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WESTERN WAYNE HIGH SCHOOL PARENT-STUDENT HANDBOOK

2008-2009

FOREWORD

**The Western Wayne School District will work for excellence ...
For everyone...in all things...always.**

Our goal—to work for excellence...for everyone...in all things...always—is certainly an idealistic one. But that’s what goals are supposed to be. We set a high standard for ourselves and similarly, we encourage the students to set high goals for themselves and to develop their potential to their fullest.

We need you, their parents, to be involved in your child’s education because involved parents increase student achievement and self-esteem. When parents and families are personally involved in education and promote participation in extra-curricular activities, their children perform better in school and grow up to be more successful in life.

Parental involvement is one of the most overlooked aspects of American education today. Research shows that when families are involved in their children’s education, their children:

- Earn better grades and test scores
- Graduate from high school at higher rates
- Are more likely to go on to higher education
- Are better behaved and have more positive attitudes

Family involvement is also one of the best investments a family can make. Students who graduate from high school earn, on average, \$200,000 more in their lifetimes than students who drop out. College graduates make almost \$1 million more!

How can you be involved?

- discuss your child’s progress with teachers
- actively organize and monitor your child’s time; (set limits on TV and computer use time)
- help with—or at least ask about—homework
- discuss school matters every day; (“how was school today?”)
- keep informed about what’s going on by checking our website regularly: www.westernwayne.org
- check your child’s academic progress and attendance through the SchoolBook program available through our website

Some parents and families are able to be involved in their child's education in many ways. Others may only have time for one or two activities. Whatever your level of involvement, do it consistently because you will make an important difference in your child's life.

Together, we will all work for excellence...for everyone...in all things...always.

Notice of Non-Discrimination

Western Wayne School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, or disability in its activities, programs, or employment practices as required by Title VI, Title VII, Title IX, and Section 504.

Andrew Falonk
Western Wayne School District Administrative Office
570-937-4270

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) affords parents certain rights with respect to their children's records. They are:

- ✓ The right to inspect and review the student's education records.
- ✓ The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- ✓ The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.
- ✓ The right to file with the U.S. Department of Education a complaint concerning alleged failures by Western Wayne School District to comply with the requirements of FERPA.
- ✓ The right to obtain a copy of the Western Wayne School District's student records policy. You can obtain a copy of the policy from the Principal's office in each school within the District.
- ✓ Opt-out statement on page 51.

CODE OF CONDUCT

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 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 all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - (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 with the above stated student responsibilities will be subject to disciplinary action by the District, which may include expulsion.

ATTENDANCE

ABSENCES

Students who do not have an absence or tardy excused by the Principal or Assistant Principal may not participate in or attend any school-related activities on the day(s) in question. It shall be the responsibility of teachers, advisors, coaches, chaperones, and all other appropriate staff members to enforce this policy.

CREDIT ATTAINMENT

Philosophy and Goals

The Western Wayne High School attendance policy emphasizes the importance that this district places on regular daily attendance. The entire educational process requires a continuity of instruction, classroom participation, and learning experiences in order to provide maximum educational benefits for each student.

The PA School Code requires student attendance from the time the child's parents elect to have the child enter school, which shall not be later than seven (7) years of age up until age seventeen (17). The district accepts the responsibility for enforcing the school code and encouraging student attendance. Therefore, the district has developed procedures to encourage regular attendance and to prosecute violations to the compulsory attendance laws.

Frequent absence of students from school disrupts the instructional process. The benefits of regular classroom instruction are lost and cannot be regained. Passing test grades alone do not insure that a student has mastered a particular course. Class lectures, discussions, projects, coursework, and participation are factors that determine satisfactory course completion, credit attainment, and grade promotion.

Attendance Regulations

The following attendance regulations will be in effect for credit attainment:

1. Any student under 17 years of age who accumulates 20 days of applied absence in a particular course during a school year will be required to continue attending that particular course, but will not receive graduation credit for that course.
2. Any student age 17-20 who accumulates 20 days of applied absence in a particular course during a school year will not receive graduation credit for that course. When a student is absent for 10 consecutive school days, the student must be removed from the active attendance roll unless there is evidence that absence is legal.
3. Any student arriving after 11:15 A.M. or leaving before 12:30 P.M., with an acceptable excuse, will be marked one-half day absent in his or her record.
4. Appeals regarding such circumstances as extended illnesses, accidents, or family emergencies will be handled on an individual basis by a committee composed of the Faculty and Administration.
5. Students losing credit due to poor attendance will not be eligible to make up those credits by taking courses in summer school.

The 20-day limit for credit attainment does not include the following absences:

1. Religious holidays observed by bona fide religious groups when requested in writing by the parents or guardians. The name and date of the holiday must be included.
2. Religious instruction for a maximum of 36 hours per year when requested in writing by the parents or guardians.
3. When approved by the Administration, students may be granted time for medical, dental, or other health care appointments requested in writing by the parents or guardians and verified by the practitioner. For this section, such excuses shall be granted when:
 - ✓ The health or therapeutic services are to be rendered by licensed practitioners.
 - ✓ It is not possible for the student to receive the services outside of school hours.
 - ✓ The time of necessary absence from school involves a minimum of interference with the student's regular program of studies.
4. Serious illness or recovery from an accident as documented by a licensed practitioner.
5. Quarantine of the home.

6. Death in the family, limited to three (3) days (exceptions may be granted by the Principal).
7. Court appointments.
8. Impassable roads.
9. Co-curricular and/or extra-curricular activities with teacher approval.
10. Other reasons for absence will be reviewed by a committee composed of members of the Faculty and Administration.

It is the responsibility of parents and students to turn in appropriate documentation for all absences within three (3) days of their return to school. These excuses will be reviewed by the principal/designee. Failure to do so will result in these absences being counted toward the 20-day absence limit.

Any absence not properly documented within three days will result in an unlawful/illegal absence. Three unlawful/illegal absences will result in a warning. The fourth unlawful/illegal absence, and any thereafter, are subject to a fine.

Notification Process for Excessive Absence

Ten (10) days of applied absence will result in written notification to the parent/guardian and student.

Fifteen (15) days of applied absence will result in a second written notification and a formal conference with the student will be scheduled. The purpose of the conference is to discuss the consequences of continued absence.

Twenty (20) days of applied absence will result in the written notification that credit will not be granted. Appeals will be handled on an individual basis by a committee composed of members of the Faculty and Administration.

EDUCATIONAL TRIP POLICY

Students may be excused from school to participate in non-district sponsored educational trips. To be eligible under this policy, the student's parent/guardian must forward a written request to the Principal prior to the trip. An "Educational Trip" form must also be completed and signed by each of the student's teachers. When appropriate, the Principal may give permission for such trips. Approval will be based on student achievement, attendance, and teacher recommendations. If the student's achievement, attendance, and/or

behavioral records are negative, the educational trip will not be approved by the Principal and notification will be made to parents. Failure to obtain pre-approval for an educational trip will result in absence for the trip being declared unexcused and where appropriate unlawful. No student may spend more than ten (10) school days on approved educational trips in any given school year, and these days will be counted toward the 20-day absence limit for credit attainment. Students are expected to make up all schoolwork missed while absent due to such trip.

ELIGIBILITY FOR ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Students must be in school by 8:10 A.M. (10:10 on 2-hour delays) to be eligible to participate in athletics and/or extra-curricular activities for that day. A doctor's note will be accepted for eligibility to participate for tardy students.

Students absent five or more days will be declared ineligible to participate in athletics and/or extra-curricular activities until the end of the 1st marking period. Students absent ten or more days will be ineligible to participate until the end of the 2nd marking period. Students absent 15 or more days will be ineligible to participate for the remainder of the school year.

EXCUSED EARLY

Students who wish to be excused early during the school day must submit a note to their first period teacher during first period. This note must contain the following: Signature of parent/guardian, the reason for the request to be excused early, the date and time he/she wishes to be excused. Granting such a request is at the discretion of the Principal or Assistant Principal.

