

**Western Wayne Middle School**

**Student – Parent/Guardian**

**Handbook**

**2015-2016**





Western Wayne Middle School  
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***“EXCELLENCE STARTS WITH YOU!”***

August 26, 2015

Dear Parents and Guardians:

Welcome back! We are excited and motivated to begin the school year. We are anticipating a great year and looking forward to the many accomplishments of the middle school students. As we prepare for this school year, it is important we are all working together to make your student's year a success. Please encourage your student to do his/her very best daily.

The handbook is full of information for parents, guardians, and students that will help answer questions you may have about middle school. Please read the entire handbook with your student and sign and return forms **A, B, C, and D** to school. These forms are located at the end of the handbook section of this planner. I will be talking with all students during the opening days about the information presented in this handbook should they have any questions. In addition, our faculty and staff will be available throughout the school year to assist all students with their schedules and/or academic concerns.

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 student's success throughout the middle school years. Please check out our Western Wayne School District web site at [www2.westernwayne.org](http://www2.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,

*Kristen Donohue*

Kristen Donohue, Principal

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## **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 RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) grants parent/guardians 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. Parent/Guardians 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/guardian 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/guardian or eligible student believes is inaccurate or misleading. Parents/Guardians 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/guardian or eligible student, the District will notify the parent/guardian 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/guardian 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/guardian 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.

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

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 parent/guardian 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 parent/guardians 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 11<sup>th</sup> and 12<sup>th</sup> grade students, not middle school students.

Parent/Guardians have the right to have directory information withheld upon written request. Parent/guardians and high school students may also request that information be withheld from the military only. In order to withhold directory information, parent/guardians 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 in each school of the district. 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.

## **CODE OF CONDUCT**

### **STUDENT RESPONSIBILITIES**

PA School Code 22 12.2

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of his fellow students. It is the

responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform with the following:

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

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

### **ATTENDANCE POLICY**

Attendance at school is essential for maximum success. Absences due to illness, quarantine, death in the family, impassable roads, pre-approved family educational travel/education tours/trips, and school board approved observance of a religious holiday are excused. A written request from the parent/guardian for educational trips and religious holidays must be received and approved by administration prior to the date of the absence. Other excuses for absence are classified as unexcused and unlawful. These excuses will be reviewed by the Principal/Designee to determine if the absence is excused or unexcused. All absences will be recorded as unlawful for students under the age of seventeen (17). In the case of excessive excused absence, a doctor's excuse may be required. When three (3) days of unlawful absences are recorded, an official notice is served on the parent/guardian. Additional unlawful absences may result in arrest and fines for violation of the Commonwealth of Pennsylvania Compulsory School Attendance Law.

Upon returning to school, students are required to bring in an excuse note signed by the parent/guardian including the dates of and the reason for the absence. All excuses should be sent to the Attendance Secretary or to the homeroom teacher. **If such an excuse is not presented within three (3) days, the absence will be considered unlawful**, and the student and parent/guardian may be subject to all penalties specified in Section 1333 of the Pennsylvania School Code.

Tardiness or being late for school, after 8:10 A.M. each day, is detrimental to a student's academic success. Late students and the student's parent/guardian must report to the main office window upon arrival and the time of arrival will be recorded by the office secretaries. 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.

The following is a list of consequences for habitual tardiness:

1 <sup>st</sup> tardy:	Warning (verbal)
2 <sup>nd</sup> tardy:	Warning (written)
3 <sup>rd</sup> tardy:	Lunch Detention
4 <sup>th</sup> tardy:	Detention
5 <sup>th</sup> tardy:	Detention
6 <sup>th</sup> tardy:	Half Day In-School-Suspension
7 <sup>th</sup> tardy:	In-School-Suspension (ISS)

A student who accumulates 10 tardies from the beginning of school will be charged with one day unexcused absence.

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.

