Each cheerleader must be a member of the varsity squad.
2. Each cheerleader must attend 90% of scheduled practices and games.
3. A letter may be presented after two years of participation on the varsity squad.

### **Tennis**

1. Each player must be a member of the varsity squad.
2. Must participate in 50% of the scheduled matches.

### **Cross Country**

1. Each participant must be a member of the varsity team.
2. Runners must score in the TOP 7 for 75% of the regularly scheduled varsity meets.
3. Runners must have made a significant contribution to the team.

### **Junior Athletic Trainer**

1. Serve at least two sports seasons as a Junior Trainer.
2. Must be in attendance at least 75% of the days the Athletic Trainer works in each season and/or summer conditioning.

### **Soccer**

1. Each player must be a member of the varsity team.
2. Must participate in 50% of the scheduled halves.

### **Team Managers and Statisticians**

1. A letter may be presented after two years participation.

### **Swimming**

1. Must qualify for District 2 Swim Meet.

Note: Athletic awards are not automatic. The coach in addition to meeting the above requirements must recommend all athletes. Participation letters do not count as cumulative letters earned.

## **ATHLETIC CODE**

1. No student shall be eligible to represent his/her high school in any athletic contest unless he/she has been carefully examined by the school physician and his/her condition pronounced satisfactory. A certificate to the effect, together with his/her parents or guardians consent and signed athletic policy shall be filed with the Athletic Director. A forms package is provided to each student athlete by the Athletic Director. It must be completed and returned prior to a

student's participation. The only exception to the rule is for cheerleading for which a physical is not required.

2. A co-payment school insurance policy is provided to all student athletes and cheerleaders during their season. All claims must be filed through the school nurse. If your child requires medical attention please have them obtain the **Medical Claim Form** from the school nurse, or contact the nurse at the school your child attends.
3. Practice and game attendance rules will be decided by the coach; however, students must be in school by 11:30 AM to practice or play in an athletic contest.
4. If a player wishes to leave a team, he/she should consult with the coach. A player who merely quits without notifying the coach and discussing the situation may make himself/herself ineligible for athletic awards in any sport.
5. All athletic equipment issued to you is your responsibility and must be given the best care. All equipment issued must be returned in a timely fashion. Lost or damaged equipment must be paid for or athletic awards will be held until payment is made and the student's name will be placed on the Financial Obligations list in the HHS office. You will also not be allowed to begin practice in another sport until this obligation has been fulfilled.
6. All athletes must travel to and from all athletic contests with the team unless permission is granted by a coach and principal to do otherwise. The coach may grant permission for an exception to this rule after consulting with the athlete's parents.
7. You are guests at away contests. Please be respectful during that time. Any misconduct on your part is a reflection on the good reputation of your school, your team, and your coach.
8. It is expected that athletes will dress in a manner representative of their school and community.
9. Officials are selected because of their training and experience. Respect their judgment and decisions.
10. Only seniors with early dismissal who do not return to school prior to practice may drive to the sports complex. They may not transport other students to practice. Baseball, Field Hockey, Track & Field, and Tennis athletes must park in the lot adjacent to the bridge leading from the football field. Soccer and Softball players may park in the lot located at the Stourbridge School; however, they must continue on Lakeside Drive to the road adjacent to the

Lakeside School, and follow that road to the back parking lot. Violations will be handled under the section dealing with citizenship issues.

11. A student must realize that participation on a sports team may not be used as an excuse to neglect schoolwork, be late to school, or cause poor attendance.
12. All students must be passing four subjects that meet five days a week to be eligible to participate in athletics. If a student is not passing four classes at the end of a marking period, they are ineligible for fifteen days from the day the report cards are distributed. At that time, they must deliver progress reports from their teachers to the Athletic Director to regain eligibility. (Students may practice with the team but may not travel to away contests with the team.)
13. Citizenship referrals will be handled by the Athletic Director. Violations will carry penalties ranging from a warning, contest suspensions, or dismissal from the team. Citizenship issues include behavior in class, in the halls, and at all school events. Profanity and obscene language have no place in athletics. Athletes should realize that improper language accomplishes nothing.
14. Any athlete guilty of stealing or involved in malicious conduct will be suspended from the team for the sports' season and could be ineligible for a letter and/or post-season awards, while also facing disciplinary sanctions. Conduct which is embarrassing to the athlete, team, or school could result in suspension from the team, ineligibility for a letter and/or post-season awards.
15. Possession, use and/or distribution of tobacco products, alcohol, and/or other drugs by any student involved in interscholastic athletics is strictly prohibited. This includes any drug for which a prescription is required, unless the student is taking it under doctor's orders. If it is determined that a student has violated this policy during the time he/she is a member of an interscholastic athletic program, the following disciplinary actions will be administered:
  - A. Violation occurs during the school day, on school property, or during a school sponsored activity:
    - 1. Tobacco Possession/Use:**
      - a. First Offense – Student is suspended from all interscholastic athletic activities during the school suspension including the next athletic contest.
      - b. Second Offense – Student is suspended from all team activities for one calendar week and is ineligible for a letter.
      - c. Third Offense – Student is dismissed from the team.
    - 2. Possession, use or distribution of alcohol or other drugs:**

- a. Any offense – Student is suspended from all interscholastic athletic activities during the school suspension, and is ineligible for a letter in the affected sport(s).