Students who have an appointment with a doctor or dentist during school hours are required to submit to the office for approval a written excuse from home or a doctor/dental appointment card. It will be the prerogative of the Principal and/or Assistant Principal to verify a medical appointment if there is doubt about the validity of the appointment.

Students who leave without permission will be subject to the provisions of the Discipline Policy (Class Cutting, Insubordination, etc.)

According to the school code, early excusal can be granted only when a minimal disruption to the instructional program occurs. Therefore, excessive requests for early dismissals will be denied.

SKIP DAYS

There shall be NO authorized skip days for any class. Skip days will be handled as any other trancies. In addition, classes or grades of students participating in a skip day will jeopardize their privilege of school-sponsored activities.

TARDIES

It is important that students be on time for the school day. If students are late for school or class more than twice they will receive detentions and suspensions as follows:

Late to School and Class

- 1st Tardy - Warning
- 2nd Tardy - Warning
- 3rd Tardy – Morning or After School Detention
- 4th Tardy – Saturday Detention
- 5th Tardy – Conference Suspension
- 6th Tardy – 3 days OSS

The above list of penalties will apply to each marking period. They are not cumulative for the semester or year. However, additional disciplinary action will be imposed at the discretion of the Principal or Assistant Principal if the student's tardiness is re-occurring or excessive.

The only excused tardies to school will be those whereby students present a statement from a doctor, dentist, etc. that they had an appointment that morning or the situation is determined to be an emergency by the Principal or Assistant Principal. (Note that car trouble, oversleeping, missing the bus, etc., are not emergencies).

TRUANCY

Illegal-unexcused absences from school or class will result in lost work and no opportunity to make up the missed work. In addition, the lost work will result in grade reduction for lack of participation. Each day of truancy will be dealt with as per Pennsylvania School Code requirements. (See "Class Cutting", pg. 26)

ACADEMICS / STUDENT SERVICES

ASSEMBLIES

Educational assemblies are provided for students. A quiet and dignified atmosphere should prevail during an assembly. Courtesy must always be shown to the speaker or speakers, with appreciation being displayed by applause, not noisemaking. Always remember that student conduct leaves a lasting impression on our guests.

BELL SCHEDULE

Regular Bell Schedule

8:00	Building opens for students	
8:05	Warning Bell	
8:10-8:57	Period 1	
9:01-9:43	Period 2	
9:47-10:29	Period 3	
10:33-11:15	Period 4	
11:19-11:49	Lunch 1	
	11:53-12:35	Class 5B
	12:39-1:21	Class 6B
12:05-12:35	Lunch 2	
	11:19-12:01	Class 5A
	12:39-1:21	Class 6B
12:51-1:21	Lunch 3	
	11:19-12:01	Class 5A
	12:05-12:47	Class 6A
1:25-2:07	Period 7	
2:11-2:53	Period 8	
2:53	Dismissal	

2-Hour Delay Schedule

10:00	Building opens for students	
10:05	Warning Bell	
10:10-10:41	Period 1	
10:45-11:11	Period 2	
11:15-11:41	Period 3	
11:45-12:15	Lunch 1	
	12:19-12:49	Class 5B
	12:53-1:23	Class 6B
12:19-12:49	Lunch 2	
	11:45-12:15	Class 5A
	12:53-1:23	Class 6B
12:53-1:23	Lunch 3	
	11:45-12:15	Class 5A
	12:19-12:49	Class 6A
1:27-1:53	Period 4	
1:57-2:23	Period 7	
2:27-2:53	Period 8	

CAFETERIA

Our school operates on a closed lunch program. Students may not leave the building during their lunch period. Students will be notified which lunch period they are scheduled to eat.

Students may purchase breakfast or lunch in school. Lunch may be brought from home.

Students are expected to be responsible for their own area, and to clean up in an orderly fashion at the end of the period.

Students are not allowed to order or go out for food from a restaurant.

Students are not permitted to purchase food or enter the cafeteria at any time except for the student's assigned lunch period.

COURSE CHANGES

Course selections should be firm decisions which are thoughtfully made by students after careful consultation with parents, teachers, and counselors. Prior successes, failures, special individual interests, aptitudes, and future plans should be taken into consideration when a student plans a career path. Since course changes cause scheduling and staffing difficulties, they will be allowed only during the add/drop time frame (first 2 weeks of school) or when they meet the following criteria:

1. A change in a student's educational or career plan requires a change of electives for admission to a particular program.
2. A student is in need of meeting credit requirements for graduation.
3. Changes are in order as a result of courses taken during the summer.
4. The Administration, in consultation with parents, the teacher and /or counselor determines that the student is placed in an inappropriate class.

DELAYED START OR CANCELLATION OF SCHOOL SESSIONS

School may be delayed or canceled due to inclement weather or other emergency conditions. Appropriate announcement will be made via an automated call; over the radio stations: WARM, WEJL, WSCR, WGBI, WKRZ; and TV stations: WNEP-TV (16), WYOU-TV (22), and WBRE-TV (28). Also, you may confirm the delay or closing of school by calling the school at 570-937-4112, extension 1 for daily announcements.

FIELD TRIPS

To enhance their educational program, students may have the opportunity to go on school-sponsored field trips. Students who display good behavior, who have good attendance, and who are making positive academic progress will be allowed to attend field trips.

Students absent five or more days will be restricted from field trips until the end of the first marking period. Students absent ten or more days will be restricted from field trips until the end of the 2nd marking

period. Students absent fifteen or more days will be restricted from field trips for the remainder of the school year.

Students failing two or more subjects or displaying inappropriate behaviors in school will be restricted from attending field trips.

GRADE MARKING SYSTEM

High school report cards are sent home for parent review every nine (9) weeks.

90 - 100 = A	S = Satisfactory
80 - 89 = B	U = Unsatisfactory
75 - 79 = C	I = Incomplete
70 - 74 = D	M = Medical
69 and below = F	W = Withdrew

I = Indicates incomplete work that must be completed and turned in within the first week of the new marking period. Incomplete work not turned in within one week after the end of the marking period will be averaged into the course grading structure as a zero. **EXCEPTION:** All final marking period work and exams must be complete one week after school is over. Failure to do so will result in overall failure for that particular course.

NOTES:

Final exam grade - to be figured as 1/5 of the final yearly grade.
Final exam dates and schedules are given near the end of the school term.

WEIGHTED GRADING

The Western Wayne High School encourages students to take the most challenging courses that the curriculum has to offer. A weighted curve of 5% and 3% on the following courses will be implemented.

Art Department

- ✓ **Advanced Studio Art (course #963)

English Department

- ✓ *AP English Language and Composition (course #156)
- ✓ *AP English Literature and Composition (course #165)

Mathematics Department

- ✓ **Statistics (course #453)
- ✓ **Trigonometry and Advanced Algebra (course #461)
- ✓ **Pre-Calculus 11 (course #450)
- ✓ **Calculus (course #460)
- ✓ *AP Calculus (course #465)

Science Department

- ✓ *Physics w/Lab (course 561)
- ✓ *AP Biology/Lab (course 563)
- ✓ *AP Chemistry w/Lab (course 565)

Social Studies Department

- ✓ *AP Government and Politics (course #265)

* = 5% Weight

** = 3% Weight

NOTE* The grade that is represented on the student's report card DOES NOT INCLUDE the attached weight of 5% or 3%. The computer program that runs our grading system will automatically add the 5% or 3% and calculate the WEIGHTED GRADE into the student's cumulative grade point average.

EXAMPLE: A student who earns a "97%" in AP Government would have an additional 4.85 (which is 5% of the grade) added to his/her quarter average. Therefore, a grade of 101.85% would be calculated into the cumulative grade point average.

GRADUATION REQUIREMENTS

All students MUST select a program of study each year and schedule all the prescribed courses within the program.