Students who are not in attendance on a school day or who have a tardy that has not been excused by the principal or assistant principal are not eligible to participate in extra-curricular activities on that day which includes sports, activities, and dances.

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

### **TRUANCY PREVENTION**

The Western Wayne School 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 MHRM, 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

### **Western Wayne MS - School Truancy Elimination Plan (STEP)**

#### **UNLAWFUL ABSENCES**

##### **3 unlawful absences**

- Letter sent to parent/guardian outlining Pennsylvania School Code provisions for school attendance and the STEP procedures

##### **6 unlawful absences**

- Letter sent to parent/guardian informing them of Pennsylvania School Code violation (STEP requirement notice)
- Parent/guardian called for phone conference by STEP team
- Phone conference will be documented and written notice forwarded to parent/guardian
- Copy to be provided to Wayne County Children and Youth Services and cc: SAP team

##### **Continued absence(s)**

- Certified letter sent home to parent/guardian
- Citation filed with magistrate for truancy
- Copy of the complaint will be provided to Wayne County Children and Youth Services.

##### **If parent/guardian do not participate in a STEP meeting after the 7<sup>th</sup> unlawful absence**

- Complaint filed with the magistrate

##### **Every 3 subsequent unlawful absences**

- Complaint filed with the magistrate

#### **EXCUSED ABSENCES**

##### **10 excused absences**

- Informational letter mailed home to parent/guardian referencing the 10 cumulative excused absences

##### **15 excused absences**

- Informational letter mailed home to parent/guardian referencing the 15 cumulative excused absences
- Parent/guardian contacted by guidance counselor
- Phone conference will be documented and written notice forwarded to parent/guardian
- Copy to be provided to Wayne County Children and Youth Services and cc: SAP team

##### **20 excused absences**

- Certified letter sent home to parent/guardian
- Copy provided to Wayne County Children and Youth Services
- Required attendance at STEP meeting in school with parent/guardian and student present

**Any cumulative absence over 20 total days for a middle school student will require a written medical excuse from a physician or it will be considered unlawful.**

## **ABSENCES FOR TEMPORARY PERIODS**

The following are excused absences:

1. Religious holiday observed by bona fide religious groups when requested in writing by the parent/guardian; 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 parent/guardians 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 parent/guardian 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.

All absences not listed as excused above or not recognized as excused by the review committee shall be deemed unlawful absences.

## **HOURS**

The school opens at 8:00 A.M. for students. The school day begins with first period at 8:10 A.M. and ends with the conclusion of the last period at 2:53 P.M. Students are dismissed at 3:00 P.M. The Middle School Office is open from 7:30 A.M. until 4:00 P.M.

## **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, parent/guardian 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 before the absence. A written request bearing parent/guardian signature, date of dismissal, time, and reason for dismissal and destination must be submitted to the office by 8:10 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.**

### 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 or assistant 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 and notification will be made to parent/guardian. **Failure to obtain pre-approval for an educational trip will result in absence for the trip being declared unlawful.** Students are expected to make up all schoolwork missed while absent due to such trip.



### 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.

### COURSE REQUIREMENTS

#### Sixth Grade

Language Arts (Reading and English)  
Math  
Science  
Social Studies  
Spanish  
Family and Consumer Science  
Technology and Engineering

Library Science  
Physical Education  
Health  
Art  
Music



### **Seventh Grade**

Language Arts (Reading and English)

Math

Science

Social Studies/Geography

Spanish

Family and Consumer Science

Technology and Engineering

Library Science

Physical Education

Health

Art

Music

### **Eighth Grade**

Language Arts (Reading and English)

Pre-Algebra/Algebra I

Social Studies/Geography

Science

Spanish & Spanish I

Family and Consumer Science

Art

Library Science

Physical Education

Health

Music

Technology and Engineering

## **GRADEBOOK**

With the addition of the Gradebook software to Western Wayne Middle School, parent/guardians now have the ability to more effectively communicate with teachers and view their child's grades, homework assignments, and progress via the Internet. Gradebook can be accessed on the school district's website at [www2.westernwayne.org](http://www2.westernwayne.org). Parent/guardians may access Gradebook through the Parent/guardian Portal. Directions to do this may be obtained in the middle school office. Since parent/guardians have access to their child's grades, progress reports will no longer be mailed home. However, if a parent/guardian does not have a computer or Internet access, they may contact the middle school office to make arrangements to receive a printed progress report.

