

Western Wayne Middle School

Student – Parent Handbook

2011-2012



Western Wayne Middle School
1970 B Easton Turnpike
Lake Ariel, PA 18436

Peter D. Chapla
Principal

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“EXCELLENCE STARTS WITH YOU!”

August 31, 2011

Dear Parents and Guardians:

Welcome to the start of the 2011-2012 school year, and especially to the incoming 6th grade students and all transfer students who have just joined us for their first year at Western Wayne Middle School. This year promises to be an interesting and exciting year for our middle school teachers, staff members and, most importantly, our students.

The most important factor in your child's success in middle school is his or her regular daily attendance in school. Accordingly, we have added an updated section on student attendance, and in particular, truancy. We respectfully request that parents read this section carefully and call our office with any questions on attendance and the School Truancy Elimination Program (STEP). The dress code is also posted on the district web site and remains the same as last year. It will be explained to students in detail beginning on the first day of school, and we will spend a lot of time helping your child adapt to his or her new schedule. We have made improvements to several policies in the middle school and we will continue to provide additional resources for students in counseling and academic assistance.

There is important information in this handbook for both parents and students. Please read the entire handbook with your child and sign and return page "A" to school. The handbook is full of information for parents and students and will help answer questions you may have about middle school.

On behalf of the middle school faculty and staff, welcome back to your middle school. I truly believe that we will work together to ensure your child's success throughout the middle school years. Please check out our Western Wayne School District web site at www.westernwayne.org as we update it frequently with news, sports schedules, and other important announcements for the members of our community. I look forward to seeing you in school this year!

Sincerely,

Peter D. Chapla

Peter D. Chapla, Principal

WESTERN WAYNE MIDDLE SCHOOL

2011-2012

HANDBOOK FOR PARENTS AND STUDENTS

I have read, had reviewed with me by my teachers, and understand the Western Wayne Middle School Parent and Student Handbook and Discipline Code. I will obey and comply with the provisions of the handbook.

I also understand that it is my responsibility to take home the Parent/Student Handbook and to review and discuss it with my parent or guardian. This is to be done during the first week of school.

Student Signature

Grade

Date

Homeroom

Parent/Guardian Signature

Date

Return this form with required signatures to your homeroom teacher prior to 9/9/2011.

(This form will be placed on file in the Building Principal's Office.)

Western Wayne MS - School Truancy Elimination Plan (STEP)

Unexcused Absences	Excused Absences
<p>3 unexcused absences → letter to parents outlining Pennsylvania School Code provisions for school attendance and the STEP procedures (Truancy/Attendance Secretary)</p>	<p>10 excused absences → letter mailed home to parents (Truancy/Attendance Secretary). This refers to 10 cumulative excused absences.</p>
<p><u>6 unexcused absences will result in:</u> →Letter to parents informing them of Pennsylvania School Code violation (STEP requirement notice). Letter prepared by Truancy/Attendance Secretary. →Parent/Guardian called by STEP team. →Phone conference will be documented and written notice forwarded to parent. →Copy to be provided to Wayne County Children and Youth Services. cc: SAP team</p>	<p><u>15 excused absences will result in:</u> →Letter mailed home informing parents of absences. Letter prepared by Truancy/Attendance Secretary. →Parent/Guardian contacted by guidance counselor. →Phone conference will be documented and written notice forwarded to parent. →Copy to be provided to Wayne County Children and Youth Services. cc: SAP team</p>
<p>Continued Absence → 1. Certified letter sent home to parents, and → 2. Citation filed with magistrate for truancy. A copy of the complaint will be provided to Wayne County Children and Youth Services.</p>	<p><u>20 excused absences will result in:</u> →Certified letter sent home to parents/guardians. →Copy provided to Wayne County Children and Youth Services. Required attendance at STEP meeting in school with parents and student present.</p>
<p>If parents do not participate in a STEP meeting after the 7th unexcused absence → the magistrate is contacted and a complaint filed. Every 3 subsequent unexcused absences → will result in magisterial action.</p>	<p>Any cumulative absence over 20 total days for a middle school student and 15 total days for a high school student will require a written medical excuse from a physician or it will be considered unexcused.</p>

STEP Team members: Guidance counselors, Principal, School Nurse, School Social Worker, SAP Liaison, Probation, Children and Youth Services, Parents/Family

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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 shall not be responsible for any information that may be 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 minors:

- ❖ 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 shall 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 to 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 shall have the authority to determine what inappropriate use is.

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 for accessing sexually explicit materials. The procedure shall include but not be limited to:

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

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

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity
2. Commercial or for-profit purposes
3. Non-work or non-school related work
4. Product advertisement or political lobbying
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication
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 and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy
9. Inappropriate language or profanity
10. Transmission of material likely to be offensive or objectionable to recipients
11. Intentional obtaining or modifying of files, passwords and data belonging to other users
12. Impersonation of another user, anonymity, and pseudonyms
13. Fraudulent copying, communications, 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

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

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

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

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

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

Copyright



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

Safety

To the greatest 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 minors to inappropriate matter on the Internet and World Wide Web
- ❖ Safety and security of minors when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications
- ❖ Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities
- ❖ Unauthorized disclosure, use, or dissemination of personal information regarding minors
- ❖ Restriction of minor’s access to materials harmful to them

ACCIDENTS

Accidents occurring in the school building, on school grounds, at an athletic event, or during any school sponsored activity must be reported immediately to the person in charge and to the school nurse as soon as possible.

ADDRESS CHANGE

Changes of address, telephone number, or name must be reported to a secretary in the Middle School Office.

ATHLETICS (Interscholastic)

Interscholastic sports are those which involve competition with teams from other schools. Soccer, wrestling, football, basketball, cross-country, baseball, softball, track and field, and cheerleading are currently available for seventh and eighth grade students.

Students must have a sport physical for each sport in which they participate (see page 22 for more information). Students failing two or more subjects are ineligible to participate until such time as their grades improve.

ATHLETICS (Intramural)

Intramural sports (such as soccer, volleyball, weightlifting, basketball, and softball) are those which involve competition among Western Wayne Middle School students only. These sports are offered periodically through written announcements.

ATTENDANCE POLICY

Attendance at school is essential for maximum success. Absences due to illness, quarantine, death in the immediate family, impassable roads, and inclement weather are excused. Other excuses for absence are classified as unexcused and unlawful. When three (3) days of unlawful absences are recorded, an official notice is served on the parent. Additional unlawful absences may result in arrest and fines for violation of the Commonwealth of Pennsylvania Compulsory School Attendance Law.

Students are required to bring in an excuse note after being absent. All excuses should be sent to the Attendance Secretary from the homeroom teacher.

Tardiness or being late for school (after the homeroom bell at 8:13 a.m. each day) is detrimental to a student's academic success. Late students must report to the main office window upon arrival and the time of arrival will be recorded by the office secretaries. The following is a list of consequences for habitual tardiness:

1 st tardy	-	Warning (verbal)
2 nd tardy	-	Warning (written)
3 rd tardy	-	Lunch Detention
4 th tardy	-	Morning Detention
5 th tardy	-	Morning Detention
6 th tardy	-	Saturday Detention
7 th tardy	-	In-School-Suspension (ISS)

These are minimum standards. If a pattern of absences or tardiness develops with repeated infractions of unexcused absences or tardiness, additional disciplinary action may be taken at the discretion of the Principal or Assistant Principal. Such actions may include loss of privileges such as participation on athletic teams, field trips, attendance at school dances, and so forth.

The parents of a student will be contacted by the school when the student is frequently absent or after three (3) consecutive days of uninformed absence. Upon the student's return to school, he/she must bring a note signed by the parent or guardian indicating the date(s) of and reason for the absence. In the case of excessive excused absence, a doctor's excuse may be required. If such excuse is not presented within five (5) days, the absence will be considered unexcused and illegal, and the student and parent/guardian may be subject to all penalties specified in Section 1333 of the Pennsylvania School Code.

Students who arrive at school after the end of homeroom must report to the Main Office for a pass. Any student arriving after 11:30 A.M. or leaving before 11:30 A.M. shall be marked one-half day absent.

Students who are not in attendance on a school day are not eligible to participate in extra-curricular activities on that day which includes sports, activities, and dances.