Students are required to enroll in at least 7 credits each year.

Students are required to pass 22.5 credits in order to graduate. The following courses are required:

English	4 credits including American Literature
Science	3 credits (one of which must be Biology)
Math	3 credits
Social Studies	4 credits
Physical Education	4 years
Health	½ credit
*Keyboarding	½ credit (minimum)
*Consumer Skills	¼ credit
*Driver Education	¼ credit
Senior Project	Must give successful presentation

*Students must take this course.

Students will only be eligible for senior privileges during their fourth year of high school. Senior privileges include, but are not limited to:

- Senior class trip
- Class day
- Homecoming Court
- Prom Court

GUIDANCE

The purpose of the guidance program is to help individual students throughout the school year. Since the school is preparing students to take their place in the world of work, or continued education, one major function is to assist students in selecting the courses which are best suited to their needs, abilities and interests. A computer based Guidance Information Service is also available in our Career Guidance Center. In addition, information regarding various occupations, the armed services, and part-time and summer jobs is also available in the guidance office.

Students who need to see their guidance counselor should see the guidance secretary in the office to make an appointment before or after homeroom. This should not be done during class time unless it is an extreme emergency. Appointments should be arranged during study periods whenever possible.

Pertinent guidance information is posted in the 300 hallway outside the guidance office and on the School District web site at www.westernwayne.org (click on high school and then guidance). Careerline, a guidance newsletter, is sent home monthly from September to May. Students can pick up the publication *Scholarships and Opportunities* outside of the guidance office. This publication is updated twice a month.

HONOR ROLL

Students will be named on the Honor Roll if they have an average of 85% or better during the preceding quarter. A student whose average is 85% to 89% attains Second Honors. A student with an average of 90% or higher achieves First Honors. The two students in each grade with the highest scholastic average are named to the Principal's List for that quarter. Students with a grade of 79 or lower in any subject during a given marking period will be ineligible for Honor Roll or Principal's List status for that marking period. Students wishing to be eligible for the Honor Roll must have "I"s made up no later than one week after the close of the marking period. SEE ALSO: "COURSE CHANGES."

LIBRARY

The library should play an important role in school life. It is a source of information necessary for reports, research and class projects, as well as books and periodicals for enjoyment. Students should acquire the habit of using the library regularly and develop skills in the correct use of its facilities.

Library regulations are designed to enable the library to function effectively and provide the best possible service for the greatest number of people. A strict enforcement of rules will enable more students to use the library effectively.

LOCKERS

In the beginning of the year, students are assigned lockers. They must use the locker assigned to them and keep their belongings in the book and coat compartments. The school assumes NO responsibility

for any items lost or stolen. All lockers should be kept locked and clean at all times. Lockers will be inspected throughout the year. **IT IS RECOMMENDED THAT VALUABLES NEVER BE LEFT IN THE LOCKERS, BUT SHOULD BE PLACED IN THE OFFICE SAFE IF THEY HAVE TO BE BROUGHT TO SCHOOL.** These lockers are designed to serve the needs of many students for years to come. Demonstrate good school citizenship in the care of lockers and consideration for the rights of others.

It is advised that students carry enough books and materials to get them through several class periods-thus eliminating the need to return to lockers between each class. If there is a problem opening or closing a locker, report it to the office immediately.

No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with district policy.

UNDER NO CIRCUMSTANCES ARE STUDENTS TO SHARE OR CHANGE LOCKERS WITHOUT AUTHORIZATION FROM THE OFFICE.

LOST AND FOUND

Lost and Found items are kept next to the custodian's office. Any loss of valuable or personal property should be immediately reported to the office. Similarly, any item found should be turned in to the office immediately. **IT IS BEST TO KEEP YOUR VALUABLES AT HOME.**

MARKING PERIODS, TENTATIVE

End of First Marking Period – October 30, 2008
End of Second Marking Period – January 21, 2009
End of Third Marking Period – March 26, 2009
End of Fourth Marking Period – June 2, 2009

SCHOOLBOOK

Through the use of the SchoolBook software to Western Wayne High School, parents and guardians have the ability to more effectively communicate with teachers and view their child's grades via the Internet. SchoolBook can be accessed on the School District's website at www.westernwayne.org. Since parents have access to their child's grades, progress reports will not be mailed home. However, if a parent does not have a computer or Internet access, they may contact the high school office to make arrangements to receive a printed progress report.

SCHOOL NURSE POLICY

Students who need to see the nurse should follow the procedure outlined below:

1. Get a pass from their teacher.
2. Report directly to the Nurse's Suite. Under no circumstances should an ill student remain in a lavatory for an extended period of time.
3. The nurse will determine whether a student can return to class or be sent home. In cases when students are sent home, every effort will be made to notify a parent or contact person on the student's emergency card.

Dispensing Medication

Under State Law no form of medication may be dispensed by the school unless authorization is given by the student's physician.

Parents are encouraged to contact the school nurse and inform her of any unusual ailments affecting the welfare of their child.

STUDENT ASSISTANCE PROGRAM

The Program

Western Wayne High School's Student Assistance Program is named IMPACT (Intervention Methods Plus A Concerned Team). The program started during the 1990 school year to provide a means of identifying and helping students who have serious problems which

interfere with their success at school. IMPACT has targeted the following crisis areas:

- ✓ Drug and Alcohol Abuse
- ✓ Pregnancy
- ✓ Child Abuse
- ✓ Suicide and Depression
- ✓ Legal Issues

The Referral Process

- ✓ **Parent/Guardian Referral:** A parent or guardian may refer his/her child to the IMPACT team by completing a confidential referral form (available in the guidance office).
- ✓ **Teacher & High School Staff Referral:** Teachers and high school staff may refer students to an IMPACT team member or obtain and complete a confidential referral form (available in the guidance office) to ask for help through the IMPACT program.
- ✓ **Self-Referral:** Students may approach teachers, administrators, and staff when seeking referral to IMPACT.
- ✓ **Peer Referral:** Peers or friends may approach a staff member or obtain and complete a confidential referral form (available in the guidance office) to express concern for the problems another student is having.

Confidential referral forms may be returned to the guidance office or may be given to an IMPACT team member.

Remember:

Adolescence is a stage of development which can be extremely baffling to teens, their parents, and those who work with them. Changes – physical, emotional, social, and educational – affect many adolescents producing feelings of anxiety, embarrassment, confusion, and tension. Some young people have a difficult time coping with these feelings. IMPACT has been established to provide the needed support to these students.

STUDY HALLS

Study halls are regularly scheduled periods. The students assigned to study halls have a responsibility to provide themselves with something to do that will keep them occupied during the entire

period. Absence from a study hall is treated the same as a class cut. If a student wishes to leave the study hall to go to the library, the student should get a pass from the study hall teacher. If a student is needed in another teacher's classroom, the student is responsible for obtaining a pre-signed pass from that teacher and permission from the study hall teacher.

STUDENT WELLNESS

Our district promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment.

Western Wayne "Wild About Wellness"

In 2004, the Child Nutrition and WIC Reauthorization Act, P.L. 108-265 was signed into law. P.L. 108-265 includes a mandate for all public school sponsors of the National School Lunch Program (NSLP) to have wellness policies in place by July 1, 2006. These policies must include:

1. nutrition guidelines for all foods available on every school campus during the school day;
2. goals for nutrition education;
3. goals for physical activity; and
4. goals to promote student wellness in other school based activities.

In response to this mandate, the Western Wayne School District has developed the district's wellness policy. The wellness council includes members from the school board, administration, school nurses, health and physical education teachers, parents, community members, students and the director of food services. Once the wellness policy is adopted by the school board, building level sub committees will continue to meet to identify the goals for the items previously identified.