**Note: The above enumerated disciplinary actions are in addition to regular school disciplinary responses.**

- B. Violation occurs at a time or place other than during the school day, on school property or during a school sponsored activity:
    - 1. **Tobacco possession/use: - same penalties as in #1 above.**
    - 2. **Possession, use or distribution of alcohol:**
      - a. First Offense – Student is suspended from all interscholastic athletic sport(s) for the duration of the season and is ineligible for a letter in the affected sport(s).
      - b. Second Offense – Student is suspended from all interscholastic athletic activities for 52 calendar weeks.
    - 3. **Possession/use or distribution of drugs (controlled substances):**
      - a. Any offense – Student is suspended from all interscholastic athletic activities for 52 calendar weeks and is ineligible for a letter in the affected sport(s).
  - C. Any penalties that have not been completed as of the last day of school in a given school year will be continued in the next school year, beginning with the first legal day of practice for Fall sports and continuing through the school suspension. (Students may not practice with the team until the suspension has been completed.)
16. Athletic awards criteria is under constant review and subject to change during the school year. Your coach is the best source of current information on this subject.
17. This Athletic Code is composed of minimum standards of conduct. Coaches may have more stringent requirements and may impose additional penalties for violations. If so, coaches must publish their rules, have them approved by the administration, and have them signed by the athletes and the parent/guardian and provide copies to the administration and the Athletic Director.

### **HONESDALE HIGH SCHOOL SUMMER SCHOOL**

Payment for any option is due upon registration. No payment plans accepted.

No refunds will be made.

Students who do not receive credit for their courses because of excessive absences may take Summer School courses to regain their credit as per the following schedule:

15 - 25 days absent will require one course to be completed successfully.

25 - 35 days absent will require two courses to be completed successfully.

In such cases, the student will take a course most similar to the one that they experienced the most difficulty with in the regular academic year. In excess of 35 days, the student's situation will be reviewed by the student's guidance counselor and the administration.

### **WAYNE HIGHLANDS DISCIPLINARY CODE**

- I. Introduction and Philosophy
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## *I. INTRODUCTION AND PHILOSOPHY*

The ultimate objective of the Wayne Highlands School District Disciplinary Code is to bring about responsible student behavior by carefully defining unacceptable acts and by prescribing their consequences. In establishing and administering this code of conduct, the Wayne Highlands School District believes that the students will learn self-control. There will be an orderly instructional climate, and the safety and welfare of the students and employees will be better guaranteed. In addition, the School District believes that students will ultimately become responsible, law abiding citizens.

In dealing with disciplinary matters, the School District believes it must be consistent in administration of punishments. However, it is impossible to administer any code that prescribes a rigid system of mandatory disciplinary responses for each specific offense. Such a system would ignore the specific circumstances surrounding some instances of misconduct. On the other hand, it is equally impossible to administer a discipline system on a case-by-case basis. This method would produce inequitable decisions and confuse students. In order to deal with this dilemma, the School District has fixed responses to more serious or repeated types of misconduct and uses several alternative punishments for lesser offenses.

## *II. STUDENTS' RIGHTS AND RESPONSIBILITIES*

### *1. Rights to Education*

**RIGHTS** – All students between the ages of 6 and 21 have a right to a free public education. This includes the right to education for migratory children, pregnant or married students, and intellectually disabled children. Students may not be excluded from extracurricular activities because of being married or pregnant. No student shall be denied a free public education on account of race, religion, sex, or national origin.

**RESPONSIBILITIES** – Students have the responsibility to attend school regularly and to make a conscientious effort in classroom work, to conform to present school rules, and to share with school adults the responsibility to develop a climate within the school, which is conducive to wholesome learning and living.

Students are expected to be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property, to attend school daily, except when excused, and to be on time to all classes and other school functions; to make necessary arrangements for making up work when absent from school, to pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.

2. School Rules

RIGHTS – Students have the right to work through proper channels to help change those rules they feel are unreasonable or outdated.

RESPONSIBILITIES – Students have the responsibility to assume that all rules are in effect until they are rescinded or waived. Students should obey all rules while working through channels to change them. Students have the obligation to realize that the Wayne Highlands School Board has the authority to make reasonable and necessary rules governing the conduct of students in school.

3. Corporal Punishment

RIGHTS – Use of corporal punishment (defined as physically punishing a student for an infraction of the discipline policy) is prohibited. Teachers and school authorities may use reasonable force to quell a disturbance, obtain possession of a weapon or other dangerous objects, for self-defense, or for the protection of persons or property.

RESPONSIBILITIES – It is the responsibility of each student to respect the rights of teachers, students, administration, and all others who are involved in the educational process.

4. Discrimination

RIGHTS – Students have the right to be treated by other students, faculty, and administrators with dignity and respect.

RESPONSIBILITIES – Students have the responsibility to treat other students, faculty, and administrators with dignity and respect and without discrimination.

5. Exclusions from Class and/or School

RIGHTS – The Board of School Directors of the Wayne Highlands School District reserves the right, under law, to exclude students from school for offenses such as, but not limited to, poor school citizenship, disrespect for school personnel or property, poor or unexcused school attendance, unacceptable health or safety standards, poor ethical or moral values, and drug or alcohol involvement.



RESPONSIBILITY – It shall be the responsibility of the student and his/her parents or guardian, if necessary, to be present at the proper time and place of a scheduled hearing. RIGHTS – Students excluded from classes or school for one (1) to three (3) days must be informed of the reason for the exclusion and given the opportunity to respond before the exclusion becomes effective. For all exclusions from classes of more than ten (10) consecutive days and all exclusions from school of more than three (3) days, an Informal Hearing shall be offered to the student and his/her parents or guardian.

RESPONSIBILITY – It is the responsibility of the student to make up exams and work missed while being disciplined by exclusion. Students shall be permitted to complete assignments within guidelines established by the respective school.

6. Freedom of Expression

RIGHTS – The rights and limits of students with regard to freedom of speech, press, religion, and assembly, shall be in accord with the constitution and laws of the State of Pennsylvania and the United States of America.