## **GRADING POLICIES**

Grading policies are determined by each teacher depending upon the nature of the course. Teachers review individual grading procedures and course requirements during the first week of class. Parent/guardians may contact the school for further information.

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

## **REPORT CARDS**

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. Parent/guardian may request a progress report for their child at any time.

## **SUMMER SCHOOL**

Western Wayne Middle 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

summer school he/she must achieve a cumulative average of 55-69 in the failed course during the school year. The fee in 2015 was \$150 per course. Further details are available in the Guidance Office.

### **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 parent/guardians 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. Require summer school for failing an academic subject in 7<sup>th</sup> and 8<sup>th</sup> grade

### **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, so it = 1/6 of the grade earned for calculation purposes.) Finally, a student with any grade below 80%, letter grade "P", a needs improvement in "Conduct" or 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 an 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, so it = 1/6 of the grade earned for calculation purposes.) Finally, a student with any grade below 80%, a needs improvement in "Conduct" or 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.



## **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 student's absence. Parent/guardian must request assignments from the office at 1-800-321-9973, option #2 by 9:00 A.M and will be required to make arrangements for pickup of requested work.
- 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.

## **TESTING**

Students in sixth, seventh, and eighth grades are administered the Pennsylvania System of School Assessments. Additionally, students are given benchmark tests to determine students' progress. **The PSSA testing dates for 2016 will be April 11-15, 2016 for English Language Arts and April 18-22, 2016 for Math for all students in grades 6, 7 and 8. 8<sup>th</sup> grade students will participate in PSSA Science April 25-29, 2016.**

**Algebra I Keystone Exams will be the dates of May 16-May 27, 2016.**

## COUNSELING

Guidance counselors are available to assist students with academic and personal services. Parent/guardian and students may arrange for counseling conferences by contacting a secretary in the main office. Mrs. Jacques and Mr. Totsky are the middle school guidance counselors. All guidance counselors will assist students whenever and wherever required.

## STUDENT ASSISTANCE PROGRAM

Western Wayne Middle School 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 addressed these crisis areas: drug and alcohol abuse, pregnancy, child abuse, suicide and depression, legal issues, anger management, school anxiety, divorce/separation issues, illness, and grief counseling. Additionally, there are several community agencies that help support the team. These include Wayne County Drug and Alcohol Commission, Victims Intervention Program, Tri-County Human Services, and Wayne County Children and Youth Services.

Students can be referred in the following ways:

- **Parent/guardian Referral:** A parent/guardian 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 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. For more information, contact a guidance counselor.

Adolescence is a stage of development which can be extremely baffling to teens, their parent/guardians, 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.

## 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. 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/guardian 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 1-800-321-9973 (option 1).

### **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 parent/guardians for this service should be directed to the school principal or guidance counselor.

### **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 | 7. Multihandicapped                |
| 2. Blindness or visual impairment        | 8. Neurological impairment         |
| 3. Deafness or hearing impairment        | 9. Other health impairments        |
| 4. Developmental delay                   | 10. Physical disability            |
| 5. Mentally gifted                       | 11. Serious emotional disturbance  |
| 6. Intellectually Disabled               | 12. Specific learning disability   |
|  | 13. Speech and language impairment |

If you believe that your child (age 3-21) may be in need of special education services and related programs, 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 Director of Instructional Services, Mrs. Cynthia LaRosa.