Much of the district's focus is on improving the nutrition and physical activity of our students and staff, since these are issues of major concern for the health of our school community. Pennsylvania's childhood obesity rates are even higher than the national averages and the district wants to work to help address the

problem. Local concerns have been identified, priorities established, and the district will strive to promote health in our schools.

Western Wayne is committed to cultivating a healthy school environment for good nutrition and physical activity.

Classroom parties

The building principals must approve all classroom parties and the classroom teacher should make every effort to ensure the menu items comply with the district's nutritional standards.

Food from home

Food sent into school for classroom parties and celebrations should meet the district's nutritional standards or be chosen from the approved list of snack foods.

Fundraising

All fundraisers must be approved by the building principals. No food sales should occur during school hours and all sales after school are encouraged to follow district nutrition standards as noted in the wellness policy.

SUMMER SCHOOL

Western Wayne High School offers a tuition based summer school program for students who have failed courses during the regular school year. Details are available in the Guidance Office.

In order for students to participate in Western Wayne's summer school program, they must have achieved a cumulative average of 55

– 69 in the failed course during the preceding school year. Also, any student who loses credit for a course due to excessive class cuts or excessive absence may not take the course in summer school.

Seniors who have failed classes which prevent them from graduating on time will have their cases reviewed by the school Administration and guidance to determine if they are eligible for summer school.

TELEPHONES

STUDENTS MAY NOT USE THE OFFICE PHONE UNLESS THERE IS AN EMERGENCY. NO PERSONAL MESSAGES WILL BE DELIVERED UNLESS IT IS AN EMERGENCY.

TUTORING

Tutoring in English, math, science, languages, as well as PSSA and SAT prep, is available to all students. Times and dates are posted in the guidance office.

WORKING PAPERS

Students who desire working papers may obtain them through the Main Office.

PREVENTION 211 COMMITTEE

The *Prevention 211 Committee* includes...

- ✓ Developing and offering of programs relating to alcohol, chemical and tobacco abuse for PARENTS of students.
- ✓ Providing detailed information regarding available help and assistance for students and their FAMILIES.
- ✓ Developing a working relationship with the LEGAL and JUSTICE community.
- ✓ Establishing a COMMUNITY-WIDE effort to achieve a drug-free population (i.e., businesses, churches, youth services, etc.)
- ✓ Operating student assistance programs to identify students at risk and referring them to appropriate support systems.

The *Prevention 211 Committee* meets several times each year to analyze the school and community needs, resources, and capabilities. The Committee's agenda includes making sure the district complies with federal legislation regarding drug/alcohol/tobacco/violence prevention and to play an active role in uniting the school and community in these efforts.

DISCIPLINE

The District's rules concerning student behavior and conduct apply whenever a student is in school, on School District owned or leased property or vehicles, at any school-sponsored activities, and/or utilizing District owned or maintained computer system websites, platforms or portals.

ACTS OF VIOLENCE

Acts of violence include, but are not limited to the following: physical confrontation and attacks, fighting, threatening behavior and communication, harassment and bullying (including cyberbullying), or any other activity determined to be threatening.

Students who engage in an act of violence, may, in addition to possible suspension, expulsion, and loss of privileges, be charged under the penal laws of Pennsylvania.

Students must make every effort to avoid fighting. When confronted and challenged, students should seek help from the nearest adult. If attacked, students have the right to self-defense through avoiding, blocking, or restraining the aggressor with reasonable physical force.

Students actively engaged in fighting or who attempt to inflict bodily injury will be disciplined and charged appropriately regardless of who started the fight. When it is determined that two or more students were engaged in a physical altercation or fight, all students involved will be disciplined and citations may be issued.

CHEATING/PLAGIARISM

Any student guilty of cheating and/or plagiarism, as well as any student aiding or assisting, will receive a zero for the test and/or assigned work. In addition, disciplinary action may be taken depending on the circumstances. A student's involvement in extra-curricular activities may also be jeopardized by cheating / plagiarism in school.

CLASS CUTTING

Skipping class is treated as unexcused absence from class, as is any absence without the permission of the classroom teacher. If students are asked to attend a meeting, scheduled for a field trip or have a guidance appointment, they must get permission from their teacher in writing. A grade of zero will be recorded for any class missed and the following process begins.

First cut of any class – Detention
Subsequent cutting of any class will result in conference suspension
If a student cuts a single class 3 times, no credit will be granted for the course and the student will be suspended out-of-school for a period of 3 days.
Excessive class cutting will result in out-of-school suspension. Once class begins, students found outside their assigned room without a properly issued hall pass may be subject to the class cutting policy.

Students may appeal loss of credit to a review committee near the end of the school year. Evidence must indicate that the student has made sufficient effort to rectify the inappropriate behaviors/conduct.

CUTTING SCHOOL

Any student who cuts school will receive zeros for the classes missed and will receive a conference suspension. In addition, the day cut will be considered as an unexcused absence and will count toward the 20-day attendance policy.

A second and any additional cutting of school will result in out-of-school suspension.

CYBERBULLYING

“Cyberbullying” is prohibited. Cyberbullying occurs when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies or mobile phones.

When these actions are committed by a student and directed at an adult, it is harassment.

Students found guilty of cyberbullying or cyber harassment will be subject to discipline as outlined in the Acts of Violence or Harassment sections.

DISCIPLINARY PROCEDURES

Students referred for disciplinary infractions will have the opportunity to discuss the infraction with an administrator. If deemed necessary, consequences for the student’s actions will follow.

Consequences may be, but are not limited to, the following:

- Warnings
- Parent conferences
- Restricted movement
- Detention
- Loss of privileges
- Conference suspension
- Out-of-school suspension
- Expulsion

Restricted Movement

Students who are chronically late, who cut classes, or are in unauthorized areas of the building may be placed on restricted movement.

Students whose names appear on this list are restricted to their classrooms and are not permitted to leave with a pass except in cases of extreme emergency. In such an instance, the office is to be immediately informed. Attendance and promptness to class will be closely monitored.

Detention

Detentions will be scheduled as needed, morning detentions from 7:00-8:00 A.M., afternoon detentions from 3:00 – 5:15 P.M., and Saturday detentions from 8:00 – 11:00 A.M. Employment and other activities are not an acceptable excuse to miss detention. If students fail to attend detention without prior approval from the administration, they will receive the following additional consequences:

Missed morning/after school detention: Saturday detention

Missed Saturday detention: 1 day of out-of-school suspension

Conference Suspension

Any student receiving a conference suspension will be suspended out-of-school for a maximum of 3 school days; however, if a parent comes in for a conference, the suspension will end at the conclusion of the conference.

Out-of-School Suspension (OSS)

Students are responsible for all assignments, labs and/or tests missed. It is the parent’s responsibility to request the assignments from the Assistant Principal’s secretary and to make arrangements to pick up the work.

Administrative and Board Hearings

Chronic or serious disciplinary violations may result in an administrative hearing or a formal board hearing leading to possible expulsion.

DISRESPECT TO FACULTY/ STAFF

Defiance or insubordination to a directive:

1st Offense	Depending on the nature of the incident, the student(s) may receive a warning, a detention, conference suspension, or out-of-school suspension
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2nd Offense	Saturday detention, conference suspension or OSS and/or a formal board hearing, depending on the nature of the incident.
3rd Offense	Conference suspension, OSS, and/or Board Hearing
Subsequent Offense	OSS and/or Board Hearing

Verbal abuse directed at a staff member:

- First Offense:** Three-day suspension
Second Offense: Ten-day suspension
Third Offense: Ten-day suspension and a School Board hearing

Physical abuse directed at staff member:

- First Offense:** Suspension from school and alternative educational placement and/or School Board hearing.

Any behavior, verbal or physical, deemed sufficiently disruptive by the Administration will result in charges being filed against the individual(s) involved.

DISRUPTIVE BEHAVIOR

There are any number of offenses that interrupt the normal flow of the school and/or classroom routine. It is impossible to define every type of misconduct within this area. Common sense will be used in dealing with these situations.