RESPONSIBILITIES – Each student has the responsibility to accept and respect the rights of others and to conduct himself/herself within legal limits, which do not violate the laws of obscenity and libel.

7. Flag Salute

RIGHTS – Students, if they wish, may choose not to salute the flag or recite the Pledge of Allegiance on the basis of personal belief or religious conviction.

RESPONSIBILITIES – Every good school citizen should show proper respect for his/her country or flag. The rights of those students electing to salute the flag should be respected by those who wish to refrain.

8. Hair and Dress and Grooming

RIGHTS – A student shall be free to determine his/her own dress and grooming according to policies and traditions consistent with the normal good grooming displayed by students of the Wayne Highlands School District.

RESPONSIBILITIES – A student is responsible to dress in such a way that his/her appearance or dress does not endanger the health or the safety of others, damage property, or disrupt others in the educational process. Students are required to wear a prescribed type of clothing while participating in physical education classes.

9. Confidential Communication

A student's record shall be available to the student and/or parents or guardian according to policies adopted by the Wayne Highlands Board of Education, in

November 1974, and at the convenience of authorized school personnel. The record will not be released without prior written approval of the student and/or his/her parents or guardian to outside agencies except those listed in the adopted policy.

10. Searches

**RIGHTS** – A student’s personal property is subject to the applicable provision of the United States and Pennsylvania Constitutions. Books and lockers are to be considered property of the school district, as such; students shall have no expectation of privacy in their lockers.

**RESPONSIBILITIES** – A student is responsible not to harbor or possess any material, the possession of which is in violation of the law or which may be harmful to person or property.

*III. DISCIPLINARY RESPONSES*

At the discretion of the administration and based upon the information provided by the faculty and staff, loss of privileges, detentions or exclusion from class and/or school may be given.

Students may receive disciplinary responses for the following offenses:

1. Poor school citizenship
2. Disrespect for school personnel
3. Disrespect for school property
4. Unexcused school absence
5. Tardiness to homeroom or class
6. Unacceptable manners or dress
7. Inconsideration for school appearance and cleanliness
8. Unacceptable health or safety standards
9. Loitering in lavatories

Following are a list of penalties that may be imposed for various types of student misconduct:

a. Loss of Privileges

This penalty shall consist of a student losing a specific privilege for a specific period of time. Examples of such privileges may be as follows: recess, library passes, corridor passes, early dismissal, eating lunch with peers, bus privileges, and activities period. This penalty may either be administered for misuse of the privilege or a general penalty for misconduct.

- b. Detention  
Students may be assigned detention for violating school rules. Any disciplinary offenses while in detention shall be considered a major disciplinary infraction and shall make a student liable for an exclusion from classes and/or school. Detention supersedes all other school activities. Any detention missed due to absence from school will be made up during the next scheduled detention.
- c. Exclusion from Classes (In-School Suspension)  
Students excluded from classes shall report to the principal or assistant principal during the days he/she is assigned this punishment. Students shall report with assignments and are expected to do assigned academic work the entire school day.
  - 1. No student may be excluded from classes unless he/she has been informed of the reason(s) for the exclusion and has been given an opportunity to respond before the exclusion becomes effective.
  - 2. Communication to the parents or guardian shall follow the action taken by the school.
  - 3. When the exclusion exceeds ten (10) consecutive school days, an informal hearing with the principal shall be offered to the student and his/her parents or guardian prior to the eleventh school day in accordance with the procedures outlined in Informal Hearing.

Students may be excluded from classes for the following offenses:

- 1. Inappropriate behavior
  - 2. Disrespect for school personnel
  - 3. Disrespect for school property
  - 4. Fighting
  - 5. Truancy
  - 6. Leaving school without permission
  - 7. Repeated infractions
  - 8. Using forged notes or excuses
  - 9. Skipping class
  - 10. Theft
  - 11. Threatening others
- d. Exclusion from School (Out-of-School Suspension or Expulsion)  
The following provisions pertain to the administration of exclusion from school in the Wayne Highlands School District:

1. Exclusion from school may be given by the principal, assistant principal, or a person in charge of the public school.
2. No student shall be excluded from school until the student has been informed of the reasons for the exclusion and given an opportunity to respond. Prior notice of the intended exclusion need not be given when it is clear that the health, safety or welfare of the school community is threatened.
3. The parents or guardian and the superintendent of the district shall be notified immediately, in writing, when the student is excluded.
4. When the exclusion exceeds three (3) school days, the student and his/her parents or guardian shall be given the opportunity for an informal hearing, consistent with the requirements set forth in Informal Hearing.
5. Students shall have the responsibility to make up exams and work missed while being disciplined by exclusion from school and shall be permitted to complete these assignments within guidelines established by the respective school.
6. When an exclusion from school exceeds ten (10) school days, the student and his/her parents/guardian shall be given the opportunity for a formal hearing in accordance with the procedure on Hearings.
7. During an exclusion from school, a student will not be permitted to attend school district-sponsored programs or events, and will not be permitted to be present on any school district property or buses. These restrictions may be waived with the approval of the appropriate administrator(s).

All expulsions require a prior formal hearing in accordance with the procedures on Hearings.

1. During the period of the hearing and decision of the Board of School Directors, the student shall be placed in his/her normal class, except as set forth below.
2. If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others, and if it is not possible to hold a formal hearing within ten (10) days, the student may be excluded from school for more than ten (10) consecutive school days, provided the formal hearing is not unreasonably delayed. Any student so excluded, shall be provided with alternative education which may include some home study.

