

Western Wayne Middle School

Student – Parent/Guardian

Handbook

2020-2021



WESTERN WAYNE
SCHOOL DISTRICT

Western Wayne Middle School Parent-Student Handbook 2019-2020

This is our Pride.

Prepared

Ready. Not just showing up.
Homework done, material reviewed, pencil and paper ready to learn.

Respect

Seeing value in everyone. Acknowledging that there is room
for everyone and learning from each other.

Integrity

You know what is right. You know the truth.
Be honest so you can be trusted.

Dedication

Focused on your goals, even the ones that seem small.
Knowing that your education is determined by your effort.

Extraordinary

Better than average. More try than getting by.
Pushing past doing "enough" to doing your best.

Name: _____

Grade: _____

E-Mail Address: _____

Dear Parents/Guardians,

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

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

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

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

How can you be involved?

- Discuss your child's progress with teachers; Help with, or at least ask about, homework
- Actively organize and monitor your child's time; (set limits on TV and electronic use time)
- Discuss school matters every day; ("how was school today?")
- Keep informed about what's going on by checking our website regularly (ww3.westernwayne.org)
- Check your child's academic progress and attendance through Gradebook, available through our website

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

Health & Safety and Continuity of Education During COVID-19

Western Wayne School District (WWSD) is committed to partnering with our parents, families, and community to provide our students with a continuation of their education, as best we can, during this difficult time. This handbook is designed to provide you with the essential information you will need to help us accomplish our goal. This handbook does not address the constantly changing information and details regarding COVID-19.

Students, parents, families and community members can review updates to the WWSD Continuity of Education Plan and the WWSD Health and Safety Plan, as well as updated protocol and procedures on our District website (ww3.westernwayne.org). All relevant plan updates will be posted and information will be updated as soon as it becomes available. The WWSD will also continue to use our Blackboard Connect system to communicate important updates via call, text, and email as appropriate. Please continue to monitor your email and our website so that you receive these important updates.

Our primary concern is the health and safety of our students and staff, and we appreciate your understanding and flexibility as we navigate these difficult circumstances.

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NOTICE OF NON-DISCRIMINATION

Western Wayne School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex 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.
4. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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 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 11th and 12th 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
WWSD School Policy 235

- (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 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.

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. The common grading weights for all WWMS classes are as follows:

Tests/Exams:	30%
Projects:	30%
Quizzes:	20%
Classwork/Homework:	20%

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

COURSE REQUIREMENTS

Sixth Grade

Language Arts (Reading and English)
Math
Science
Social Studies
Art
Music

Library Science
Physical Education
Technology and Engineering
Family and Consumer Science

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

Eighth Grade

Language Arts (Reading and English)
Pre-Algebra/Algebra I
Social Studies/Geography
Science
Spanish & Spanish I
Technology and Engineering

Art
Library Science
Physical Education
Health
Family and Consumer Science

GRADEBOOK

Parents/Guardians have the ability to more effectively communicate with teachers and view their child's grades, homework assignments, and progress via the Internet through Gradebook. Gradebook can be accessed on the school district's website at ww3.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.

REPORT CARDS

Report cards will be 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 during the school year.

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 is \$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:

- Require the recommendation of the classroom teacher for promotion or retention
- Require that parent/guardians be informed in advance of the possibility of retention of a student at grade level
- Assure that every effort is made to remediate the student's difficulties before he/she is retained
- Assign to the Child Study Team and principal the final responsibility for determining the promotion or retention of each student
- Require summer school for failing an academic subject in 7th and 8th 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 one time per cycle, so it = 1/6 of the grade earned for calculation purposes.) Finally, a student with any grade below 85%, 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 one time per cycle, so it = 1/6 of the grade earned for calculation purposes.) Finally, a student with any grade below 85%, 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.

HOMEWORK POLICY - GRADES 6, 7 & 8

Homework in the middle school is considered a necessary extension of classroom activities, and it is essential that students understand its importance and complete assigned homework. 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 assigned.
- 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. Formal testing dates to be determined.

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 (SAP) 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, Friendship House, Victims Intervention Program, Tri-County Human Services, Guidelight Counseling 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 SAP 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 SAP team or obtain and complete a confidential referral form available in the main office to ask for help through the SAP program.
- **Self-Referral:** Students may approach a SAP team member or obtain and complete a confidential referral form available in the main office to ask for help through the SAP program.
- **Peer Referral:** Peers or friends may approach a SAP 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 a SAP 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.

SAFE TO SAY

If there is any student who wishes to anonymously report any concerning activity to the Pennsylvania State Police and Western Wayne School District Administration, they may utilize the Safe to Say website, hotline or app. Download the application, call 1-844-SAF2SAY or log on to SAF2SAYPA.org to report concerning activity 24 hours a day.

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

If you believe that your 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. Jennifer DeNike.

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 School Counselor.

MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families with access to community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

When a student is identified as possibly homeless: The parent(s)/guardian(s) shall communicate with a Western Wayne School District Administrator and/or the Western Wayne School District Social Worker to determine the status of the child, in order to expedite services. For additional information, please contact the Western Wayne Homeless Liaison, Kerrie Fitzsimmons, at 1-800-321-9973 Option #3.