Student discipline may range from a verbal reprimand, detention, suspension, or expulsion. Disruptive behavior also may be reported to the police. Normal classroom discipline should be handled by the classroom teacher.

DRESS CODE

The following items are allowed:

1. Golf style, button down, turtleneck, mock turtleneck shirts with a collar and long or short-sleeves. Shirts that completely cover the torso from the waistline to the collarbone.

2. Jeans or pants (khaki-style or dress) that have a tailored (finished) hem, that are worn at the waistline and that do not expose the undergarments.
3. Shorts, skorts, skirts, or dresses with a tailored (finished) hem no shorter than 1” above the knee and that do not expose undergarments. Should a student choose to wear “leggings” underneath shorts, a skort, a skirt, or a dress, the aforementioned rule still applies.
4. Sweaters or sweatshirts worn over a shirt with a collar.
5. Clothing that is clean and in good repair (without holes, tears, rips) and is made of material that is not sheer or see-through. Clothing that does not expose cleavage, undergarments, or the midriff.
6. Closed-toe shoes (shoes must cover the toes)
7. Natural colored hair.
8. Piercing of the ears.
9. Western Wayne school logo t-shirts worn over a collared shirt. (Western Wayne-related clothing that does not fit the above descriptions must be pre-approved by the Administration before students are allowed to wear it in the classroom.)

Dress code violations will require a change of clothing, removal from class or removal from school. Students may call home for proper clothing.

Violations will result in the following disciplinary action:

1. Conference suspension
2. 3 days OSS
3. 3 to 10 days OSS

DRUGS/ALCOHOL/DRUG PARAPHERNALIA

The Board recognizes that the abuse of drugs and alcohol is a serious problem with legal, physical and societal implications for the whole school community. As an educational institution, the District will strive to prevent abuse of such substances.

For purposes of this policy, “drugs” shall mean (a) all controlled substances prohibited by law; (b) any prescription or patent drug; (c) any steroid or other substance intended to enhance physical or athletic performance, except those for which permission for use in school has been granted pursuant to board policy; (d) any volatile solvents or

inhalants, such as, but not limited to, glue and aerosol products; (e) all “look-alike” drugs; and (f) all alcoholic beverages.

The Board prohibits (a) the use or ingestion, possession, distribution or transmission of drugs; (b) being under the influence of drugs; (c) attempts to use or ingest, possess, distribute or transmit drugs; and/or, (d) assisting, aiding or participating in the use or ingestion, possession, distribution or transmission of any drug during school hours, on School District owned or leased property or vehicles, or at any school-sponsored activities, or during the time spent traveling to and from school and school-sponsored activities.

The Board also prohibits (a) the possession, use, or distribution or transmission, (b) attempts to possess, use, or distribute or transmit, and/or (c) assisting, aiding or participating in the possession, use or distribution or transmission of drug paraphernalia.

Violation of this policy will result in suspension from school and all school activities. A formal board hearing may be held which may result in the student being expelled from the Western Wayne School District.

It should be noted that placement in an alternative educational setting is not the equivalent of expulsion.

Students in violation of this policy will be reported to civil authorities for appropriate legal action.

In each case, questionable substances found in the possession of any student will be forwarded to the State Police for analysis.

The circumstances involved with each drug-related incident will be carefully evaluated to help insure that concern for the health and welfare of the individual, as well as the entire student body, is reflected in the final disposition of each case.

Students seeking self-help and/or students seeking help for a friend will be guaranteed that strict confidentiality will be maintained to the extent permitted/required by law regarding the problem and/or the source of information.

Students are always encouraged to seek advice and assistance from their parents or guardians. However Act 63, Section 12 of the Pennsylvania Drug and Alcohol Control Act of 1972 States:

“Consent of Minor - Notwithstanding any other provisions of law, a minor who suffers from the use of a controlled or harmful substance may give consent to furnishing of medical care or counseling related to diagnosis or treatment. The consent of the parents or legal guardian of the minor shall not be necessary to authorize medical care or counseling related to such diagnosis or treatment. The consent of the minor shall be valid and binding as if the minor had achieved his majority. Such consent shall not be voidable or subject to later disaffirmance because of minority. Any physician or any agency or organization operating a drug abuse program, who provides counseling to a minor who uses any controlled or harmful substance may, but shall not be obligated to inform the parents or legal guardian of any such minor as to the treatment given or needed.”

EXTORTION AND STEALING

Students found guilty of stealing or extorting will be suspended for one to ten days, depending on the circumstances. The Pennsylvania State Police may be contacted.

If the article cannot be recovered, the guilty student will be responsible for restitution.

Habitual or severe offenses will be referred for a formal School Board hearing.

FINANCIAL OBLIGATIONS

Financial obligations of students must be met promptly. Any equipment lost or misused must be paid for by the students who are responsible for it.

All athletic equipment, band uniforms, musical instruments, textbooks, etc. issued to students must be returned immediately upon completion of its intended use.

Diplomas will not be issued to any students who have not paid their fines. Lost or stolen items should be reported immediately; however, the responsibility for all equipment, materials, and supplies ultimately rests with the student to whom it was originally issued.

All financial obligations will be carried over annually and will become a senior obligation. All senior obligations must be met before the student is allowed to participate in graduation.

FOOD AND BEVERAGES

Students are allowed to consume beverages and snacks while in common areas (hallways, cafeteria, etc.) unless otherwise posted. Teacher classroom rules governing the consumption of snacks and beverages must be followed by all students while in that classroom. Students failing to observe teacher classroom rules will be subject to the discipline policy.

HARASSMENT

Harassment in any form is prohibited and will be treated like any other form of student misconduct. Students who feel they have been a victim of harassment should immediately report the alleged harassment to a teacher, nurse, counselor, or administrator. A copy of our District Unlawful Harassment Policy is available in our main office area for students and parents to review.

Violations will result in the following minimum disciplinary action:

- First Offense:** Saturday Detention
- Second Offense:** Conference Suspension
- Third Offense:** 3 to 10 days OSS

All harassment infractions may result in state police involvement.

TOBACCO

Students are subject to the provisions of State Law SB1315 which calls for a summary offense fine plus court costs for violating the tobacco policy. The law defines tobacco as “a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form”.

First Offense	Fine and conference suspension or *tobacco cessation program
Second Offense	Fine and 3 days out-of-school suspension

Third Offense	Fine and 3-10 days out-of- school suspension and possible referral to superintendent and Board for action
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*This option may be used only once in a student’s high school career.

Students should be aware that the mere possession of any tobacco product will result in fines plus court costs.

TARDIES

It is important that students be on time for the school day. If students are late for school or class more than twice they will receive detentions and suspensions as follows:

Late to School and Class

- 1st Tardy - Warning
- 2nd Tardy - Warning
- 3rd Tardy – Morning or After School Detention
- 4th Tardy – Saturday Detention
- 5th Tardy – Conference Suspension
- 6th Tardy – 3 Days OSS

The above list of penalties will apply to each marking period. They are not cumulative for the semester or year. However, additional disciplinary action will be imposed at the discretion of the Principal or Assistant Principal if the student’s tardiness is reoccurring or excessive.

The only excused tardies to school will be those whereby students present a statement from a doctor, dentist, etc. that they had an appointment that morning or the situation is determined to be an emergency by the Principal or Assistant Principal. (Note that car trouble, oversleeping, missing the bus, etc., are not emergencies).

WEAPONS

Possession of a weapon on school property, in school vehicles, and to and from school activities is prohibited. “Weapon” shall include but not be limited to any knife, cutting instrument, cutting tool, firearm,

shotgun, rifle, pistol, BB gun, pellet gun, air gun, stun gun, nunchauka, brass knuckles, etc., and any tool, instrument or implement capable of inflicting serious bodily injury. Students are also subject to the provisions of the Gun Free Schools Act of 1994.