ABSENCES FOR TEMPORARY PERIODS

The following are excused absences:

1. Religious holiday 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 Pennsylvania licensed practitioners.
 - It is not practical or possible for the student to receive 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 per occurrence (exceptions may be granted by the Principal).
7. Court appointments and court appearances.
8. Impassable roads.
9. Co-curricular and/or extra-curricular activities with teacher approval.
10. Out of School Suspensions.
11. A student shall be excused for participation in a project sponsored by a statewide or countrywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.
12. The district may recognize other justifiable absences. Other reasons for absence will be reviewed by a committee composed of members of the Faculty and Administration.

Excuses: 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 to determine if the absence is excused or unexcused. All unexcused absences will be recorded as unlawful for students under the age of seventeen (17). If an excuse is not turned in within three (3) days of the student's return to school, the absence will be declared unexcused.

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 or compulsory school attendance prosecution has been or is being pursued.

All absences not listed as excused above or not recognized as excused by the review committee

shall be deemed unexcused absences.

AUDIENCE CONDUCT

All assemblies have educational value and are an important part of the academic or student activities program. During an assembly or class meeting, students should conduct themselves as ladies and gentlemen. Respect should always be shown for speakers, visitors and performers. Students should enter the assembly quietly and quickly and be seated in the seats that they have been directed to take. Everyone should become quiet immediately when a speaker approaches the microphone. Students should demonstrate courtesy during a class meeting or assembly. Students are encouraged to demonstrate good citizenship and patriotism throughout the school year.

AWARDS

At the end of the school year, appropriate awards may be presented to students who have achieved excellence in various school activities and classes. Examples may include:

- Certificate of Achievement**
(for subject matter excellence)
- Merit Awards**
Classroom Performance (effort)
Congeniality
Improvement of Work Habits
- Service Awards**
Band, Chorus, Environmental
- Athletics**
Achievement Awards

BICYCLES, SKATEBOARDS, AND OTHER VEHICLES

Students are not permitted to ride bicycles to school. Additionally, students are not to bring skateboards or rollerblade skates to school, whether the student is transported to and from school by bus or automobile. The school provides no place to secure bicycles or skateboards and will not be responsible for stolen or damaged property. Middle School students are not permitted to ride, drive, or be a passenger on all-terrain vehicles (ATV's) on school grounds. Additionally, no Middle School student is permitted to drive or park his or her own vehicle to/at school. (Note: "Heely" shoes with roller blades in the heel are not permitted in any of our district schools.)

BOOK BAGS, BACKPACKS AND MUSICAL INSTRUMENT CASES

Middle school students are encouraged to use backpacks and book bags for carrying books and

assignments home each night. Students are allowed to carry book bags or backpacks into the building, however, the book bags and backpacks must then be placed in the student's locker. Students may not carry the backpack from class to class. If it is necessary for a student to carry a book bag for medical reasons, he/she must first get approval from the main office.

Musical instrument cases are permitted to be taken to and from school each day. Upon student arrival in the morning, Western Wayne Middle School staff members will continue to conduct random periodic inspections of backpacks, book bags and musical instrument cases for student safety.

BREAKFAST PROGRAM

Western Wayne Middle School provides a breakfast program for students each morning. Any student who wishes to eat breakfast should report to the cafeteria directly from their bus before reporting to homeroom. Following breakfast, students must check in with their homeroom teacher for attendance and then go to his/her locker. Morning announcements and the Pledge of Allegiance begin each morning after the homeroom bell at 8:13 a.m.

BULLYING & CYBER BULLYING

Bullying is unwelcome, repeated harmful behavior 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.

Cyber bullying is a form of bullying and occurs when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using electronic devices or via 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.

Bullying can be carried out by a single individual or by a group. The target/victim of bullying can also be a single individual or a group. Bullying includes a wide variety of behaviors and generally involves the intent to harm, embarrass or humiliate the other person. Bullying, as defined in this policy, includes the following types of actions:

1. *Physical* – includes, but is not limited to, the following actions: hitting, kicking, spitting, pushing, restraining, and taking or damaging personal belongs.
2. *Verbal* – includes, but are not limited to, taunting, malicious teasing, name-calling and making threats.
3. *Psychological or Relational* – includes, but is not limited to, spreading rumors, manipulating social relationships. intentionally excluding someone from a group, engaging in social

exclusion or intimidations, and any behaviors that can undermine or destroy relationships. These behaviors can be either physical and/or psychological in nature.

4. *Cyber-bullying* – verbal and psychological or relational bullying may also occur using electronic devices such as, but not limited to, computers, cell phones, and pagers. Cyber-bullying includes but is not limited, to the following misuses of electronic devices: harassing, teasing, intimidating, threatening, or terrorizing another student or other child, through e-mail, instant messaging, posting comments or pictures on blogs or website, and text messaging. All forms of cyber-bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders are subject to appropriate school discipline, as well as legal and/or police proceedings.

Bullying is not mutual confrontation or mutual teasing between two persons or groups of persons.

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 or target of harassment should immediately report the alleged harassment to a teacher, nurse, counselor, or administrator.

Violations will result in the following **minimum** disciplinary action **and** attend a * school- based bullying education program:

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

* This option may be used only once in a student’s school career.

CAFETERIA

All students remain in the building during lunchtime. The cafeteria serves hot lunches which students may purchase at reasonable prices. For those students who carry lunch to school, half pints of milk may be purchased in the cafeteria.

Students will pay for hot lunch, ala carte or breakfast purchases using the scanning system with the cafeteria cashier at each serving line. Parents who wish to opt out of using the scanner for cafeteria purchases must submit a written request to the office stating their desire to not use finger-scanning technology for their child.



Students whose account balance is less than \$5 will be handed a green payment envelope to take home to their parents. Parents should send in a check made payable to “**Western Wayne Food Services**” and have their child drop the payment in the cafeteria drop box located at the main office window at the entrance to the middle school. Parents may also elect to send cash in the envelope which the student should take to the cafeteria cashier at the serving line. Receipts for payment are issued to the students by the cafeteria cashier at the time of payment. Parents should indicate on the green envelope amounts to be distributed to either “Meals” (for hot lunch

or breakfast) or “Ala Carte” for additional snack and drink items, or check both items and indicate the amount for each category.

No student will be denied a meal at Western Wayne Middle School. Instead, any student whose account balance remains below \$5 will be issued an alternative meal such as peanut butter and jelly or cheese sandwich, fruit and milk or other meals as directed by Mrs. Liptak, Western Wayne Food Service Director who may be reached at 937-4112 extension 3227.

ALL STUDENTS ARE REQUIRED TO REPORT TO THE CAFETERIA AND REMAIN THERE DURING THE LUNCH PERIOD ASSIGNED.

1. Food is to be consumed only in the cafeteria. No food or drink is to be consumed in hallways or classes at any time (unless preapproved by principal or assistant principal).
2. Students may report to lockers upon leaving the cafeteria on the way to their next class.
3. Students are to report to the cafeteria promptly at the beginning of their assigned lunch period. There will be no running in the hallways or cafeteria, nor will there be any cutting in the lunch line.
4. Quiet conversation will be permitted in the cafeteria, as at home. Students - please note that boisterousness or loudness will not be tolerated. Please be considerate of others.
5. Throwing of food or food fights will not be tolerated. Violators will be dealt with accordingly.
6. Upon finishing their lunch, students will bring their trays to the disposal area and then return to their tables.
7. Students must secure permission from the teacher in charge in order to be excused to the lavatories. Students excused from the cafeteria are to use the lavatories nearest to the cafeteria. Students are encouraged to use the lav facilities during lunch period rather than during class time.
8. The teacher in charge will dismiss students from the cafeteria one table at a time.