FOREIGN EXCHANGE STUDENTS

In order to promote cultural awareness and understanding, and to provide diverse experiences to district students, the Board shall admit foreign exchange students into district schools. The exchange shall involve an outbound Western Wayne student(s) with an inbound foreign student(s).

Authority

- The Board shall accept foreign exchange students who meet the criteria established in Board policy and administrative regulations.
- The Board shall accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. Exchange students on a J-1 Visa shall not be required to pay tuition.
- The Board reserves the right to limit the number of foreign exchange students admitted to the schools based on space availability and qualifying criteria. The exchange will be of equal ratio, i.e., One (1) Western Wayne student outbound and 1 foreign exchange student inbound; two (2) Western Wayne students outbound and two (2) foreign exchange students inbound.

Delegation of Responsibility

The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools and recommending admission of students to the Board.

All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee by July 1 preceding the school year of attendance.

Guidelines

Foreign exchange students shall comply with all enrollment and immunization requirements for students. Once admitted, all exchange students shall be subject to all Board policies, administrative regulations and rules governing all district students.[1][2]

Admission of foreign exchange students shall be subject to the following guidelines:

- Students shall be at least sixteen (16) years of age and no more than 18 years of age at the start of the school year, and shall be sufficiently fluent in English.
- Students will be considered for admittance on a space available basis. Resident host families shall submit a statement accepting responsibility for the student and verifying they are serving as a volunteer host without personal profit.
- Students shall enroll and maintain regular daily attendance in the Western Wayne School District only.
- Exchange students shall be encouraged to participate in all student activities and athletics, provided eligibility criteria are met.
- The group-sponsored exchange person shall have an approved local contact person to serve as a liaison to the school and host families.
- High school diplomas will not be awarded to students under normal circumstances. Regular high school diplomas may be awarded to students who, through their host family, make prior arrangements and provide all secondary records from their native school. The diplomas may then be awarded, at the discretion of the high school principal, to students who successfully meet academic requirements during the year they attend and who, in the professional judgment of the principal, have met the requirements of a secondary diploma. Students may not be a graduate of their native school system.
- Potential resident host families shall contact the school district prior to accepting a foreign exchange student for approval based on the above guidelines.
- The school district will not accept foreign exchange students from countries that are included on the U.S. Government Office of Financial Control restriction list.

The district shall administer the Home Language Survey to foreign exchange students enrolling in district schools. Students identified as English Learners shall be assessed and provided appropriate instruction in accordance with the district's Language Instruction Educational Program (LIEP) and Board policy.[3][4][5][6]

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 6 & 7. Students are mandated to have a physical examination in sixth grade. A standard physical examination includes a scoliosis screen. Students who have had a sixth grade physical examination completed (whether at their private provider or through the school) may be counted as a completed scoliosis screen. It is not required that the school rescreen these students. 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. Please note PIAA requires private physicals to be dated AFTER June 1 for the following school year in order to participate in a PIAA sport (i.e. after June 1, 2020 for sports for 2020-2021 school year).
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 plastic bags, 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.** If your child has an inhaler & you would like them to carry it with them, this also requires a Doctors Permission slip stating they are able to carry and self-administer; otherwise inhalers should be sent to school in original prescription packaging & will be kept in the nurses office for their use as needed.

*Medication forms must be renewed yearly by your physician. It is your responsibility to pick up any unused medications prior to the end of the school year, with the exception of inhalers or EpiPens.

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 to be evaluated. **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 7th 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.

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 the school day, after lunch, and at the conclusion of the school day. 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 17, 2020 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, 2020.** Students will be dismissed at 12:00 P.M.

WEBSITES

The Western Wayne School District website address is **ww3.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. All students have their picture taken. Parent/guardians need not feel obligated to purchase the pictures. Those who do purchase them may send the payment to the school with their child at the time the photos are taken. Photos may also be purchased online. An explanation and procedure will be sent home with students at the proper time.

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. 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/Ripped (whether intentional or not) 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, slide sandals, sandals or open-toed shoes
- Clothing depicting drug, alcohol, or tobacco messages
- Clothing with violent messages or insignia related to gangs, racist, or hate groups
- No hats, caps, bandanas, or head covering

These items are permitted:

- Tee shirts, sweatshirts, polo shirts, turtlenecks, sweaters, jerseys
- Shorts, dresses, and skirts which are no more than two inches above the kneecap
- 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.
- Head covering specific to religious purposes
- 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

- Loitering in the parking lot is not permitted.
- Students who are dropped off at school prior to 8:00 A.M. will enter the school through the main doors and proceed to the Middle School cafeteria where they will wait to be dismissed at the 8:00 AM bell. Teacher supervision at the main entrance and in the cafeteria will be provided from 7:30 AM until 8:00 AM daily. Students may not proceed to lockers or first period until 8:00 A.M.
- Upon entering the building, each student is to report directly to their locker and then to their homeroom.
- **Students arriving to school after 8:10am and before 9:45am without a medical excuse they are considered tardy. More than two cumulative tardies will result in disciplinary action.**
- Students must remain in their first period class unless given permission to leave by the teacher.
- Middle school students are not permitted in the high school without permission from middle school staff.
- All students are to remain silent during morning and afternoon announcements.