Procedure

- A. Ten (10) day out-of-school suspension.
- B. Notification of civil authorities.
- C. Referral to the Superintendent.
- D. Students will be referred to the Board of Education for an expulsion hearing.

EXTRA-CURRICULAR ACTIVITIES / ATHLETICS

ATHLETICS

- Students must have a sport physical for each sport in which they participate.
- Students failing 2 or more subjects are ineligible and must enter an academic remediation program as follows:
 - a. Students must attend at least one hour of remedial tutoring daily (Monday – Friday) prior to practicing.
 - b. Students will remain on academic probation until eligibility requirements are met.
 - c. Students on academic probation may practice but are not eligible to compete in games, matches, etc.
- Students must be in school by 8:10 A.M. (10:10 A.M. on 2-hour delays) to be eligible to participate on that day. A doctor's note for tardy students will be accepted for eligibility to participate.
- Students suspended out-of-school will be restricted from participating in all athletics and extra-curricular activities during the suspension. They may not participate in practice sessions or be present as a spectator at any school-sponsored function, such as an athletic event.
- Any student who is a persistent disciplinary problem will be made ineligible at the discretion of the Administration. Prior to such restriction, the Administration will discuss the student's behavior with the Coach in an attempt to correct the problem.
- Students will be declared ineligible due to excessive absences. Students absent five or more days will be restricted from field trips until the end of the first marking period. Students absent ten or more days will be restricted from field trips until the end of the 2nd marking period. Students absent fifteen or more days will be restricted from field trips for the remainder of the school year.
- Also see rules for each team activity provided by the Coach.

Varsity Athletics

The varsity sports program is designed to help each participant develop an appreciation for cooperative effort, fair play, good sportsmanship, and the spirit of competitiveness.

Baseball	Football Cheerleading	Track & Field*
Basketball*	Golf*	Volleyball*
Basketball Cheerleading	Soccer*	Wrestling
Cross Country*	Softball	Wrestling Cheerleading
Football	Tennis*	

*(Boys' and Girls')

The school also sponsors a number of junior varsity and junior high teams.

CLUBS/EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities is an important part of the educational experience. Activities contribute toward the development of a well-rounded individual and can be a source of great pleasure. Participation in activities becomes part of a student's permanent record.

Activities and clubs will be determined based on student interests and staff availability. Students not attending school regularly, having academic difficulties or behavior problems may be restricted from participation until released by the building administrator.

The co-curricular and extra-curricular programs sponsored by the school are designed to supplement academics, provide enrichment experiences, entertainment or service to the student body.

Clubs/Activities for the 2008-2009 school year include:

√ Art Honor Society	√ Mix-It-Up Club
√ Band and Band Front	√ National Honor Society
√ CATS Club	√ "Planet Wildcat"
√ Chorus	(School Newspaper)
√ Computer Club	√ Reading Team
√ Debate Team / Mock Trial	√ Scholastic Team
√ Envirothon	√ Science Olympiad
√ Equine Club	√ Stage Crew
√ FBLA (Future Business Leaders of America)	√ Student Council
	√ Take Action for

√ FCCLA (Family, Career & Community Leaders of America)	Tobacco Free Youth
	√ Theater / Musical
	√ Varsity Club
√ Foreign Language Club	√ Ultimate Frisbie Club
√ Hot Rod Club	√ Weight Training
√ Junior Academy of Science	√ Yearbook
√ Literary Magazine	
√ Local History Club	
√ Math Club	

*For listings of sports activities, refer to “Athletics.”

DANCES

Dances, with the exception of the semi-formal and prom, are for WWHS students only.

Rules and regulations governing the school day are enforced at dances.

- ✓ Dances are usually scheduled to begin at 8:00 P.M. and must be over by 10:00 P.M.
- ✓ Students who are assigned to OSS or are absent on the day of a dance are not allowed to attend a dance.
- ✓ If students leave the dance, they will be denied re-entry.
- ✓ The school will not provide supervision beyond 15 minutes past the conclusion of the dance. The building will be secured and students directed to leave the building at that time. Therefore, transportation should be arranged accordingly.
- ✓ Students not picked up in a timely manner will be denied future dance privileges.
- ✓ Students are not to loiter in the parking lot prior to, during or following a dance.

SECURITY

ACCEPTABLE USE OF COMPUTERS AND TECHNOLOGY

Purpose

The Board supports the 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.

Authority

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district will not be responsible for any information received. The district will not be responsible for any information that is lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized or illegal use will result in suspension of those privileges and appropriate disciplinary action.

The Board establishes that the following materials, in addition to those stated in law, are inappropriate for access by students:

- ✓ Sexually-oriented chat rooms, instant messages and email exchanges.
- ✓ Visuals, texts and sounds that are sexually-oriented, obscene, pornographic or extremely violent.

Delegation of Responsibility

The district will make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together and help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and development levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator has the authority to determine what is inappropriate use.

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or District rules. The procedure shall include but not be limited to:

- ✓ Utilizing a technology protection measure that blocks or filters Internet access for students and adults to certain visual depictions that are obscene, child pornography, harmful to students with respect to use by students, or determined inappropriate for use by students by the Board.
- ✓ Monitoring online activities of students.

Guidelines

Network accounts shall be used only by the authorized owner of the account and for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions

1. Illegal activity.
2. Commercial or for-profit purposes
3. Non-school-related work
4. Product advertisement or political activities, to include lobbying
5. Cyberbullying and cyber harassment, to include hate mail, discriminatory remarks, and offensive or inflammatory communications

6. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials
7. Access to obscene or pornographic material or child pornography
8. Access by students to material that is harmful to students or is determined inappropriate for students in accordance with Board policy.
9. Inappropriate language or profanity
10. Transmission of material likely to be offensive or objectionable to recipients
11. Intentionally accessing, obtaining, damaging, or modifying of files, passwords and data belonging to other users
12. Impersonation of another user, anonymity while using, and use of pseudonyms
13. Copying, transmission, or modification of materials in violation of copyright laws
14. Disruption of the work of other users
15. Destruction, modification, abuse or unauthorized access to network hardware, software and files
16. Quoting of personal communications in a public forum without the original author's prior consent
17. Any similar unauthorized, illegal or harmful actions or activity.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

- ✓ Employees and students shall not reveal their passwords to another individual.
- ✓ Users are not to use a computer that has been logged in under another student's or employee's name.
- ✓ Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Consequences for Inappropriate Use

General rules of behavior and discipline, and communications apply when using the Internet, in addition to the stipulations of this policy. Consequences may include loss of access and disciplinary actions such as suspension and expulsion will be imposed for inappropriate use or conduct or violation of this policy.

The network users shall be responsible for damage to equipment and systems resulting from deliberate or willful acts.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any attempt to harm or destroy hardware, software or data of another user, Internet or other networks; this includes but is not limited to uploading, creating or in any way introducing or activating computer viruses.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; vandalism; and theft of services, software or equipment will be reported to the appropriate legal authorities for possible prosecution.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network is subject to fair use guidelines.

Safety

To the extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, instant messaging, email, Internet, etc.

Internet safety measures shall effectively address the following:

- ✓ Control of access by students to inappropriate matter on the Internet and World Wide Web
- ✓ Safety and security of students when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communication
- ✓ Prevention of unauthorized online access by students, including "hacking" and other unlawful activities
- ✓ Unauthorized disclosure, use, or dissemination of personal information regarding students
- ✓ Restriction of students' access to materials harmful to them

BOOKBAGS, BACKPACKS, BRIEFCASES, ATHLETIC BAGS

Book bags, backpacks, briefcases, and athletic bags may be searched and/or confiscated by building administrators if they are deemed to be a danger to the health, welfare, safety and security of students and staff. They must be kept in student lockers at all times. If it is necessary for students to carry a book bag, etc. for a medical reason, they must first get approval from the main office.