## **Chapter 15 - Annual Notice to Parent/Guardians**

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 parent/guardians 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 persons 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.**

### **GIFTED STUDENTS**

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

### **PHYSICAL EDUCATION REQUIREMENTS**

In order to promote student hygiene, middle school students are required to change into acceptable attire for physical education class. **Students may not wear clothing worn for PE for the remainder of their school day.** Acceptable physical education attire consists of shorts or sweatpants, tee shirt or sweatshirt, and sneakers. Attire must be neat and clean and meet the standards set forth in the student dress code. Jewelry presenting a safety concern must be removed for PE class.



If for some reason a student cannot participate in a physical education class, an excuse from a parent/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.

## 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 the 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. Parent/guardians 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 grade 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.
  - a. 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 parent/guardian 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/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.
9. 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.

Parent/guardians are responsible for prescription and over-the-counter medications. A special MEDICATION form must be signed by the parent/guardian when the student is to receive medication in school. Forms are available in the nurse's office. 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/guardian. No medication may be transported on school vehicles.**

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

### **Students Who Are Ill**

Parent/guardians 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.

If a student should become ill during the school day, he or she should report to the nurse for evaluation. **Students should not contact parent/guardians independently.** The nurse will notify parent/guardians of illness.

### **Immunizations**

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

- ✓ 4 - DPT (Diphtheria/Pertussis/Tetanus); 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

In addition, children attending 7<sup>th</sup> grade need the following immunizations:

- ✓ Tdap (if 5 years has elapsed since last tetanus immunization)
- ✓ MCV (Meningococcal Conjugate Vaccine)
- ✓ 2 – Varicella vaccines 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.

## **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, parent/guardians, community members, students, and the director of food services.

### **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.

### **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.

### **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 telephone in Student Waiting area of the office is

for student use during an emergency or for after school hours only.

### **LOCKERS**

Students will be assigned a locker. The school will not be responsible for lost or stolen items kept in lockers. 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.

### **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.

### **OPEN HOUSE**

Open House will be held on **September 16, 2015 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/GUARDIAN CONFERENCES**

Parent/guardians may make appointments for conferences with teachers, counselors, or administration by telephoning the school office. Parent/Guardian/Teacher conferences will be held from **1:00-8:00 P.M. on Tuesday, November 24, 2015.** Students will be dismissed at 12:00 P.M.

### **WEBSITES**

The Western Wayne School District website address is **www2.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. Every effort is made to keep parent/guardians informed of special activities, school developments, coming events, program dates, and registration deadlines.

### **STUDENT PICTURES**

Photos of students are scheduled once a year and taken by a professional photographer. Parent/guardians 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 18, 2015.**

## DRESS CODE

The Western Wayne School District Board of Education formally approved the Western Wayne Dress Code in June 2008.

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. All students are expected to be appropriately dressed, well-groomed, neat, and fully clothed.

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 is provided for additional guidance on the spirit and intent of the Western Wayne Dress Code:

These items are not permitted:

- Pajamas and slippers
- Torn or sashed jeans
- Tank tops, muscle shirts, spaghetti straps, tube tops, or halter tops
- Half shirts or cutoff shirts, clothing must not expose the midriff, navel, or cleavage
- Flip flops or beach thongs
- Clothing depicting drug, alcohol, or tobacco messages
- Clothing with violent messages or insignia related to gangs, racist, or hate groups

Allowable Items:

- Tee shirts, sweatshirts, polo shirts, turtlenecks, sweaters, jerseys
- Shorts, dresses, and skirts which are fingertip in length
- Pants, skirts, and jeans must be secured at the waist.
- Clothing should be made of material that is not sheer or see through. No undergarments should be visible.
- Closed-toe shoes **only**

Dress code violations may require a change of clothing, removal from class, or removal from school. Students may call home for proper clothing. **Administrators reserve the right to determine appropriate attire and dress code compliance.**

## BEFORE AND AFTER SCHOOL REGULATIONS

### 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. After entering the homeroom, a student must receive permission from the homeroom teacher in order to leave.
5. **ENTERING THE HIGH SCHOOL BUILDING IS PROHIBITED.** Middle School students are to stay out of the high school.
6. All students are to remain silent during morning and afternoon ceremonies and during announcements.