3. Students who are less than 17 years of age are still subject to the Compulsory School Attendance Law, even though excluded from school, and must be provided an education.
4. The initial responsibility for providing the required education rests with the student's parents or guardian, either through placement in another school, tutorial or correspondence study, or other educational program approved by the district's superintendent.
5. If upon written evidence, but in no event longer than thirty (30) instructional days, the parents or guardian are unable to secure an approved education program, the student's school district has the responsibility to make some provision for the child's education.
6. If the approved educational program is not complied with, the school district may take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

The following is a list of offenses that may be punishable by exclusion from school:

1. Under the influence/possession/use/furnishing/selling controlled substances (drugs, alcohol) in school, on school property, on a school bus, or at, or on, a school-sponsored trip or activity.
2. Fighting
3. Smoking
4. Vandalism
5. Assault
6. Extortion
7. Terrorist threats/acts
8. Possession/use/transfer of dangerous weapons
9. Possession/ theft/sale or stolen property
10. Arson
11. Repeated disciplinary offenses

#### IV. HEARINGS

The Wayne Highlands School District recognizes that education is a fundamental right and that students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving an exclusion from school in excess of ten (10) days, the student is entitled to a formal hearing which is a fundamental element

of due process. In cases involving exclusion from classes, or exclusion from school for ten (10) days or less, students are entitled to an Informal Hearing.

#### A. Formal Hearing

A formal hearing is required in all cases of exclusion from school exceeding ten (10) days. This hearing may be held before the Board of School Directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. A majority vote of the entire School Board is required to expel a student.

1. The following due process requirements are to be observed with regard to the formal hearing:
  - a. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
  - b. Sufficient notice of the time and place of hearing must be given.
  - c. The hearing shall be held in private unless the student or his/her parents or guardian request a public hearing.
  - d. The right of the student to be represented by counsel.
  - e. The right of the student to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
  - f. The right of the student to request that any such witnesses appear in person and answer questions or be cross-examined.
  - g. The right of the student to testify and present witnesses on his/her own behalf.
  - h. A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
  - i. The proceeding must be held with all reasonable speed.
2. The district has developed guidelines in order to ensure proper hearing procedures are used. These guidelines are in the form of a comprehensive transcript of procedures to be followed and statements to be made.
3. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal court.

#### B. Informal Hearing

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being excluded from school, or to show why the student should not be excluded from school.

1. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
2. The following due process requirements are to be observed in regard to the informal hearing:
  - a. Notification of the reasons for the exclusion shall be given, in writing, to the parents or guardian and to the student.
  - b. Sufficient notice of the time and place of the informal hearing must be given.
  - c. The right of the student to question any witnesses present at the hearing.
  - d. The right of the student to speak and produce witnesses on his/her own behalf.
  - e. The district shall offer to hold the informal hearing within the first five (5) days of the exclusion.

## *V. CONTROLLED SUBSTANCES/PARAPHERNALIA*

### Preface

This policy, including the rules, regulations and guidelines, is a concerted effort by the Wayne Highlands School District to openly and effectively respond to the current uses and abuses of drugs, alcohol, and mood-altering substances by the members of our student population.

### Statement of Policy

Students are prohibited from using, possessing, distributing, or being under the influence of any controlled substances during school hours, at any time while on school property, at any school sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

### Definition of Terms

Controlled substances include all: controlled substances prohibited by federal and state law, look alike drugs, any substance purported to be a controlled substance (misrepresentation), alcoholic beverages, anabolic steroids, human growth hormone, drug paraphernalia, any volatile solvent or inhalants (such as, but not limited to glue and aerosol products), prescription or patent drugs, except those for which permission for

use in school has been granted pursuant to board policy. Prescription drugs must be registered with the school nurse, annotated within the student's health record and given in accordance with the district's policy for the administration of medication to students in school.

Distribution – deliver, sell, pass, share, or give any controlled substance from one person to another or to aid therein.

Possession – possess or hold, without any attempt to distribute any controlled substance.

Under the influence – any consumption or ingestion of controlled substances by a student.

Cooperative Behavior – the willingness of a student to work with school personnel in a reasonable and helpful manner.

Uncooperative Behavior – resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel.

Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol professional.

Drug Paraphernalia – includes any utensil or item, which in the school's judgment, can be associated with the use of a controlled substance. Examples include, but are not limited to: roach clips, pipes and bowls.

Look-alike Substance – a non-controlled substance whose physical appearance is substantially identical to any controlled substance, taking into account size, shape, color, markings or lack thereof.

### School Guidelines

An integral part of the Wayne Highlands School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood-altering substances, and alcohol related situations that may occur at school or at school sponsored activities. These guidelines are intended to provide a consistent, minimum disciplinary means to respond to controlled substance related events. The Wayne Highlands School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse, even if the same is not provided for specifically in any rule or regulation enumerated herein.



### Penalty – Alcohol and Other Drugs Policy

If it is verified by the principal that a student has violated this policy in regard to using, possessing, distributing, or being under the influence of a controlled substance, the following steps shall be taken:

1. The parents or guardian shall be notified immediately.
2. The local or state police will be notified.
3. The school's Student Assistance Team and the WHSD Crisis Intervention Counselor will be notified.
4. The student shall be excluded from classes for the remainder of the school day or until such time as he/she can be taken home by a parent/guardian. The student shall be excluded from school for ten (10) days. The student and parent/guardian shall be offered an informal hearing within the first five (5) days of the exclusion. The principal shall recommend an additional thirty-five (35) day exclusion from school for a violation involving alcohol (forty-five (45) day total exclusion), and an additional 170-day exclusion from school for a violation involving any other controlled substance (180-day total exclusion).

The student and parent/guardian will be offered a formal hearing.

In the event that the student is uncooperative, the principal may recommend to the Board that the student be excluded from school for additional days.