ELECTRONIC DEVICES

The use of electronic devices such as radios, cassette players, portable CD players, electronic games, cameras, laser pointers, ipods, mp3 players, personal pagers, beepers, and cell phones is not permitted during the school day. Electronic devices seen in use during the school day will be confiscated and will be released only to parents. Refusal to hand over electronic devices when requested by a staff member will be considered insubordination and will result in suspension.

Unauthorized photographic, audio or video recording is prohibited on school grounds.

**THE SCHOOL STAFF AND ADMINISTRATION ASSUME
NO RESPONSIBILITY FOR DEVICES THAT MAY BE
LOST, STOLEN, DAMAGED.**

FIRE DRILLS

Fire drills are conducted regularly throughout the school year. The fire alarm signal is the continuous ringing of the alarm bells. Fire drill routes are designated by signs posted in rooms.

At the sound of the fire alarm bells and the direction of the teacher, students will leave their classrooms and proceed immediately along the fire drill route. Students should line up far enough away from the building so that fire apparatus may function if necessary.

Pulling a false alarm is illegal. Students pulling false alarms will be reported to legal authorities and disciplinary action will be taken, which may include expulsion.

MONEY

The District assumes no responsibility for any money or valuables that may be lost or stolen while in school, on school property, or on school buses.

Students are also reminded not to leave valuables and/or money in the hallway or gymnasium lockers. Don't be an easy target for theft.

SEARCHES

Students are assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school district. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with district policy.

No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building staff.

Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing contains evidence of a student's violation of the law or school rules, the container may be searched.

STATE POLICE OFFICER IN SCHOOL

The Western Wayne School District works very closely with the Pennsylvania State Police. A Pennsylvania State Police Officer has been placed in the school with the goal of creating and maintaining a safe, secure, and orderly learning environment for students, teachers, and staff. The officer represents much more than a "cop" in the school.

The officer reflects a community's desire to ensure that its schools are safe, secure, and orderly. The officer represents a proactive strategy designed to bring prevention and intervention into the schools.

The following list includes, but is not limited to, criminal charges that may be filed for violation to our discipline code, in addition to school imposed discipline:

- PA/CC §912 Possession of Weapon on School Property
- PA/CC §2701 Simple Assault
- PA/CC §2702 Aggravated Assault
- PA/CC §2705 Reckless Endangering
- PA/CC §2706 Terroristic Threats
- PA/CC §2709 Harassment
- PA/CC §2710 Ethnic Intimidation
- PA/CC §3304 Criminal Mischief
- PA/CC §3307 Institutional Vandalism
- PA/CC §3503 Criminal Trespass
- PA/CC §4905 False Alarms to Agencies of Public Service
- PA/CC §4906 False Reports to Law Enforcement
- PA/CC §5503 Disorderly Conduct
- PA/CC §7611 Unlawful Use of Computer and other
Computer Crimes
- PA/CC §7612 Disruption of Service
- PA/CC §7613 Computer Theft
- PA/CC §7614 Unlawful Duplication
- PA/CC §7615 Computer Trespass
- PA/CC §7616 Distribution of Computer Virus
- PA/CC §7661 Unlawful Transmission of Electronic Mail
- Controlled Substances (Drugs) - Act 64

STAYING IN THE SCHOOL BUILDING AFTER DISMISSAL

1. Loitering or trespassing on school property or in a school building is a violation of PA Crimes Code, Title 18 Section 3503.
2. All students are expected to exit the school building and vacate the school grounds immediately following afternoon dismissal.
3. Only students who qualify under the conditions described below will be allowed to remain on the grounds following afternoon dismissal.

- ✓ Students participating in a school-sanctioned practice or sport.
 - ✓ Students participating in a school-sanctioned club or activity.
4. Any student who possesses some special need to remain after dismissal (parent pick-up for doctor's appointment for example) must obtain permission from the Principal or Assistant Principal prior to that date.

VISITORS

All visitors must report to the main office upon entering the building. Visitors may not be in the school building or on the school grounds unless they have permission from the school administrators. Students are not allowed to have a visitor in school or to bring an unenrolled friend to school.

Visitors who wish to speak with a teacher after dismissal must contact school Administration prior to entering the building. This procedure is purely for the safety, security, and well-being of our staff and students.

WEAPONS

Possession of a weapon on school property, in school vehicles, school activities and to and from school activities is prohibited. "Weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, pistol, BB gun, pellet gun, air gun, stun gun, nunchauka, brass knuckles, etc., and any tool, instrument or implement capable of inflicting serious bodily injury. Students are also subject to the provisions of the Gun Free Schools Act of 1994.

Procedure

- A. Ten (10) day out-of-school suspension.
- B. Notification of civil authorities.
- C. Referral to the Superintendent.
- D. Students may be referred to the Board of Education an for expulsion hearing.

TRANSPORTATION

AUTOMOBILE REGISTRATION

Students may drive to school and park in the high school parking lot, providing students register and are issued a parking permit from the office.

Parking a car in the school lot is a privilege which may and will be revoked if students are chronically tardy, drive recklessly or endanger the lives or safety of others, and/or fail to comply with the rules in the Discipline Code.

Any vehicle entering this area is subject to search at the direction of school authorities. Search may be conducted without warrant for any reasonable purpose.

Search of the vehicle includes all compartments and components thereof. Once notified of a request to search, the person in control of the vehicle will not be permitted to remove it from the premises until the search is completed or the police are notified and they allow movement of the vehicle.

The Western Wayne School District is not responsible for damage to cars or personal belongings in cars that are parked in the Western Wayne High School parking lot.

Rules and regulations to be observed by students using the student parking facilities:

1. Student drivers should plan to arrive at school at 8 am and enter the school immediately upon arrival – no loitering is permitted in the parking lot. Students should enter by way of the student lot entrance.
2. Drive only on paved parking areas – never on grass or walkways.
3. Park only in your designated spot in the parking lot and never block the passage of buses or students. Do not park in the faculty/visitors parking lot, the main driveway, or handicapped areas.
4. After 8:00 am, students may not return to their vehicles without office permission unless leaving school for the day.

5. The maximum speed limit is 10 miles per hour on school grounds at all times.
6. Keys must be removed and cars must be locked.
7. Even the slightest auto accident on school grounds must be reported to the office at once.
8. All general school rules apply to parking lot. (example: no smoking in cars)
9. Cars not properly registered in the school office are subject to being towed away at owner's expense.
10. ALWAYS YIELD THE RIGHT OF WAY TO BUSES WHEN ON SCHOOL GROUNDS.
11. Student drivers should leave cautiously as soon as possible after being dismissed – no loitering. However, once all buses begin to leave, all cars must stop movement except to clear the exit route.
12. All safety rules of the road will apply when driving to and from school and on school grounds. Reckless driving at any time will result in suspension of driving privileges
13. The parking lot is school property and the space where you park is provided to you free of charge. School officials reserve the right to search cars in the parking lot if necessary.
14. All student cars must be registered in the office and must display a student parking permit while on school property.
15. Only cars with permits are allowed to park in the student parking lot. Visitors or parents dropping off students must do so in the parking lot next to the main office.
16. Driving to school is a privilege. This privilege will be denied or revoked for any student owing an obligation.
17. Students who have detention for the second time in a school year will lose their privilege for 45 school days.
18. Students who have a conference suspension will lose their privilege for 45 school days.
19. Students who are suspended out-of-school will lose their privilege for 90 school days.
20. Students who leave school property without permission will lose their driving privilege.
21. Students who give their permit to someone else will lose that permit.
22. Any car found with drug paraphernalia or any other illegal substances will be subject to impoundment by the State Police.
23. The State Police do periodically patrol the lot. All vehicles must comply with state law. (This includes the law on tinted glass.)

BUS REGULATIONS

NOTICE: Western Wayne school buses are under audio and video surveillance.

The Western Wayne School District provides transportation for its students. Riding the bus is a privilege, not a right.