CELL PHONES

It is reasonable and acceptable for a student to arrive at school with his/her cell phone in his/her possession. However, it is not acceptable for the student to have the cell phone in his/her possession (i.e. pockets or purse) during the school day while classes are in session. Upon arriving in school, students who bring their cell phones to school must turn the cell phone off, place it in their locker, and leave it locked in the locker until dismissal. Students do not have a need to use their cell phone when they are in class, nor at any other times during the school day so as not to be a disruption to the educational process. At dismissal, students will be expected to take their cell phones home. The following procedures regarding cell phones will apply to students:

- Students who are found to have a cell phone in their possession in school (while the student is in class or during the school day) by a teacher or staff member will have the cell phone turned over to a building administrator.
- A building administrator will contact the parents and document the student's possession of cell phone in school and administer appropriate consequences for disruption of the educational process in accordance with district disciplinary policy.
- For student safety and privacy, use of cell phone cameras in school by students is not permitted at any time.
- Repeat offenders will be subject to more serious disciplinary consequences to include, but not limited to, conferences with parents, detentions, in-school suspension, and even out of school suspension.
- Students who are ill or need to contact their parents may do so by coming to Student Waiting Area and the office staff, nurse, or building administrator will assist the student. Students who become ill during the school day must report to the school nurse for evaluation rather than calling or texting their parents directly from their cell phones. The school nurse will then contact parents or guardians.

CLUBS - ACTIVITIES

Teachers may plan and offer clubs/activities throughout the year. Students are encouraged to experience a variety of activities. Periodic announcements will be made regarding clubs and activities throughout the school year.

CORRIDOR COURTESY

1. Do not block traffic by standing in groups. Students are not permitted to loiter in the halls.
2. Pass through the halls quietly and stay to the right.
3. Discard trash in containers.
4. At the end of the day, leave the building unless under the supervision of a teacher, coach, activity sponsor or administrator.
5. School issued hall passes are a must!

COUNSELING

Guidance counselors are available to assist students with academic and personal services. Parents and students may arrange for counseling conferences by contacting a secretary in the main office. Additionally, each student has been assigned a specific guidance counselor depending on their assigned homeroom teacher as follows:

Mrs. Jacques: Guidance counselor for all 6th and 7th grade students.

Mr. Fitzsimmons: Guidance counselor for all 8th and 9th grade students.

Mrs. Renee Chernin is the guidance counselor for all special needs students regardless of the student's assigned homeroom.

All guidance counselors will assist students whenever and wherever required.

A student assistance support program is also available for parents and students. The program is

designed to recognize students with problems or who are at-risk, and provides direction, support, or referral to appropriate community agencies. Problem areas typically addressed are: drug and alcohol issues, family problems, suicide and depression, child abuse, and grief counseling support services. For more information, contact a guidance counselor.

COURSE REQUIREMENTS

Sixth Grade

Language Arts (Reading, English, and Spelling)
 Science
 Social Studies
 Math
 Home Economics
 Art

Computer Instruction
 Physical Education
 Technology Education
 Spanish
 Music
 Health



Seventh Grade

English
 Science
 Math
 Reading
 Art
 Health
 Social Studies/Geography

Home Economics
 Technology Education
 Physical Education
 General Music
 Computer Instruction
 Spanish

Eighth Grade

Language Arts (Reading, English, Spelling)
 Math (Algebra - Elective)
 Social Studies/Geography
 Science
 Physical Education

Home Economics
 Spanish & Spanish I
 General Music
 Computer
 Technology Education

DANCES

- Dances are normally from 7:00 until 9:00 p.m. and are normally held in the middle school gym. For security and safety reasons, students should be dropped off no earlier than 6:45 p.m. and picked up no later than 9:15 p.m.
- Dances are for Western Wayne Middle School students only.
- Proper school attire is expected.
- Proper school conduct and general courtesy will apply.
- Any student who is absent the day of the dance or students with excessive absences will not be allowed to attend.
- Any student acting in an inappropriate manner may be asked to call for someone to pick them up immediately or be removed to a detention room. Inappropriate behavior would include, but is not limited to, running, swearing, talking back, hand gestures, colliding

with others – moshing, lifting others into the air, throwing items, or anything that a chaperone may consider unsafe or unacceptable.

- Due to safety reasons, glow/light sticks of any type are not allowed.
- A student may be deemed ineligible to attend a school dance if the following should occur:
 - academic failure
 - disciplinary actions including OSS, ISS or other infractions
 - administrator discretion



Failure to comply with any of the above may result in exclusion from the next dance and/or disciplinary action on the next school day.

8th Grade Only Dance

In May of each year, we hold an “8th grade only” dance. **This event is not a formal.** Although we encourage the students to “dress up”, any school appropriate attire is acceptable. There is no charge for entrance or snacks at this dance.

DETENTION

In addition to lunch and activity detention, students who do not obey building rules may be assigned before school or Saturday detention as assigned by the Principal or Assistant Principal. Morning detention will be held once a week, from 7:00 A.M. – 8:00 A.M. on Tuesdays. Saturday detention will normally be held on the first Saturday of each month from 8:00 A.M. – 11:00 A.M. The building Principal or his designee will have the discretion to reschedule detentions due to unforeseen circumstances (i.e. cancellation due to extreme weather conditions).

No transportation will be provided for students to attend detention before school or for Saturday detention. It shall be the responsibility of the parents or guardians to transport the student to and from assigned detention.

Detention supersedes all other school activities, including interscholastic sports, drama club, student government, field trips, class trips, after school clubs and any other extracurricular activities. Students may only be excused from detention by the Principal or Assistant Principal.

Detention – Consequences For Missing

Students who fail to attend morning detention on Tuesdays from 7:00 A.M. – 8:00 A.M. shall have an opportunity to attend the next available morning detention **provided they have a written excuse from a parent or guardian which justifies the absence.** Examples of acceptable excuses may include, but are not limited to illness, injury, death in the family, and so forth. Failure to bring in a written excuse from a parent or guardian in a timely manner will result in assignment to the next scheduled detention on Saturday.

Students who are assigned Saturday detention for more serious offenses or missed morning

detentions and fail to report **may be suspended out of school for a period not to exceed three days.** Additionally, the student and his/her parent or guardian must meet with the Principal prior to the student returning to normal school routine.

Every effort will be made to notify parents or guardians by telephone and by written correspondence in cases where students are suspended out of school for missing Saturday detention.

DISCIPLINE POLICY

The Western Wayne School District believes that discipline is of paramount importance so that learning can take place. The discipline code set forth below is designed to help ensure that behavioral expectations are achieved. In establishing and administering this code of conduct, the Western Wayne School District believes that the student 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. Since it is impossible to list every offense, the consequences of the most common forms of unacceptable behavior are stated so all are informed of what they are. In cases where an act of misconduct is not specifically outlined in the code, the Principal will use broad discretionary powers to assign disciplinary consequences to the violator(s). The Western Wayne School District expects that every student will follow all school rules so that his/her educational progress will be maximized.

INFRACTIONS - CONSEQUENCES

Discipline referrals will be forwarded to the building Principal or Assistant Principal for action.

1. Morning Detention

The following activities, though not all-inclusive, are considered violations of school discipline policy and may result in detention before school:

- Cutting or skipping class, lunch, activity or assembly
- Bus misconduct (i.e. not following driver's instructions, foul or profane language, disruptive behavior)
- Foul language or use of any profanity
- Cell phone possession or use of cell phone while class is in session
- Cyber bullying
- Disrespect to others and/or any personal property
- Verbal abuse or verbal harassment of others
- Cheating on tests or assignments, in addition to failing mark at discretion of classroom teacher
- Forgery or plagiarism on assignments or examinations
- Dress code violations

2. Saturday Detention

All students are expected to follow school rules and discipline policy so that their educational progress is maximized. For those students who violate school discipline policies, detention before school is the consequence for minor infractions. In the case of students who choose to repeatedly violate school discipline policy and expected standards of behavior, Saturday detention will be assigned. Habitual offenders with an established pattern of misconduct may be assigned out of school suspension for more serious infractions.

Saturday detention will be assigned at the discretion of the Principal or Assistant Principal. Examples of infractions that may result in a Saturday detention, include, but are not limited to the following:

- Missed morning detention without a valid excuse
- Aggressive behavior (pushing, shoving, tripping, pinching, poking, posturing, tapping, slapping, kneeling, etc.) against other students
- Repeated misconduct or disruptive behavior
- Repeated violations of cell phone policy in school
- Repeated infractions of cyber bullying policy
- Truancy
- Disrespect to staff members or faculty
- Verbal harassment or sexual harassment to students or school officials
- Repeated bus misconduct
- Misbehavior or misconduct at extracurricular events or activities

3. In-School-Suspension (ISS):

On occasion, In-School-Suspension may be assigned by the Principal for disruptive behavior, repeated misconduct or more serious infractions of school rules. A student who is assigned ISS will have his/her parents notified and will serve the period of ISS in the student waiting area or classroom designated by the school administrator.