For a second or subsequent offense, or exhibition of uncooperative behavior, the principal may recommend to the Board that the student be permanently expelled from the district.

### *VI. BUS REGULATIONS*

In order to insure the safety of all students riding on district buses, the following rules have been initiated:

1. The student 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.
2. The student shall not at any time use foul or offensive language or interfere with the rights of other students.
3. The student shall promptly observe reasonable and logical instructions given by the school bus driver.
4. The student 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.
5. AT DISMISSAL TIME, THE STUDENTS SHALL WAIT ON THE WALKWAYS BEHIND THE CURB FOR THEIR ASSIGNED BUSES. THE BUS DRIVER WILL

NOT OPEN THE DOORS TO PERMIT STUDENTS TO BOARD THE BUSES UNLESS THEY ARE IN SINGLE FILE.

6. The student shall not project any part of his/her body out of the school bus window nor throw any objects from a school bus. Throwing of any object within the school bus is prohibited. Spitting is also prohibited on or from the bus.
7. The student shall not at any time place books, bookcases, musical instruments, or other obstructions in the school bus aisle.
8. The students shall not interfere with, or tamper with any mechanical equipment of the school bus.
9. The student 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.
10. Use or possession of tobacco products or alcoholic beverages or controlled substances will NOT BE PERMITTED.
11. Students shall board and exit buses at assigned stops only.
12. Students visitor requests must be pre-approved verbally by the bus driver or contractor 24-48 hours in advance. If the driver says he or she has room, a parental permission slip must be presented directly to the driver on the day requested by any student in grades 5-12. Students in grades K-4 should follow the same procedure except they must have permission slips signed by the school office prior to presenting it to the bus driver. It should be noted that the bus driver has the final say regarding available room on the bus.
13. Only students who have a properly completed late pass will be allowed to ride the late bus.

When one or more of the above regulations have been violated, the following procedure shall be followed:

1. The bus driver will file a misconduct report with the building principal of the school the student attends. The building principal will, on the first reported offense, mail a copy of the bus conduct report to the student's parents or guardian. The exception to this rule is the possession or use of controlled substances, smoking, or alcoholic beverages on the bus, which shall result in immediate suspension from the bus.
2. If the bus driver files a second misconduct report, the building principal will take appropriate corrective action, which may result in taking away the student's privilege of riding the school bus for up to three (3) school days. The

building principal will notify the parent or guardian of his/her decision by phone followed by a letter to the student's parent or guardian, with a copy of the bus conduct report attached. A copy of this letter is to be sent to the supervisor of transportation.

3. If a student is suspended from riding a bus a second time, the student and his/her parent or guardian will be required to meet with the principal and bus driver before his/her privilege of riding the bus will be restored.
4. If a third suspension is invoked, the student may lose bus privileges for the remainder of the school year.
5. During any suspension from bus riding privileges, it will be the parent's/guardian's responsibility to transport the student to and from school.
6. The cost to repair vandalism shall be paid to the bus owner by the responsible student or the student's parents or guardian. Failure to reimburse the owner or make suitable arrangements with the owner within thirty (30) days may result in the loss or riding privileges until settlement is made.

#### *VII. FIGHTING*

Fighting on school property is not permitted at any time. This includes the time when students leave home in the morning until the time it normally takes them to return home after school each day. In addition, fighting is prohibited during any school-sponsored activity. Disciplinary action shall be at the discretion of the appropriate administrator.

#### *VIII. ATTENDANCE POLICY*

Absence – After an absence, a student must present an excuse to his/her homeroom teacher signed by a parent or guardian within three (3) days following his/her return. Absences will then be marked as "excused" or "unexcused". Students who are truant shall be disciplined according to guidelines established in each school. A student, who is illegally absent more than three (3) days in a particular school year, shall receive a warning issued by the school district. This warning shall inform the parent or guardian that on the next and subsequent absences, the school district may file a petition with the District Magistrate in order to ensure that the student complies with attendance regulations.

Excessive Absence – Regular school attendance is of the utmost importance regarding satisfactory promotion and course completion or award of credit. Successful completion of tests does not totally indicate that a student has mastered a particular grade or course.

Excessive absenteeism extremely inhibits students from gaining information covered in class lectures and discussions and, consequently, may prevent students from being promoted or from receiving credit for particular courses. Respective schools within the Wayne Highlands School District shall develop appropriate procedures for dealing with students who are excessively absent. At a minimum, the procedures shall result in school/parent conferences.

#### *IX. VANDALISM OF SCHOOL PROPERTY*

Students, who vandalized school property, school buildings, equipment, grounds, or buses, shall be required to repair or make restitution for damaged property. In addition, students may be excluded from classes or school and may also be reported to the local police for prosecution.

#### *X. TOBACCO USE POLICY*

**PURPOSE** – Wayne Highlands School District recognizes that use of tobacco by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the school.

**DEFINITION** – For purpose of this policy, tobacco shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

**AUTHORITY** – The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use and possession by students at school sponsored activities that are held off school property.

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

**GUIDELINES** – Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once a year.

Tobacco promotional items, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events. Tobacco advertising is prohibited in all school-sponsored publications and at all school-sponsored events. A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50 plus court costs and/or suspended for one (1) to three (3) days. In lieu of a fine and suspension, the student may be referred to a

tobacco cessation program, at the student's expense. Repeat offenses will result in fines and/or suspensions of up to ten (10) days.

#### *XI. LOCKER SEARCHES*

School searches by administrators are allowed by law (People vs. Jackson – New York). A New Jersey Court said, "Privacy rights of public school students must give way to the overriding governmental interest in investigating reasonable suspicions".