Students riding on a school bus are under the authority of the school and are expected to conduct themselves in the same manner they would in the classroom. The school, therefore, has the authority to adopt and enforce such regulations as may be necessary to maintain discipline on buses at all times.

Maintaining good order on school buses requires the cooperation of students, parents, teachers, principals, and bus drivers. The driver of the bus shall report any misconduct to the Assistant Principal. (Referrals are to be made in writing on the appropriate form.)

School bus drivers are entrusted with a human cargo, the value of which cannot be measured in terms of dollars and cents. The following regulations and policies have been set forth in an effort to cooperate with the school bus drivers and secure the safety of our children.

1. The bus driver shall assign each student to a regular seat in the bus so that the students may enter or leave the bus with a minimum of disturbance to others.
2. Students will not be permitted to get up from their seats or get on or off the bus while it is in motion.
3. Students shall pass in front of the bus to cross the highway.
4. Students will not be permitted to leave the bus except at their regular stop without permission of the bus driver. **EXCEPTION:** A bus driver may allow a student to get off at other than the regular stop if the student has a written note signed by a parent, the Principal and/or Assistant Principal.
5. Safety drills, including use of the emergency door of the bus, will be conducted at least twice a year under the direction of the bus driver.
6. No animals, firearms, explosives, or anything of dangerous or objectionable nature may be transported while students are riding the bus.
7. Students will not be loaded on blind curves, or on the crest of a hill.
8. Students shall not stand on the roadway while waiting for the bus.

9. Students shall take their assigned seats immediately.
10. Students shall remain in their seats until the bus has come to a full stop.
11. The use or possession of tobacco or drugs by students is forbidden.
12. Bus drivers will report persistent disorderly conduct to the Assistant Principal. In case of persistent disobedience by any student, the Board may refuse any further transportation to that student. In this case the parent becomes responsible for that student's transportation.
13. To prevent littering bus floors, highways, and bus areas, the bus contractors will not allow eating on buses.
14. Throwing anything from buses is forbidden.
15. Bus drivers are not obligated to wait for students who are habitually late. Students should arrive at the designated bus stop five minutes prior to their pick up time and be waiting for the bus.

Unauthorized School Bus Entry

Individuals commit the offense if they enter a school bus without prior authorization of the driver or a school official.

Bus Misconduct

Depending on the severity of the infraction, bus misconduct violations may result in a warning, detention, conference suspension, out-of-school suspension, expulsion and/or removal from the bus for a period of time.

WESTERN WAYNE SCHOOL DISTRICT
Release of Student Directory Information

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by the district without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information; however, schools do use discretion when they receive requests for directory information and will not release such information if it is the principal's judgment that releasing such information would not be in the best interest of the student.

Examples of general directory information are:

- name, address, telephone listing
- date and place of birth, photographs
- participation in officially recognized activities and sports
- field of study
- weight and height of athletes
- enrollment status
- degrees and awards received
- dates of attendance
- most recent previous school attended
- grade level

This information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited to, colleges and universities, scholarship providers, trade/technical schools, and potential employers.

In addition, Federal No Child Left Behind legislation provides that all branches of the military have access to three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their student's information disclosed without prior written consent.

Parents have the right to have directory information withheld upon written request. If you prefer to deny release of your student's directory information, please complete the form on page 52 and return it to your child's school.

RELEASE OF STUDENT INFORMATION
OPT-OUT FORM

2008-2009

I request that directory information (**including photograph**) for my child:

_____ be **withheld** from Military only

_____ be **withheld** from all agencies and organizations*

_____ be **released** to all agencies and organizations*

*Organizations include the school yearbook, newspapers, videos, and the Western Wayne website for publicity.

Student Name _____

Date of Birth _____

Address _____

Telephone Number _____

School of Attendance _____

Grade _____

Parent Name (Print) _____

Parent Signature _____

Date Signed _____

Date Received by School _____

This request to withhold directory information will be in effect from the date it is received by the school. Please be aware that, prior to this date, information may have been released.

Western Wayne High School
2008-2009

Student Discipline and Parent/Student Handbook

I have read, had reviewed with me by my teachers, and understand the Student Discipline Policy and Parent/Student Handbook of the Western Wayne High School.

I understand that it is my responsibility to take home the Parent/Student handbook and the Discipline Policy and to review and discuss it with my parents or guardian. This is to be done the first week of school.

Student Signature _____ Grade _____

1st Period Teacher _____

Parent/Guardian Signature _____ Date _____

NOTICE: Western Wayne High School property is under video surveillance. Western Wayne School District buses are under video and audio surveillance.

Western Wayne School District SchoolBook Parental Agreement

Through the use of the SchoolBook software Western Wayne School District, parents, guardians and the student have the ability to more effectively communicate with teachers and view grades via the Internet. Each middle school/high school student in your household is assigned a unique login and password. Initially, the login will be the student's identification number. At the beginning of each school year, existing logins and passwords will be re-set. Understand both the parent/guardian and student will have the ability to change the login name and password. It is your responsibility to communicate with your child any changes made. Do not communicate these changes to the school.

Because of the amount of data and the sensitivity of the information being disbursed, the Western Wayne School District is requiring a written agreement.

With your agreement to accept a SchoolBook viewing password, you agree to the following terms and conditions:

- The parent/guardian is responsible for distribution of the password to their son/daughter. The school district will not distribute logins and passwords to individual students.
- It is the parent's/guardian's and student's responsibility to keep the password secure and not distribute it to unauthorized people.
- The program is "view only". Parents/guardians and students will only be able to view the information. There is no write privilege available.
- Grades may not be entered immediately by teachers after an assignment has been collected or graded. Please allow teachers reasonable time to enter grades. If you have a question about your child's grade, contact the teacher.
- If your home/work computer does not work with SchoolBook, it is **NOT** the responsibility of the district to assist in connecting to SchoolBook. However, we encourage the use of this program and may be able to provide minimal technical assistance. Please contact Mrs. Susan Thivierge at 937-4270 ext. 1118.
- Since parents have access to their child's grades, progress reports will no longer be mailed home. The Western Wayne School District understands not all households have access to the Internet. If so, you may contact the high school guidance office to discuss an alternate option.

The use of SchoolBook to increase communication should allow for better communication between parents/guardians and the District.

I have read the terms and conditions placed upon SchoolBook users by the Western Wayne School District and have agreed to abide by them in order to use and maintain an active account. I also realize the sensitivity of the information being distributed and agree to maintain the confidentiality of my account password.

Parent/Guardian Name (Printed)

Student Name (Printed)

Parent/Guardian Signature

Student Signature

Date

**Western Wayne School District
Computer and Internet Use Agreement**

2008-2009

This agreement shall remain in effect as long as the student is in the same building or until the parents note in writing that it is no longer valid.

PARENT OR GUARDIAN

As the parent or legal guardian of _____, I have read the Acceptable Use of Computers and Technology Policy contained in the Student Handbook. I understand that the use of computers and the internet is a privilege and is intended to be used for educational purposes. I also understand that the Western Wayne School District has taken precautions to filter the internet access to block access to objectionable materials in accordance with Federal Laws. However, I also realize that it may be impossible to block access to all objectionable material and that my child understands that he/she is responsible for using the computers and the internet appropriately for educational purposes in accordance with the policy. By signing below I give permission for a computer access account to be established for my child to use the school's computers and for my child to use the School District computers and network to access the Internet.

Parent or Legal Guardian Name (please print):

Parent or Legal Guardian Signature:

STUDENT

I have read, understand and agree to abide by the Acceptable Use of Computers and Technology Policy contained in the Student Handbook. I further understand that any violation of the policy may result in disciplinary action and/or criminal prosecution. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, as well as possible appropriate legal action. I also understand that I will be required to pay for computer or technology equipment that I have intentionally damaged.

Student Full Name (please print):

User Signature:

Date: _____