### **After School**

1. The afternoon announcements will be conducted at 2:48 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 3:00 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. Prior to the departure of the late bus, students are to remain on school property and refrain from entering the high school building.
6. Students are not to walk to the high school parking lot to meet persons providing non-school transportation.
7. No loitering on school grounds after P.M. dismissal.

### **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 getting 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 8:15 A.M.

### **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, a la carte, or breakfast purchases using the scanning system with the cafeteria cashier at each serving line. Parent/guardians 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 payment envelope to take home to their parent/guardians. Parent/guardians 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 Student Waiting entrance to the office of the middle school. Parent/guardians 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. Parent/guardians should indicate on the payment envelope amounts to be distributed to either “Meals” (for hot lunch or breakfast) or “A la 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 1-800-321-9973 option 2.

### **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 are to report to the cafeteria promptly at the beginning of their assigned lunch period.
3. 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.
4. Throwing of food or food fights will not be tolerated.
5. Upon finishing their lunch, students will clean up their area and bring their trays to the disposal area.
6. 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 lavatory facilities during lunch period rather than during class time.
7. The teacher in charge will dismiss students from the cafeteria one table at a time.

### **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.

### **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.

### **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.

### **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. Hall passes are a must!

### **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.

#### **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 lavatory, 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.

### **RESTROOMS**

The restrooms 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 restrooms unpleasant and may restrict student use of the restroom.

### **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.

### **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.

### **STUDENT ENTERTAINMENT/ELECTRONIC DEVICES & VALUABLES**

The use of electronic devices such as radios, cassette players, portable CD players, electronic games, cameras, laser pointers, iPods, MP3 players, personal pagers, beepers, and cell phones is not permitted during the school day. Electronic devices seen in use during the school day will be confiscated. After the 3<sup>rd</sup> time an electronic device has been confiscated, that item will only be released to the student's parent/guardian. Refusal to hand over electronic devices when requested by a staff member will be considered insubordination and may result in suspension.

**The school staff and administration assume no responsibility for lost, stolen or damaged devices brought to school.**

### **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.

### **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.

## **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 or assistant 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.

## **DETENTION**

In addition to lunch detention, students who do not obey building rules may be assigned detention 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. After school detention will be held on Thursdays from 3:00-5:15 P.M. The building principal or 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. It shall be the responsibility of the parent/guardian to transport the student to morning 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.

Students who fail to attend detention shall have an opportunity to attend the next available detention **provided they have a written excuse from a parent/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 attend detention in a timely manner will result in assignment of a half a day in-school-suspension.

## **INFRACTIONS - CONSEQUENCES**

Discipline referrals will be forwarded to the building principal or assistant principal for action.

### **1. 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 is the consequence for minor infractions. The following activities, though not all-inclusive, are considered violations of school discipline policy and may result in detention:

- Cutting or skipping class, lunch, activity, or assembly
- Bus misconduct
- Foul language or use of any profanity
- Use of cell phone during the school day
- Cyber bullying in school
- Disrespect to others and/or any personal property
- Violating the privacy of others
- Verbal abuse or verbal harassment of others
- Cheating on tests or assignments
- Forgery or plagiarism on assignments or examinations
- Unacceptable use of technology
- Accumulation of 4 lunch detentions from classroom teachers

## **2. In-School-Suspension (ISS)**

In the case of students who choose to repeatedly violate school discipline policy and expected standards of behavior, in-school-suspension will be assigned. Habitual offenders with an established pattern of misconduct may be assigned a full day of suspension for more serious infractions. In-school-suspension will be assigned at the discretion of the principal or assistant principal. A student who is assigned ISS will have his/her parent/guardians notified and will serve the period of ISS in the student waiting area or classroom designated by the school administrator. Examples of infractions that may result in an in-school-suspension, include, but are not limited to the following:

- Aggressive behavior (pushing, shoving, tripping, pinching, poking, posturing, tapping, slapping, kneeling, etc.) against other students
- Verbal harassment or sexual harassment to students or school officials
- Repeated misconduct, disruptive behavior, or insubordinate behavior
- Disrespect to staff members or faculty
- Dress code violations

## **3. Out-of-School Suspension (OSS)**

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/guardian or guardian will be notified. Examples of suspendable infractions include, but are not limited to the following:

- Repeated misconduct, insubordination, or pattern of misconduct
- Physical Altercations
- Vandalism (including writing on desks, lockers, bulletin boards, damaging school computers, etc.) 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.

- Leaving school without permission
- Stealing
- Sexual harassment, cyber bullying or unlawful harassment infractions
- Refusing a reasonable search

#### **4. Automatic Out-of-School Suspension and Referral to Superintendent**

Examples of infractions that may result in an out-of-school-suspension and referral to the superintendent include, but are not limited to the following:

- 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, 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.

#### **5. 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 in the hallways, vandalism, or other inappropriate behavior as determined by the principal or assistant principal. The following procedures apply to students placed on restricted movement:

- a) A form will be issued by the office stating the student’s name and number of days the student is assigned to Restricted Movement.
- b) All students on Restricted Movement must pick up a Restricted Movement form from a secretary in the office prior to going to lockers or homeroom. The student’s arrival time will be noted on the form.
- c) Duration of Restricted Movement will be at the discretion of the principal or assistant principal.
- d) 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.
- e) Teachers should sign the form at the end of the period, record any relevant comments, and note departure time.
  - f) 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.
  - g) Students will return the Restricted Movement form to the office at the end of the day.
  - h) 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.
  - i) 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.
  - j) 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.
  - k) 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.
  - l) Students who have difficulty complying with Restricted Movement procedures may receive additional day(s) of Restricted Movement at the discretion of the principal or assistant principal.

### **POSSESSION AND USE OF TOBACCO**

Considering 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 tobacco policy. The law defines tobacco as a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

- |                 |   |
|-----------------|---|
| First offense:  | 3 days in-school suspension and tobacco education program |
| Second offense: | Fine and 3 days out-of-school suspension                  |
| Third offense:  | Fine and 5-10 days out-of-school suspension               |

### **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/guardian review.

## **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

***Cyberbullying*** 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 belongings
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. *Cyberbullying* – verbal and psychological or relational bullying may also occur using electronic devices such as, but not limited to, computers, cell phones, and pagers. Cyberbullying 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 cyberbullying 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.

A student who is in violation of bullying or harassment shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include counseling within the school, parent/guardian conference, loss of school privileges, transfer to another school building, classroom, or school bus, exclusion from school sponsored activities, detention, suspension, expulsion, and referral to law enforcement officials.

### **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 parent/guardians and/or document the student's possession of the 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.
- Offenders of cell phone use during the school day will be subject to disciplinary consequences to include, but not limited to, conferences with parent/guardians, detentions, in-school suspension, and even out-of-school suspension.
- Students who are ill or need to contact their parent/guardians 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 parent/guardians directly from their cell phones. The school nurse will then contact parent/guardians or guardians.
- Cell phone possession during the day will be handled as follows:
  - First Offense: Cell phone returned at the end of the day
  - Second Offense: Parent/guardian notified and cell phone returned at the end of the day.
  - Third Offense: Parent/guardian notified to pick up the cell phone.

### **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. 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.

### **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.

### **ELIGIBILITY FOR ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

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

### **DANCES**

- Dances are normally from 7:00 until 9:00 P.M. and are normally held in the middle school cafeteria. 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 for academic failure or disciplinary actions including OSS, ISS, or other infractions.

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.



### **8<sup>th</sup> Grade Only Dance**

In May of each year, we hold an “8<sup>th</sup> 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.