4. Suspendable Infractions (Out-of-School Suspension):

Students whose behavior goes beyond the scope of minor disciplinary violations listed in previous paragraphs may be suspended from one to ten days, depending on the severity of the infraction. In all cases where out of school suspension is warranted, the parent or guardian will be notified. A conference with the parent or guardian will be held prior to the suspended student returning to school. Examples of suspendable infractions include, but are not limited to, the following:

- Repeated misconduct, insubordination, or pattern of misconduct
- Hitting or Punching
- Fighting

- Truancy
- Vandalism (including writing on desks, lockers, bulletin boards, damaging school computers, etc.)
- Leaving school without permission
- Stealing
- Possession or use of tobacco (refer to School Board Policy Section 222)
- Failure to serve assigned detentions (morning or Saturday) will warrant out of school suspension and the missed detention will be reassigned and served.
- Sexual harassment, cyber bullying or unlawful harassment infractions
- Refusing a reasonable search

Note: **Act 16 of 1994** includes within the definition of “Institutional Vandalism” the carrying of aerosol paint cans and broad tipped indelible markers into school. **Act 17 of 1994** defines defacing public or private property with spray paint or indelible markers as “Criminal Mischief” and provides for a community service option in lieu of jail time.

***School Board Policy**

222 Smoke Free Environment

The Board recognizes that smoking presents a health hazard which can have serious consequences both for the smoker and the non-smoker and is, therefore, of concern to the Board. The Board has declared a smoke-free environment in all district facilities for district employees and the public; which shall include all school sponsored activities, during and after school.

For the purposes of this policy, "smoking" shall mean all uses of tobacco. Students are subject to the provisions of State Law SB1315 which calls for a summary offense and \$50 fine plus court costs for violating the no smoking 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 - Fined and 3 days in-school suspension

Second offense - Fined and 5 days out-of-school suspension

Third offense - Referral to Superintendent and Board for action.

5. Automatic Out-of-School Suspension and Referral to Superintendent

- Possession, use, or distribution of drugs and/or alcohol including look-alike drugs and/or any substance purported to be the alleged substance (refer to School Board Policy 218 and the Wayne County District Attorney’s drug and alcohol policy)**
- Excessive vandalism
- Chronic violators of school rules may be referred by the Principal
- Any terroristic threat/act
- Possession of any weapon (refer to School Board Policy 218) "Weapon" shall include but not be limited to any knife, (even the smallest 1 to 2 inch pocket knife), cutting instrument, cutting tool, firearm, shot gun, rifle, stun gun, etc., and any other tool, instrument or implement capable of inflicting serious bodily injury.**
- Any other offense as deemed by the Principal or Assistant Principal

****School Board Policy**

218 Student Discipline

- A. Automatic 10-day out-of-school suspension.
- B. Notification of civil authorities within 24 hours.
- C. Referral to Superintendent, oral and written
- D. Hearing before the Board of Education for final disposition (includes the possibility of exclusion from school).

Students are also subject to the provisions of the Gun-Free Schools Act of 1994.

Extracurricular Activities

A student may lose the privilege of participating in any extracurricular activity, including class/field trips, dances, athletics, musical events, etc., due to misbehavior resulting in disciplinary action.

A form stating that both parents and students are aware of the Discipline Policy and consequences must be signed and kept on file in the Building Principal's Office. (Form on page A of this handbook.)

Restricted Movement

Occasionally it may be necessary to place restrictions on a student's movement within the building for disciplinary reasons such as habitual tardiness to class, disruptive behavior, vandalism, or other inappropriate behavior as determined by the Principal or his designee.

The following procedures apply to students placed on restricted movement:

1. A form will be issued by the office stating the student's name and number of days the student is assigned to Restricted Movement.
2. All students on Restricted Movement must pick up a Restricted Movement form from Ms. Vogel, Discipline Secretary, in the office prior to going to lockers or homeroom. The student's arrival time will be noted on the form.
3. Duration of Restricted Movement will be determined based on the referring teacher's recommendation and at the discretion of the Principal or his designee.
4. The student will give the Restricted Movement form to each classroom teacher at the beginning of each class period. The teacher should take note of the student's departure time from the previous class.
5. Teachers should sign the form at the end of the period, record any relevant comments, and note departure time.

6. Students on Restricted Movement will obtain their lunch in the cafeteria and proceed to the Student Waiting Area in the main office where they will eat lunch. Breakfast privileges will be monitored closely and students will be assigned to eat breakfast in homeroom.

7. Students will return the Restricted Movement form to the office at the end of the day.

8. Restricted Movement students have lost all privileges for movement about the building. Restricted Movement students are not allowed in any area of the building except for assigned classrooms.

Students on Restricted Movement may visit their lockers:

~ upon arrival in the morning to deposit coat, backpack, and pick up books for morning classes;

~ at lunchtime to pick up lunch (if needed) and books for afternoon classes; and

~ at dismissal to get coat, backpack, and deposit unnecessary books.

9. Restricted Movement students may not use student lavatories. Teachers should note the time on the form and send student to student waiting area to use the nurse's lavatory. The Discipline Secretary will sign the Restricted Movement form and note the time the student arrives at the office.

10. Students on Restricted Movement are not to leave the classroom except to use the lavatory when absolutely necessary (once in the morning, once after lunch). Any student who has difficulty complying with the Restricted Movement procedures may be escorted to and from classrooms by a building administrator or administrative representative.

11. Students who have difficulty complying with Restricted Movement procedures may receive additional day(s) of Restricted Movement at the discretion of the Principal or his designee.

DRESS CODE

The educational atmosphere in the school is affected by what students wear. Appropriate clothing for students contributes to appropriate student behavior. Articles of clothing or jewelry which distract from the educational process or present a health or safety hazard are not permitted and are inappropriate in an educational setting.

It is the responsibility of the school to prepare students for their role in society. Whether a student begins work or goes on to some form of higher education, their appearance plays an important role in securing those positions. Therefore, establishing good grooming and appearance habits should be developed throughout the school year. To ensure that both the home and school can take pride in the appearance of students, all students are expected to be appropriately dressed, well-groomed, neat, and fully clothed.

The Western Wayne School District Board of Education formally approved the Western Wayne Middle School/High School Dress Code on June 2008. The following is provided for additional guidance on the spirit and intent of the Western Wayne Middle School and High School Dress Code:

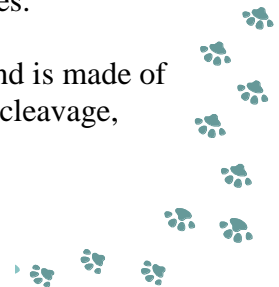
Not permitted:

1. Appearance which an administrator or teacher believes is substantially disruptive to the educational process.
2. Any clothing item or clothing accessory which may affect student safety, welfare or property.
3. Clothing which does not meet with the descriptions listed in the Western Wayne Middle School/High School Dress Code approved by the Western Wayne School District Board of Education of June 2008.
4. Wearing of coats in school (except in emergencies designated by school personnel).
5. Wearing of hats in school.
6. Wearing of chains or heavy metal items in school.
7. Spiked hair or hairstyles that in the view of school officials is distracting to the educational process.
8. Slippers, flip flops or the equivalent or any footwear resembling slippers (see Item #6 on Western Wayne Middle School Dress Code).
9. Facial/body painting, magic marker or ink drawings on a student's face, body or skin.
10. Wearing of sunglasses in school.

Any clothing or fashion trend that is in doubt will be resolved by the Principal or Assistant Principal. The Dress Code may, at any time, be amended at the discretion of the Board of Education.

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 undergarments.
3. Shorts, skorts, skirts, or dresses with a tailored (finished) hem no shorter than 1" above the knee and do not expose undergarments. Should a student choose to wear "leggings" underneath shorts, a skort, 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, or 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-related 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 may require a change of clothing, removal from class, or removal from school. Students may call home for proper clothing..