Administrators of the Wayne Highlands School District may, in the course of their normal duties, conduct a search of student lockers if there is reasonable suspicion for the search. It is recommended that a witness be present during the search as well as the student whose locker is being searched; however, it is recognized that this is not always possible.

Students will not be allowed to use backpacks or book bags during school. These items may be used to transport materials to and from school, but may not be used during the day.

When students enter upon school property, they should not have any reasonable expectation of privacy for their lockers, book bags, or other personal belongings. In the interest of safety of all students, these items may be searched if there is reasonable suspicion.

#### *XII. WEAPONS*

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, on to school property, to any school sponsored activity, and on to any public vehicle providing transportation to school or a school sponsored activity.

**DEFINITION – Weapon** – The term shall include but not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

A student is in possession of a weapon when the weapon is found on the person of a student, in the student's locker, under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

PENALTY – The school district shall expel for a period of not less than one (1) year, any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law.

### *XIII. VISITORS*

The Board welcomes and encourages visits to school by parents or guardians or by other taxpayers of the community or interested educators. To insure order in the schools, it is necessary for the Board to establish guidelines governing such school visitations.

The School Code provides that the sole responsibility to make regular visits to the various schools of the district and to report to the Board concerning such visits is vested by the District Superintendent. Therefore, the District Superintendent has the authority and responsibility to implement these guidelines.

The District Superintendent or Building Principal shall have the authority to prohibit entry of any person to a school of this district unless or until the following procedures have been complied with:

1. If the visitation is for a parent or teacher-initiated parent conference the parent or guardian's child, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting school for this purpose shall register at the office of the principal prior to proceeding to the conference site.
2. If the visitation is for any other purpose, arrangements must be made in advance through the office of the building principal.
3. All visitors must register at the office of the building principal upon arrival.
4. No visitor may confer with a student in the school, other than a student of whom he/she is the parent or guardian, without prior permission of the building principal.
5. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the building principal and the district superintendent.

### *XIV. CLASSROOM VISITATION*

Visitation of classrooms by persons other than school employees while a class is in progress invariably leads to disruption of the learning process. Accordingly, such visitations are not encouraged. Such visitations may be specifically approved subject to the preceding and to the following additional guidelines:

1. When the classroom teacher of a student requests that a parent or guardian be allowed to observe a class for a specified period and approval is obtained from the building principal: or
2. When a specified period of observation by the parent or a recognized professional on behalf of the parent or guardian is approved by the Director of Special Education and District Superintendent as a necessary part of the evaluation or re-evaluation of an exceptional or thought to be exceptional student.

#### *XV. UNLAWFUL HARASSMENT*

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The Board encourages students who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment be investigated promptly, and corrective action be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

Harassment of a student consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, disability, sexual orientation, or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

Sexual Harassment of a student shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services, or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, reference to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

The district shall annually inform students, staff, parents/guardians, independent contractors, and volunteers that unlawful harassment of students will not be tolerated.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

**COMPLAINT PROCEDURE** – In all instances, the student is expected and encouraged to make an effort to inform the harasser that the behavior is unwelcome. He/she may do so either personally or through a third party such as a teacher, school nurse, guidance counselor, or building principal.

Upon complaint the proper administrator shall distribute the W.H.S.D. Complaint Form Procedure. Failure to do so, however, does not suggest that the behavior is welcome. Should the unwelcome behavior persist, the appropriate course of action shall be taken. Should the complaint involve a district employee, course of action shall follow district policy.

**CONFIDENTIALITY** – The substance of the complaint and the names of the complainant and the harasser will be disclosed only to the extent necessary to conduct an adequate investigation. **REPRISAL** – The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who



retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint.

Retaliation includes but is not limited to, any form of intimidation, reprisal, or harassment.

Right to Alternative Complaint Procedures – These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Pennsylvania Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## XVI. BULLYING

### *Purpose*

The Wayne Highlands School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

### *Definitions*

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 and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying and shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Examples of bullying include:

1. Physically harming a student.
2. Damaging, extorting or taken a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.

School setting means in the school, on school grounds, in school vehicles, at a designate bus stop or at any activity sponsored, supervised or sanctioned by the school.

### Authority

The Board prohibits all forms of bullying by district students. The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, during the time students necessarily spend traveling to and from school or school-sponsored activities, or at a designated bus stop.

### Delegation of Responsibility

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

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### Intervention

Teachers who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten a teacher's personal safety. The nature of the intervention will vary depending upon the age of the student (both the victim and aggressor), the severity of the bullying and the student's involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure

observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

### Guidelines

#### Development of Educational Programs

The district may develop and implement bullying prevention and intervention programs. Such programs shall increase the awareness of the problems of bullying; provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

#### Student, Parent/Guardian and Employee Reporting

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.

If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal. Other school employees who observe acts of bullying shall report that conduct to the building principal.

#### Investigation Procedures

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians or school employees. Any investigation of a report may include meetings with students, parents/guardians or employees; a review of student records and other reasonable efforts to better understand the facts surrounding a reported incident.

#### Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities.

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/guardians.

#### Dissemination and Training

This policy shall be:

1. Included in the Disciplinary Code and student handbook, which shall be disseminated annually to students.
2. Accessible in every classroom.
3. Conspicuously posted on the district's website and in a prominent location within each school building where notices are usually posted.
4. Discussed as part of the orientation of each new teacher and periodically in staff development workshops.

#### Confidentiality

The Wayne Highlands School District recognizes that both the complaining student and the alleged bully/extorter have strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Education Privacy Rights Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or designee may inform the complaining student/parents/guardians of the outcome of the investigation.