### **CO-CURRICULAR and/or EXTRACURRICULAR ACTIVITIES**

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

### **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.

### **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/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.

### **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.

### **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 students:

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

### **Delegation of Responsibility**

The district 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 students.

### **Guidelines**

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

### **Prohibitions**

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 students 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

### **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. “Heely” shoes with roller blades in the heel are not permitted in any of our district schools. 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.

### **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.

### **VISITORS**

Parent/guardian 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.

Anyone wishing to visit the middle school must adhere to the following procedure:

- Upon arrival at the school, visitors must proceed to the office where they will provide the receptionist with a government issued photo identification.

- The receptionist will scan the photo identification into the visitor management and identification software system. For repeat or regular visitors, their ID needs to be scanned only once.
- The visitor will receive a temporary visitor pass which will include their name, photo, date, time, and location of visit. The visitor badge must be worn at all times while in the building.
- In the event that the database indicates a “match” to that of a registered sex offender, receptionist must notify building administration, if building administration is unavailable, notify SPO, if SPO is unavailable, and notify district office.
- In the event that the database indicates a “match” to that of a registered sex offender, and if such visitor is a parent/guardian.
- If a visitor does not have photo identification and has never been entered into the system, the building administrator will determine whether the visitor will be granted limited access to the school under the supervision of the School Police Officer. The following minimum information must be given to the receptionist:
  1. Full legal name
  2. Address
  3. Date of Birth
- Failure to provide the required information will cause the visitor to be denied access to any school buildings. Scheduled visits in this case may be rescheduled to a later date once the identity of the visitor can be verified.
- Bags and parcels brought into school by a visitor may be searched at the discretion of the building administrator and/or School Police Officer.

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

### **CENTRAL REGISTRATION**

All new students registering at Western Wayne Middle School must report to the Western Wayne District Office with 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, parent/guardians of new students will be required to fill out and sign an "Affirmation of Prior Discipline Record" at the time of registration.

### **FAMILIES MOVING**

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

### **ADDRESS CHANGE**

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

## **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/guardians 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 parent/guardians for school closings.

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

## **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. 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.

## **TRANSPORTATION**

The Western Wayne School District provides transportation for its students. Riding the bus is a privilege, not a right. It is understood that parent/guardians 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 an 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 and refuses 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 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 parent/guardian request, indicating the reason why the student must temporarily ride another bus must be given to the main office by 8:10 A.M. The principal 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.

Parent/guardians who wish to pick up children prior to the end of the school day must send a written request, stating the reason, to the office in the morning of the day in question. Parent/guardians 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 11:55 A.M. or 12:55 P.M. on early dismissal days. Students will be called to the student waiting area at dismissal once parent/guardians 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 parent/guardians or legal guardian without a written request signed by the parent/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.



-Form A-  
WESTERN WAYNE SCHOOL DISTRICT  
Release of Student Directory Information  
(FERPA)

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

Examples of general directory information are:

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

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

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

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**RELEASE OF STUDENT INFORMATION**  
**FERPA OPT-OUT FORM**  
**2015-2016**

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

\_\_\_\_\_ be **withheld** from all agencies and organizations\*

\_\_\_\_\_ be **released** to all agencies and organizations\*

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

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

School of Attendance \_\_\_\_\_

Grade \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Date Received by School \_\_\_\_\_

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

**Leave Blank**



**Leave Blank**

**-Form C-**  
**Western Wayne School District**  
**Gradebook Book Parent/Guardian Agreement**

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

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

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

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

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

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

\_\_\_\_\_  
Parent/guardian Name (Printed)

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Leave Blank**

**-Form D-**

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

**2015-2016**

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

**PARENT/GUARDIAN**

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

Parent or Legal Guardian Name (please print):

---

Parent or Legal Guardian Signature:

---

**STUDENT**

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

Student Full Name (please print):

---

User Signature:

---

Date: \_\_\_\_\_

**Leave Blank**