EMERGENCY CARDS

A medical emergency card indicating address, telephone number, doctor, or person to be contacted in the event of an emergency is filed at the Middle School for each pupil. Parents are requested to keep this card current by notifying the school nurse if there should be any change in this information.

EMERGENCY CLOSING OF SCHOOL

When it becomes necessary to close school due to inclement weather or other emergency conditions during the school year, area radio and television stations will broadcast school closing decisions in the early morning hours or as soon as such decisions are made during a school day. The school district contacts area radio and television stations relative to late starts, early dismissals or cancellation of school due to inclement weather. Appropriate announcements will be made over radio stations: WARM, WEJL, WSCR, WGBI, WKRZ; and TV stations: WNEP-TV (16), WYOU-TV (22), and WBRE-TV (28). Additionally, our Automated Messaging Service will call phone numbers provided by parents for school closings.

Parents are requested not to call the school since lines must be kept open for emergencies.

ENERGY DRINKS & SODA

Students are not permitted to bring soda or energy (high caffeine) drinks to school or to have them in their possession during school hours. These prohibitions are in keeping with the district's wellness program.

EQUAL OPPORTUNITY

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

FAMILY EDUCATIONAL TRIPS

Students may be excused from school to participate in non-district sponsored "family" educational trips. To be eligible under this policy, the student's parent/guardian must submit a written request to the principal at least two weeks 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 unlawful. Students are expected to make up all schoolwork missed while absent due to such trip.



FAMILIES MOVING

When leaving the Western Wayne School District, parents must obtain a transfer and immunization card from the school office. Scholastic and health records are mailed directly to the new school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) grants parents and students who are over eighteen years of age ("*eligible students*") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the date the District receives a request for access.

Parents or eligible students should submit to the Principal, or other appropriate school official, a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible

student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (*including health or medical staff and law enforcement unit personnel, a person serving on the school board*), a person or company with whom the District has contracted to perform a specific task (*such as an attorney, auditor, medical consultant, or therapist*), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The address of the office that administers FERPA is:

Family Policy Compliance
Office U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-4605

5. FERPA Opt-Out Information (Annual Notification). 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, electronic mail address; 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; and grade level.

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. Traditionally, military recruiters request this information for current 11th and 12th grade students, not middle school students.

Parents have the right to have directory information withheld upon written request. Parents and high school students may also request that information be withheld from the military only. In order to withhold directory information, parents or students must write a letter or complete the *Western Wayne School District Release of Student Information Request for Waiver* form. A copy of this form is available in the office. The written request or waiver form described above to withhold directory information must be submitted to the middle school.

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

FINANCIAL OBLIGATIONS

Students are obligated to return or make restitution for all borrowed books, materials, and equipment. Restitution is also required for damage caused by student carelessness or vandalism, and any book(s) which are stolen. Students are encouraged to resolve financial obligations as they are incurred rather than postponing them.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to the students.

FUND RAISING

Any fundraising requests by teachers or class advisors must be submitted in writing to the principal for approval (i.e. 8th grade Washington, D.C. overnight field trip). No raffle tickets or related games of chance are permitted to be sold in school. At various times throughout the school year students may participate in community service fundraisers (humanitarian relief efforts, for example).

All community service fundraisers must be submitted to the principal for approval.

GIFTED STUDENTS

Students who have been identified as academically gifted may elect to participate in the gifted program. For further information, contact the Guidance Counselor.

GRADING POLICIES

Grading policies are determined by each teacher depending upon the nature of the course.

All students will be given numerical grades as follows: 90-100="A", 80-89="B", 70-79="C", 69-Below="F" (Failing).

Teachers review individual grading procedures and course requirements during the first week of class. Parents may contact the school for further information.

GUM CHEWING

Careless disposal of gum in drinking fountains, on furniture and floors presents sanitation and cleaning problems, and costly repair. Therefore, gum chewing is not permitted. Gum chewing that results in vandalism or a disruption to the educational process will be dealt with accordingly.

HALL PASSES

Hall passes are included in the student planner issued to each student at the beginning of the school year. Teachers also have emergency bathroom passes in their classrooms in the event that students forget their planners. The student must present this pass to his/her teacher when requesting permission to leave an assigned area. A pass shows that a student has received permission to be in a specific place at a specific time period for a legitimate reason. Should the privilege be misused, the right to obtain future passes will be denied the offender, who would also be subject to further disciplinary measures. All passes must be written in ink, must specify destination, time, date, and must be signed by a teacher, administrator, or secretary. Hall passes are nontransferable. Students are not permitted in the halls or lavatory while classes are in session without a hall pass.

1. Morning entrance into the school prior to homeroom:

Students may not enter the hallways or visit their lockers prior to 8:00 A.M. They must remain in the building main entrance area or in the waiting area outside the office. After entering the building, all students must take care of any necessary errands to their lockers, lavatories, the office area, etc. before the homeroom bell. Students must be in homeroom by before 8:13 A.M. or have a hall pass.

2. Lunch period:

No official school hall pass will be required for a student to go from the cafeteria to the lavatory area; however, students must seek verbal permission from one of the teachers on lunch duty. The teacher on lavatory/hall duty will supervise students entering the lav, including students from other areas of the school who will be required to have a hall pass.

3. Afternoon dismissal to lockers/homeroom

All students will be allowed to gather their needed materials from their lockers and report to homeroom. A hall pass will be required to use the lavatory or water fountain during afternoon homeroom.

HEALTH SERVICES

Students in the Western Wayne School District receive the following health services as mandated by Pennsylvania State Law:

1. Height and weight on each student annually.
 2. Vision Screening on each student annually. If student fails this screening, a referral notice is sent home with the student. If your student wears glasses, please have him/her wear or carry the glasses to school every day.
 3. Hearing Screenings are done in Grade 7. Any student who previously failed a hearing screening is monitored yearly regardless of the grade they are in. Parents are notified when their child fails a screening.
 4. Dental Screenings are required in Grade 7. They may be completed by your private dentist or the school dentist. Permission slips are sent home prior to screening your child. If your child does not have a signed permission slip, he/she will be excluded from the exam. A dental report from your private dentist will then be expected.
 5. Scoliosis screenings are done in grades 6 and 7. Notices are sent home for referral of Physician's evaluation if student fails screening.
 6. Physical examinations are required in Grade 6. Your child may have a school physical exam done by the school physician or you may choose to have your private physician examine your child at your own expense. Private Physical exam forms must be returned to the school nurse. A signed permission slip is required for the school physical examination.
- Pennsylvania Interscholastic Athletic Association (PIAA) rules require that any student participating in sports must have a physical examination. Announcements are made so your child is aware of the day the school will be doing sports physicals. These physicals require parental permission and completion of the PIAA forms packet prior to the scheduled physical examination date.
7. Student medication to be administered during school hours shall be given preferably by a parent or guardian. If this is not possible, the school nurse or Principal's designee will assist the student in self administration of the medication under the direct supervision of the school nurse and in the nurse's office.
 8. First Aid treatment is provided in case of injury in school. In case of an emergency

situation, the information on the STUDENT EMERGENCY CARD is followed by the school nurse or administration.

Exclusion and Re-admission

Exclusion and re-admission of children suspected or diagnosed as having communicable or infectious diseases are regulated by the Pennsylvania Board of Health. The terms of exclusion for such diseases are available by contacting the school nurse. Children may not attend school with undiagnosed rash.

****Medication – Administration**

Only medications prescribed by a physician are permitted to be taken in school. This includes all prescription and non-prescription medications.

All medication to be given a student must be in an appropriate container with pharmaceutical label including student name, drug ID, date, and prescribing physician. Pharmacists, upon request, will put medications for school in a second container. Under no circumstances will medications be brought to school in baggies, non-prescription plastic containers, envelopes, or foil. The medication will be confiscated.

It is mandatory that medications be brought to school by the parent. No medication may be transported on school vehicles.

The school physician has provided standing orders for Tylenol, ibuprofen, and antacids. With your parental permission documented on the Student Emergency Card, the nurse will administer these at your child's request.

Parents are responsible for prescription and over-the-counter medications. A special MEDICATION form must be signed by the parent when the student is to receive medication in school. Forms are available in the nurse's office.