#### Reprisal

Any student who retaliates against another student for reporting bullying or extortion, or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

### Interplay With Other School District Policies

Nothing in this policy shall prevent school employees from enforcing, imposing discipline or fulfilling their professional responsibilities under other school district policies or student disciplinary rules.

This policy shall not be interpreted as preventing a student or parent/guardians from filing a complaint under the school district's anti-harassment policy.

## XVII. HAZING

### Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

### Definitions

For purposes of this policy **hazing** is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme

embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or

6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

For purposes of this policy, **student activity or organization** is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

#### Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

#### Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

#### Guidelines

In addition to posting this policy on the district's website, the district shall annually inform students, parent/guardians, sponsors, volunteers and district employees that hazing is prohibited, by one (1) or all of the following means:

1. Distribution of written policy.
2. Presentation at an assembly.
3. Verbal instructions by the coach or sponsor at the start of the season or program.
4. Posting of notice/signs.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization.

#### Complaint Procedure

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.

The district shall document the corrective action taken.

#### Consequences for Violations

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.

If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Any person who causes or participates in hazing may also be subject to criminal prosecution.

### **WELLNESS POLICY**

The current Wayne Highlands School District Wellness Policy can be found online at <https://sites.google.com/waynehighlands.org/whsdwellness/home>. Parents/guardians and students can also find information on nutrition, physical activity, safety, as well as monthly wellness blasts.

### *WHSD COORDINATED SCHOOL HEALTH COUNCIL MISSION STATEMENT*

To empower, promote and support students, families and communities toward a healthy lifestyle through:

- Lifelong Physical Activity
- Nutrition and Health Education to Teach Healthy Choices
- Creation of Healthy Environments in Home, School & Community
- Enhancing
- Self-Esteem to Achieve Personal Best
- 

#### *Fundraisers:*

Any "fundraisers" that do not comply with the WHSD Wellness Policy, including all CANDY sales, are not allowed to be done during the school day.

#### *Classroom Parties/Celebrations:*



Beverages: No Soda. Suggestions: Water, 100% Fruit Juice, Cider, 2%–1% Milk.

Snacks: Single serving size of 250 kcal or less (can include single servings of cookies, cupcakes, brownies), no trans fats, and sugar is not the first ingredient. Select a healthy mix of fruit, crackers, cheese, popcorn, pizza, etc.

\*\*Please refer to the WHSD website at [www.whsdk12.com](http://www.whsdk12.com) then click on WHSD Wellness for more information and ideas.

### **WAYNE HIGHLANDS SCHOOL DISTRICT INTERNET AND NETWORK ACCEPTABLE USE POLICY**

The Wayne Highlands School District Board of Directors supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. The policy will follow the School Code 24 P.S. Sec. 1303.1A; Child Internet Protection Act 24 P.S. Sec. 4601 et seq.; U.S. Copyright Law; 17 U.S.C. Sec. 101 et seq.; Sexual Exploitation and Other Abuse of Children 18 U.S.C. Sec.

2256; Enhancing Education Through Technology Act 20 U.S.C. Sec. 6777; Internet Safety Children's Internet Protection Act 47 U.S.C. Sec. 254; and Children's Internet Protection Act Regulations 47 CFR Sec. 54.520. For more information and to review the up to date policy, please refer to our school district's website at <http://www.whsdk12.com>. If you are unable to view the website, please contact our Office of Information Technology for a copy of the printed policy.

### **BUS RECORDING EQUIPMENT NOTICE**

Wayne Highlands School District buses are equipped with audio/video digital recording equipment, which will record the actions of its passengers. Such recording may occur while boarding, exiting, or riding in school buses used by the school district. The passengers riding in Wayne Highlands School District buses have no reasonable expectations of privacy in having their actions recorded through means of audio/video digital recording machinery. School officials and personnel may use such recordings

and/or tapings to implement and/or enforce school policy/ discipline and take other legal action if appropriate. Use of school transportation service constitutes consent on the part of the student and parent(s) to be recorded while using the WHSD transportation system.

### **AUDIO RECORDING NOTICE**

Audio recording devices may be used in classrooms to accommodate the learning needs of certain students. This notice serves to eliminate any possible expectation of privacy in classroom conversations.

### **MEDIA**

Throughout the year the local newspapers, TV stations and the WHSD website will publish stories and photographs of events held throughout the Wayne Highlands School District. If for any reason you wish that your child not be included in any of the media coverage, you are asked to submit your request in writing to the school during the first week of each school year with the other forms referenced in this handbook.

### **PSSA/KEYSTONE TESTING - State Assessment Administration Possession and/or Use of Electronic Devices-PDE's Policy**

All cell phones, smart phones, and other prohibited electronic devices are to be collected as students enter the testing site. Cell phones are not allowed during the test administration.

- The consequence for using and/or having a cell phone or other electronic device during the test administration will result in the application of a "Do Not Score" label on the student's test booklet or appropriate notification to not score on the online version, and the student will not receive a score.
- If the student uses a cell phone or electronic device in any manner during the administration of the test, it will be confiscated until such time that the parent or guardian can come to the school, and in the presence of the parent or guardian, the cell phone or device will be viewed to ensure that no information or material regarding the assessment is present.
- Violation of the no cell phone or electronic device rule will result in discipline and that discipline will vary depending on whether test material has been compromised.
- Any items on an assessment that have been compromised, and can no longer be used will have to be replaced, and the parents/guardians and student may be responsible for the cost of the replacement.

- The integrity of the test cannot be compromised in any way.