Students Who Are Ill

Parents are urged to keep their children home should they appear ill in the morning. In order to control illness at school, it is necessary to have the cooperation of the school, home, and medical profession. Keeping the child home at the onset of a disease is the most important aspect of control. It is not fair to the child, the other students in the classroom, or the adult school personnel with whom he/she comes in contact to send a sick child to school.

Immunizations

State law requires the following vaccines in order to attend school in Pennsylvania:

- ✓ 4 - DPT (Diphtheria/Pertussis/Tetnus) The initial series and a booster on or after age four
- ✓ 3 - Polio
- ✓ 2 - MMR (Measles/Mumps/Rubella) The first shot on or after age one and a booster upon entry into school
- ✓ Hepatitis B Series
- ✓ Varicella vaccine or documentation of disease

Please contact your physician about these vaccines and boosters or you may wish to contact the Department of Health in Honesdale at (570) 253-7141 for information on immunizations and boosters available.

HOMEBOUND INSTRUCTION

Students who have been certified by a physician as being unable to attend school for at least two weeks are eligible for homebound instruction. Requests by parents for this service should be directed to the school principal or guidance counselor.

HOMEWORK POLICY - GRADES 6-7-8

One of the most common reasons for poor grades among middle school students is that students may not always take seriously their obligation to do their homework. Homework in the middle school is considered a necessary extension of classroom activities and it is essential that students understand its importance and complete homework when it is assigned. It enables students to reinforce subject area skills, teaches organizational skills, helps the family to be involved with the school in the educational process, and provides for the individual needs of the students. Homework requirements in the Middle School are flexible and are determined by the grade-level teams according to need.

In general:

- A variety of assignments are given. For example: practice for reinforcement, independent reading, extra-credit work, book reports, independent research, etc. Extra credit opportunities may be afforded to students who have met their obligations for all regular assignments, homework, projects, tests and quizzes. Extra credit will not be offered in place of missed homework or missed classroom assignments.
- Approximately one hour of homework per day is given in 6th and 7th grades for all subjects combined. In the 8th grade between one and two hours is given.
- Teachers will determine the manner in which homework is corrected and credited to students. This will vary according to the type of homework, subject area, etc.

- Classroom and homework assignments may be obtained from the school after three consecutive days of absence. Parents must request assignments from the office (at 937-3010) by 9:00 A.M.
- Upon returning to school after an absence, it is the student's responsibility to check with teachers relative to missed assignments, tests, projects, etc. For every day of absence, a student has one day of attendance to complete the missed assignments. If the student fails to turn in the homework and missed assignments at the new due date following the absence, it will be recorded as a zero and he/she will not receive credit for the homework. Additionally, the student may receive only partial credit for the project or class assignment per the teacher's grading guidelines for that particular class.

HONOR ROLL REQUIREMENTS

Students in grades six, seven and eight shall be eligible to earn first or second honors each marking period. The method of determining which students qualify for the lists will consist of the following:

To qualify for First Honors a student must maintain a 94.5% or higher overall average in all subjects for that marking period. Subjects meeting the equivalent of six periods per six-day cycle shall be averaged in as a full percent of the grade earned. Subjects meeting fewer periods shall be weighted accordingly. (For example, Health meets 1 time per cycle = 1/6 of grade earned for calculation purposes.) Finally, a student with any grade below 80%, letter grade "P", a needs improvement in "Conduct" (in any subject), or any misconduct requiring major disciplinary action, shall not be eligible for honors during that marking period.

To qualify for Second Honors a student must maintain a 89.5 to 94.4% overall average in all subjects for that marking period. Subjects meeting the equivalent of six periods per six-day cycle shall be averaged in as a full percent of the grade earned. Subjects meeting fewer periods shall be weighted accordingly. (For example, Health meets 1 time per cycle = 1/6 of grade earned for calculation purposes.) Finally, a student with any grade below 80%, a needs improvement in "Conduct" (in any subject), or any misconduct requiring major disciplinary action, shall not be eligible for honors during that marking period. Any incomplete not made up within three school days after the end of the marking period shall render the student ineligible for honors during that marking period.

Each time the honors lists appear, the students on them will receive a certificate from the Principal. At the end of the 8th grade, each student attaining first honors 9 out of the first 11 marking periods in grades 6, 7, and 8 will receive a plaque. Each marking period, the list of students attaining first and second honors will be published in the newspaper.



HOURS

The school opens at 8:00 A.M. for students. The school day begins with homeroom bell at 8:13 A.M. and ends with the conclusion of the last period at 2:55 P.M. Students are dismissed at 3:05 P.M. The Middle School office is open from 7:30 A.M. until 4:00 P.M.

INSURANCE

Reasonable cost accident insurance is available on a school day basis or twenty-four (24) hour coverage. Information will be sent home with your child at the beginning of the school year. The school merely acts as an intermediary in supplying the insurance and assumes no liability, either for the injury or subsequent negotiations with the company.

LEAVING THE BUILDING

Students are not to leave the school campus without specific permission from the Principal or Assistant Principal. Students violating this rule will be subject to loss of privileges and may be suspended.

LIBRARY

Modern middle school library facilities, coordinated by a certified librarian, are available to all students. This not only includes books and periodicals, but also computer programs. Students visit the library for instruction and book exchange during regularly scheduled classes or when released from a classroom with a pass.

Instruction given in the library involves research and organizational skills, as well as the appreciation of various types of literature.

The allotted time for book circulation is approximately three weeks. It is the individual student's responsibility to return any borrowed material before the due date arrives. If they are not returned on time, a notice of overdue materials will be issued. The student must either return the borrowed items immediately or pay for their replacement once considered lost. A fee of 10¢ per day per book will be charged to each student with overdue library materials.

LOCKERS

Students will be assigned a locker. However, they should not place or keep valuable personal items or money in their lockers. The school will not be responsible for lost or stolen items.

Students are not to give their locker combination to any other person.

Students should plan to go to the lockers before the start of homeroom, after lunch, and prior to afternoon homeroom. All students must place their backpacks in their lockers prior to homeroom.

LOCKER SEARCHES

The Western Wayne School District complies with State Board of Education Regulations:

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning.

LOST AND FOUND

A container for "lost and found" articles is located in Student Waiting. Students are encouraged to check for missing items. It is helpful if coats, hats, boots, and other items of clothing are labeled with your child's name. Proper identification should also be placed on lunch bags. Lost items that are not claimed within a reasonable time will be given to some charitable institution.

MARKING PERIODS (TENTATIVE)

End of First Marking Period -	November 3, 2011
End of Second Marking Period -	January 20, 2012
End of Third Marking Period -	March 26, 2012
End of Fourth Marking Period -	May 31, 2011

NEWSLETTERS

Newsletters are created monthly throughout the school year and posted on our middle school website. Every effort is made to keep parents informed of special activities, school developments, coming events, program dates, and registration deadlines.

OPEN HOUSE

Open House will be held on September 12, 2011 from 6:00-8:00 P.M. Sixth, seventh, and eighth grade teams will explain general school rules, procedures, team rules and expectations, and the

curriculum taught during the first few days of school.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or administration by telephoning the school office. Parent/Teacher conferences will be held from 1:00-8:00 P.M. on Tuesday, November 22, 2011. Students will be dismissed at 12:00 P.M.

PHYSICAL EDUCATION REQUIREMENTS

Acceptable physical education attire consists of shorts or sweatpants, t-shirt or sweatshirt, and sneakers. Attire must be neat and clean and meet the standards set forth in the student dress code. Sneakers should have "non-marking" soles.



If for some reason the student cannot participate in a physical education class, an excuse from a parent or guardian must be presented to the physical education teacher. In this case, the student is expected to participate in a limited PE activity as designed by the PE teacher. Students can only be excused from complete participation by presenting a valid doctor's excuse to the nurse, who will certify the student's inability to participate.

PREVENTION 211 COMMITTEE

Each year the Western Wayne School District applies for a Safe and Drug Free Schools and Community Grant funding. Any school qualifying and accepting this funding is required to have a drug/alcohol/tobacco/violence prevention and education program for students every year in every grade. The Western Wayne *Prevention 211 Committee* was established as a result of this during the 1991-92 school year.

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 is to make 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.

Studies conducted over the past twenty years on parent involvement show the same results. Parents involved in their child's education increases student achievement and self-esteem. When parents and families get personally involved in education and promote participation in extra-curricular activities, their children do 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. The fact is, many parents don't realize how important it is to get involved in their children's learning. All parents and family members should try to find the time and make the effort because research shows that when families get involved, 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!

Family involvement works for children at all grade levels. Any specific questions regarding *Prevention 211 Committee* and its mission can be directed to Joanne Tagle in the High School Guidance Department at 937-3190.

Drug, Alcohol and Violence Survey

As a condition of receiving the Safe and Drug Free Schools grant, all 6th, 8th, and 10th grade students will be administered a Drug, Alcohol and Violence survey. The survey data guides the district administrators in the selection of services and substance abuse prevention programs for our students. Parents and guardians are asked to notify the school in writing if they decline to have their child complete the survey.



PROMOTION AND RETENTION

The Superintendent of Schools has developed procedures for promotion and retention of students which:

1. Require the recommendation of the classroom teacher for promotion or retention.
2. Require that parents are informed in advance of the possibility of retention of a student at grade level.
3. Assure that every effort will be made to remediate the student's difficulties before he/she is

retained.

4. Assign to the Child Study Team and Principal the final responsibility for determining the promotion or retention of each student.
5. Summer school is required for failing an academic subject in 7th and 8th grade.

REGISTRATION

All new students registering at Western Wayne Middle School must provide immunization records and proof of residence before they are officially enrolled. Proof of residence will be one of the following: tax receipt, lease agreement, rent receipt, deed. In addition, parents of new students will be required to fill out and sign an "Affirmation of Prior Discipline Record" at the time of registration.

REGULATIONS FOR BEFORE AND AFTER SCHOOL

Before School ~

1. Loitering in the parking lot is not permitted.
2. Students who are dropped off at school prior to 8:00 A.M. must remain in the waiting area outside the main office or in the main entrance lobby (trophy case area). Students may not proceed to lockers or homeroom until 8:00 A.M.
3. Upon entering the building, each student is to report directly to their locker and then to homeroom.
4. At 8:13A.M., the tardy bell will ring. The homeroom teacher will keep a record of tardiness. Detention will be assigned for each 3rd tardy to homeroom.
5. After entering the homeroom, a student must receive permission from the homeroom teacher in order to leave.
6. **ENTERING THE HIGH SCHOOL BUILDING IS PROHIBITED.**
Middle School students are to stay out of the high school.
7. All students are to remain silent during morning and afternoon ceremonies and during announcements.

After School ~

1. The afternoon announcements will be conducted at 2:55 p.m. each day.

2. At the conclusion of afternoon announcements all students will report to lockers and homeroom.
3. Vans and buses depart at approximately 3:05 P.M. for middle and high school students from the middle school parking lot.
4. ANY STUDENTS WHO REMAIN IN THE BUILDING AFTER DISMISSAL MUST BE UNDER THE SUPERVISION OF A TEACHER OR COACH.
5. No student should take coats to classes. There will be plenty of time to go to lockers and to board the buses after the bell rings for dismissal.
6. Prior to the departure of the late bus, students are to remain on school property and refrain from entering the high school building.
7. Students are not to walk to the high school parking lot to board buses or meet persons providing non-school transportation.
8. No loitering on school grounds after P.M. dismissal.

REPORT CARDS

Parents may view their child's academic progress on-line through SchoolBook. Parents not having a computer or internet access may request a printed progress report. Parents may request a progress report for their child at any time. Report cards are sent home with students at the end of the first, second, and third marking periods. The final report card for the fourth marking period and final grades for the year will be sent home with students on the last day of school.

REST ROOMS

The rest rooms are provided for students' convenience and comfort. The school will make every reasonable attempt to keep them clean and functioning, as well as maintain the proper supplies for student use. Please help us keep these areas clean and as pleasant as possible.

Smoking, writing on walls and partitions, and other acts that damage property only make the rest rooms unpleasant and may restrict student use of the rest room.

SCHOOLBOOK

With the addition of the Schoolbook software to Western Wayne Middle School, parents and guardians now have the ability to more effectively communicate with teachers and view their child's grades, homework assignments, and progress 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 no longer be mailed home. However, if a parent does not have a computer or internet access, they may contact the middle school office to make arrangements to receive a printed progress report.

SCHOOL VISITS

Parent visitation to the school is encouraged; however, **it is policy not to allow visiting or vacationing students to attend our classes.** All visitors are asked to report to the main office prior to visiting any classroom.

SPECIAL EDUCATION

Mission Statement

The mission of the Western Wayne School District in alliance with family and community is to educate each student to be an adaptable, life-long learner and a responsible citizen of a global society.

The needs of exceptional students are provided for by the School District. The Guidance Counselor should be contacted for further information.

IDEA Notices - Chapter 14

In compliance with state and federal law, notice is hereby given by the Western Wayne School District that ongoing identification activities are conducted as part of its school program for the purpose of identifying students who may be in need of special education and related services (*eligible students*). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive development disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Developmental delay
5. Mentally gifted
6. Mental retardation
7. Multihandicapped
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech and language impairment

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening

and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to Dr. Lorna Johns, Director of Instructional Services.

Chapter 15 - Annual Notice to Parents

In compliance with state and federal law, the Western Wayne School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "*protected handicapped students*" are distinct from those applicable to all eligible or exceptional students enrolled (*or seeking enrollment*) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (*including purpose, time and location*), and rights to due process procedures, you may contact in writing the person listed above or any building principal.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.

WESTERN WAYNE SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EDUCATION INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, OR HANDICAP IN ITS ACTIVITIES, PROGRAM, OR EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI, TITLE IX, AND SECTION 504.

STUDENT ASSISTANCE PROGRAM

The Program

Western Wayne Middle School's Student Assistance Program is named **ACTION** (All Concerned Toward Individual's Ongoing Needs). The program started during the 1990 school year to provide a means of identifying and helping students who have experienced problems which interfere with their success at school. ACTION provides support groups during the school

day and has targeted the following crisis areas:

- Drug and alcohol abuse
- Pregnancy
- Child abuse
- Suicide and depression
- Legal issues
- Anger management
- School anxiety
- Divorce/separation issues
- Illness
- Grief counseling

Additionally, there are several community agencies that help support the team which include:

- Wayne County Drug and Alcohol Commission
- Victims Intervention Program
- Tri-County Human Services
- Wayne County Children and Youth Services

The Referral Process

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

Confidential referral forms may be given to the guidance staff in the main office or may be given to an ACTION 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. ACTION has been established to provide the needed support to these students.

STUDENT EARLY DISMISSAL

The Department of Education has established compulsory attendance laws for all students in Pennsylvania public schools regarding the number of hours a student must attend per day and the number of days a student must attend per school year. School district personnel also serve in loco parentis over pupils during the time they are in attendance, including the time required in going to and from their homes. As such, parents/guardians may not remove a child from school during the school day without a legitimate reason as stated in the Pennsylvania School Code.

Any planned student absence for a part of the school day for such reasons as a medical or dental appointment, should be prearranged with the main office at least one day before the absence. A written request bearing parental signature, date of dismissal, time, and reason for dismissal and destination must be submitted to the office by 8:20 A.M. on the day of the dismissal. If there is an **emergency**, this time limit will not be binding. **UNDER ALL CIRCUMSTANCES**, when picking up a child, an adult, either parent, guardian or other designated person, **MUST REPORT TO THE OFFICE AND SIGN THE CHILD OUT**. For student safety, office personnel will ask all visitors for identification.

Students are responsible for all classwork missed because of early dismissal or any other absence from school.

STUDENT ENTERTAINMENT/ELECTRONIC DEVICES

Students shall not bring to school any of the following items:

- Electronic games (i.e. Gameboys, PSPs, Ipods, or any similar devices)
- Cameras, pagers, laser pointers, beeper, PDA's (Personal digital assistant), laptops, computer notebooks, I-Pads, etc.
- Trading cards or playing cards
- Pagers or beepers
- Any or all novelty devices (i.e. "electric shock" pens) deemed inappropriate for school
- Students who bring cellular telephones to school may not use them during school hours. Cell phones and portable CD players or MP-3 type players and headphones must be turned off and secured in lockers. Any student who has a cell phone or CD player on his/her person during school hours understands that school officials may confiscate such items and release it only to a parent or guardian. **Again, the school staff and administration assume no responsibility for lost, stolen or damaged devices brought to school.**

STUDENT PICTURES

Photos of students are scheduled once a year and taken by a professional photographer. Parents need not feel obligated to purchase the pictures. Those who do purchase them must send the

payment to the school with their child at the time the photos are taken. An explanation and procedure will be sent home with students at the proper time. School photos will be taken on Friday, September 17, 2010.