## PENNSYLVANIA WRITING ASSESSMENT DOMAIN SCORING GUIDE

	FOCUS	CONTENT	ORGANIZATION	STYLE	CONVENTIONS
	<i>The single controlling point made with an awareness of task (mode) about a specific topic.</i>	<i>The presence of ideas developed through facts, examples, anecdotes, details, opinions, statistics, reasons and/or explanations.</i>	<i>The order developed and sustained within and across paragraphs using transitional devices including introduction and conclusion.</i>	<i>The choice, use and arrangement of words and sentence structures that create tone and voice.</i>	<i>The use of grammar, mechanics, spelling, usage and sentence formation.</i>
4	Sharp, distinct controlling point made about a single topic with evident awareness of task (mode)	Substantial, specific and/or illustrative content demonstrating strong development and sophisticated ideas	Sophisticated arrangement of content with evident and/or subtle transitions	Precise, illustrative use of a variety of words and sentence structures that create consistent writer's voice and tone appropriate to audience	Evident control of grammar, mechanics, spelling, usage and sentence formation
3	Apparent point made about a single topic with sufficient awareness of task (mode)	Sufficiently developed content with adequate elaboration or explanation	Functional arrangement of content that sustains a logical order with some evidence of transitions	Generic use of a variety of words and sentence structures that may or may not create writer's voice and tone appropriate to audience	Sufficient control of grammar, mechanics, spelling, usage and sentence formation
2	No apparent point but evidence of a specific topic	Limited content with inadequate elaboration or explanation	Confused or inconsistent arrangement of content with or without attempts at transition	Limited word choice and control of sentence structures that inhibit voice and tone	Limited control of grammar, mechanics, spelling, usage and sentence formation
1	Minimal evidence of a topic	Superficial and/or minimal content	Minimal control of content arrangement	Minimal variety in word choice and minimal control of sentence structures	Minimal control of grammar, mechanics, spelling, usage and sentence formation

	NON-SCORABLE	OFF-PROMPT
0	<ul style="list-style-type: none"> <li>• Is illegible; i.e., includes so many indecipherable words that no sense can be made of the response</li> <li>• Is incoherent; i.e., words are legible but syntax is so garbled that response makes no sense</li> <li>• Is insufficient; i.e., does not include enough to assess domains adequately</li> <li>• Is a blank paper</li> </ul>	<ul style="list-style-type: none"> <li>• Is readable but did not respond to prompt</li> </ul>

### PENNSYLVANIA CALCULATOR POLICY (Pennsylvania Department of Education)

If a student chooses to use a calculator (other than the online options) on the Keystone Exams or PSSA in sections where the calculator is permitted, the student must adhere to the guidelines listed below. It is incumbent upon the School Assessment Coordinator to ensure that all calculator policies are implemented and followed, including making sure calculators have no programs stored in their memory other than those that are factory installed. Please note that if a student wants to restore the deleted programs, the student

will need to back up these programs prior to the assessment. In addition, the memory must be cleared on the calculator following each test session of the assessment.

The following are **not** permitted for the PSSA or Keystone Exams:

- Non-calculators such as cell phones, smart phones, PDAs, laptops, tablets, pocket organizers, etc.
- Calculators with infrared, Wi-Fi, Bluetooth, or other beaming or wireless capabilities, unless the beaming or wireless capabilities are disabled
- Calculators with QWERTY keyboards, typewriter-like keyboards, or keypads (e.g., Dvorak)
- Calculators with built-in Computer Algebra Systems (CAS)
- Calculators that make noise, have paper tape, need to be plugged in, or talk; these specific calculators can only be used as a required accommodation as stated in the *Accommodations Guidelines*.
- Calculators shared by students during a test session
- Any and all non-factory programs or information stored in the calculator

This calculator policy is intended to be a general description of what is not allowed. It is not meant to be an exhaustive list of specific calculators, devices, or technologies that cannot be used on the PSSA or Keystone Exams. Please note that as technology changes, this policy may also change.

#### CODE OF CONDUCT FOR TEST TAKERS DO....

- Get a good night's sleep.
- Eat a good breakfast.
- Listen to, read, and follow all directions given.
- Ask questions if you do not understand the directions.
- Read each question carefully, especially multiple-choice items that ask for the "best answer." Also, be sure to read any open-ended items and writing prompts carefully before responding.
- Be careful when marking your answers so that you do not skip spaces or fill in the wrong sections.
- Make sure to completely fill in the bubble for the answer you select and erase completely any answers you change.
- Keep your eyes on your own test.
- Try to answer each test item.

- Check that you have completed all the test items in the test section before closing your test booklet or submitting your final responses online. • Report any suspected cheating to your teacher or principal.

DO NOT...

- Bring notes with you to the test.
- Bring any electronic devices (e.g., cell phones, smart phones, etc.) other than an approved calculator, if applicable to the test.
- Share a calculator with others.
- Use the bubbles in the answer booklet to either eliminate possible incorrect answers or possible correct answers. Mark only the bubble for the one correct answer you have chosen.
- Talk with others about questions on the test during or after the test.
- Take notes about the test to share with others.
- Leave an online test session until the session is complete or until instructed to do so.

OPT OUT – CURRICULUM / ASSESSMENT

Upon request of the parents/guardians, an opt out option may be considered. Parents have the right to review curriculum and assessments. After review, Policy 105.2 – Exempt from Instruction may be implemented.

**INTEGRATED PEST MANAGEMENT**

Dear Parent(s) or Guardian(s):

The Wayne Highlands School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff, and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the

appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. (Applications will be made only after normal school hours.) Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the District in writing. Please include your email address if you would like to be notified electronically. If a chemical application must be made to control an emergency pest problem (ex. stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-contained baits placed in areas not accessible to students; and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the District will prepare a new notification registry.

If you have any questions, please contact Kevin Lowe, IPM Coordinator at 570-253-3460.

Sincerely,

Gregory J. Frigoletto

Wayne Highlands School District Superintendent