STUDENT SEXUAL HARASSMENT

Sexual harassment will not be tolerated at any level and will be subject to disciplinary action as set down by school board policy, state and federal law. Any student who feels he/she has been a victim of sexual harassment should immediately report the alleged harassment to a teacher, nurse, counselor, or administrator. A copy of our District Student Sexual Harassment Policy is available in our main office area for student and parent review.

STUDENT WELLNESS

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

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 to have wellness policies in place by July 1, 2006. These policies must include:

- ✓ Nutrition guidelines for all foods available on every school campus during the school day
- ✓ Goals for nutrition education
- ✓ Goals for physical activity
- ✓ 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.

SUMMER SCHOOL

Western Wayne High School offers a summer school program for 7th and 8th grade students who have failed courses during the regular school year. In order for a student to participate in a summer school he/she must achieve a cumulative average of 55-69 in the failed course during the school year. The fee in 2011 was \$150 per course. Further details are available in the Guidance Office.

TELEPHONES

Office phones are not available for student use except on an emergency basis.

Messages and deliveries from home relating to school activities should be left in the office. Students will be called out of class only in an emergency. The public pay telephone in the main lobby area of the school is for student use during after school hours only.

TESTING

Students in sixth, seventh, and eighth grades are administered the Pennsylvania System of School Assessments. Additionally, students are given 4Sight tests to determine progress and to predict success on the PSSA tests. **The PSSA testing dates for 2012 will be March 12-23, 2012 for Reading and Math for all students in grades 6, 7 and 8. 8th grade students will participate in PSSA Writing and Science April 16-27, 2012.** 7th grade students will normally be given the Orleans Hanna algebra screening test in the 4th marking period. For 6th grade students, a comprehensive exam will be administered in Spanish class at the end of the 2nd marking period. 6th grade students who earn a passing score of 75 points or better will be reviewed for continued placement in Spanish class for the second semester (third and fourth marking periods).

TEXTBOOKS

The school furnishes books to all students. This is done with the hope that this major investment will be properly safe-guarded. Reasonable depreciation is expected as a result of daily use. However, students are expected to put book covers on all textbooks to prevent excessive wear and tear. Unreasonable damage to textbooks will result in a fine. **Lost or stolen textbooks must be paid for and replaced immediately.** The fines for these must be paid to the office at the time of damage or loss.

TRANSPORTATION

The Western Wayne School District provides transportation for its students. Riding the bus is a privilege, not a right. It is understood that parents assume the responsibility of supervision prior to the time when their children board the bus in the morning and when children leave the bus at the conclusion of the school day. Students riding on a school bus are under the authority of the school and are expected to conduct themselves in a manner consistent with established standards of classroom behavior. Abuse of the privilege of transportation may result in a warning, detention, in-school suspension, out-of-school suspension, or removal from the bus for a period of time as delineated in the policy statement adopted by the Board of Education and available in the school office.

Unauthorized School Bus Entry

An individual commits the offense if he/she (1) enters a school bus without prior authorization of

the driver or a school official with the intent to commit a crime or disrupt or interfere with the driver, or (2) enters a school bus without prior authorization of the driver or a school official, who refused to disembark after being ordered to do so by the driver. This offense is categorized as a misdemeanor of the third degree.

Students using other than school district provided transportation **should not arrive at school prior to 8:00 A.M.** Adult supervision is not available prior to 8:00 A.M. Only students who are involved in legitimate after school activities may ride one of the late buses. Students are not allowed to remain on school grounds after P.M. dismissal unless they are being supervised by a teacher or coach.

Students who wish to temporarily ride a bus other than their assigned bus must request permission to do so. A written parental request, indicating the reason why the student must temporarily ride another bus must be given to the Main Office by 8:20 A.M. The Principal or his designee will review the request; **permission may be denied based on bus capacity, urgency of reason, etc.** The middle school office staff will then issue a bus note to the student. **Last minute requests to ride another bus will not be honored.** Student accountability and safety is our top priority, and your cooperation in following bus procedures is greatly appreciated.

Parents who wish to pick up children prior to the end of the school day must send a written request, stating the reason for same, to the office in the morning of the day in question. Parents wishing to pick up their children at dismissal must park in the main parking lot and report to the main office at 2:55 P.M. on regular dismissal days and at 11:50 A.M. on early dismissal days. Students will be called to the student waiting area at dismissal once parents have signed the register in the main office. NO student shall be signed out of school or transported from school by any person except the parents or legal guardian without a written request signed by the parent or guardian. The Principal or Assistant Principal will review all requests. If the requests are not of an emergency nature, or are questionable for other reasons, they may be denied.

Middle School students are not permitted to walk to the High School parking lot to board buses or meet persons providing non-school transportation.



TRIP POLICY

Field or class trips may be arranged at the discretion of teachers and administration. Only those students who are in good academic standing and who have exhibited acceptable behavior **throughout** the year will be permitted to participate in school-sponsored trips.

TRUANCY PREVENTION

The Western Wayne School-Wide Truancy Elimination Program (STEP) is an inter-disciplinary approach designed to reduce excessive student absences from school. The goal of the STEP program is to reduce the overall rate of absenteeism. The STEP program is a school-based intervention for students and families who are in danger of magisterial citation due to truancy.

The STEP team consists of administration, teachers, counselors, school nurse, children and youth services, social worker, probation, Wayne County MHMR, and Magisterial court. The function of the STEP team is to organize meetings with student and families when the student's absences have reached the truant level as defined by the PA Compulsory Attendance Law. In lieu of an initial citation to the district magistrate for truancy charges, the student and family will be required to attend a STEP meeting at the school. At this meeting, the team will discuss, with the student and family, the issues and concerns relating to the student's absences, academic performance, and behavioral concerns.

The team will also be responsible for:

- Educating the student and family on the negative effects of habitual absenteeism
- Offering and/or coordinating services for the student and family both in and out of school
- Developing and drafting a truancy elimination plan with the student and family
- Monitoring and evaluating the plan

VACATIONS

Vacations during the time when school is in session are discouraged. Students must be present in school to receive valuable instruction in mathematics, science, language arts and social studies. In this era of high stakes testing and with the academic demands we place on students, there is simply no substitute for being present in school on a daily basis for students to maximize their academic potential.

VALUABLES

Valuables (such as Ipods, MP3 players, laptops, for example) and cash, jewelry, and so forth are not to be brought to school or stored in desks or lockers. **The School District is not responsible for the loss, theft or damage of personal property.**

VIDEO AND AUDIO SURVEILLANCE

All buses in the Western Wayne School District are equipped with video surveillance cameras which also include audio capability. In accordance with the Pennsylvania Wiretap and Electronic Surveillance Contract Act, parents and guardians are notified that the use of such devices will lessen any expectation of privacy. Additionally, video surveillance cameras are in continuous use in the Western Wayne Middle School hallways and cafeteria.

WEBSITES

The Western Wayne School District website address is **www.westernwayne.org**. Individual school websites can be accessed through the district website by selecting "Schools" in the menu on the left and choosing the desired campus. Our websites provide valuable information for your child's particular school, as well as weather and sports information.

WORKING PAPERS

Working papers may be obtained at the **Western Wayne High School Guidance Office** during regular school hours. Pennsylvania State law requires that all students under 18 obtain working papers before beginning work. Available in the High School Guidance Office, part-time working papers (yellow) must be completed by all students planning to work on any part-time basis. Preliminary, full-time (white) working papers must be completed before any student less than 17 years of age may withdraw from school. The completed form must be returned by the student and his/her parent or guardian. A birth certificate or other proof of age must be presented upon submission of the completed papers. Contact the Western Wayne High School Guidance Office for further information at 937-3190).