After School

- The afternoon announcements will be conducted at 2:55 P.M. each day.
- At the conclusion of afternoon announcements, all students should report to their lockers and then exit the building.
- Parent pick up students will report to the rear of the middle school building, where parents will sign out their students with a staff member. Parents must notify the main office of their intent to pick up their student prior to 2pm the same day. **Students may not meet their parents at any other location; students must be signed out.**
- Vans and buses depart at approximately 3:10 P.M. for middle and high school students from the middle school parking lot.
- ANY STUDENTS WHO REMAIN IN THE BUILDING AFTER DISMISSAL MUST BE UNDER THE SUPERVISION OF A TEACHER OR COACH.
- Prior to the departure of the late bus, students are to remain on school property and refrain from entering the high school building.
- Students are not to walk to the parking lot to meet persons providing non-school transportation.
- No loitering on school grounds after P.M. dismissal.

BREAKFAST PROGRAM

Western Wayne Middle School offers 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. Morning announcements and the Pledge of Allegiance begin each morning after the first period bell at 8:00 A.M.

CAFETERIA

All students remain in the building during lunchtime. The cafeteria serves hot lunches which students may purchase for a reasonable price. Half pints of milk may be purchased in the cafeteria for students not buying lunch.

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.

- Food is to be consumed in the cafeteria. No food or drink is to be consumed in hallways or classes at any time unless pre-approved by principal.
- Students are to report to the cafeteria promptly at the beginning of their assigned lunch period.
- 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.
- Throwing of food or food fights will not be tolerated.
- Upon finishing their lunch, students will clean up their area and bring their trays to the disposal area.
- Students needing to use the restroom, need to seek permission from the supervising teacher and should use the restrooms closest to the cafeteria.

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.

DRINKS, ENERGY DRINKS and GLASS BOTTLES

Students are not permitted to bring 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. Students are prohibited from bringing any glass bottles to school due to safety concerns. Students are not permitted to have open drink containers in their lockers, or in the hallways. Students are permitted to carry a sealable, plastic water bottle with them throughout the day. Students may drink from this water bottle while in their classrooms, unless otherwise specified by the teacher. Any student that has medical orders on file in the nurse's office for a water bottle will be permitted to drink in any school classroom, regardless of individual policy. Water bottles should remain sealed while walking in the hallways and while stored in lockers. Any student who is non-compliant with these expectations or uses the privilege in an inappropriate way may risk disciplinary consequences that may include revocation of water bottle use.

GUM CHEWING

Careless disposal of gum in drinking fountains, on furniture, and floors presents sanitation and cleaning problems, and costly repair. Gum chewing that results in vandalism or a disruption to the educational process will be dealt with accordingly.

HALL PASSES

Hall passes are issued to each student at the beginning of the school year. Teachers also have emergency bathroom passes in their classrooms. 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 request to obtain future passes will be denied. All passes should be written in ink, specify destination, time, date, and be signed by a teacher, administrator, or secretary. Students are not permitted in the halls or restroom while classes are in session without a hall pass.

- **Morning entrance into the school prior to Homeroom/First Period:**

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, restrooms, the office area, etc. before the first period bell.

- **Lunch period:**

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

LEAVING THE BUILDING

Students are not to leave the school building without permission from the principal. Students violating this rule will be subject to loss of privileges and may be suspended.

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, vaping, writing on walls and partitions, and other acts that damage property may result in restricted student use of the restroom and/or result in other disciplinary consequences.

ASSEMBLY CONDUCT

All assemblies have educational value and are an important part of the academic and student activity programs. 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. Everyone should be silent when a speaker approaches the microphone.

STUDENT ENTERTAINMENT/ELECTRONIC DEVICES & VALUABLES

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

TEXTBOOKS

The school provides students with all the necessary textbooks. Reasonable depreciation is expected as a result of daily use. Students are expected to cover 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.**

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.

PENNSYLVANIA SCHOOL 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 building 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 the first unlawful absence is 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.

After an absence: 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: Being late for school, defined as arriving between 8:10 A.M. and 9:45 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.

Early Dismissals: Defined as leaving school between 1:45 P.M. and 3:00 P.M. each day, is detrimental to a student's academic success. The student(s) and the student's parent/guardian will have to come to the main office window and sign out before they may leave. The time of dismissal will be recorded by the secretaries.

Any student arriving after 9:45 A.M. or leaving before 1:45 P.M. shall be marked one-half day absent.

HIGH SCHOOL / MIDDLE SCHOOL TARDY

The following is a list of consequences for habitual tardiness:

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

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 (Note: car trouble, oversleeping, running late, missing the bus, etc. are not emergencies).

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. 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.

****Western Wayne School District – Attendance Policy**

Unlawful Absence Progression:

1st Unlawful Absence Notification/Action

- Letter sent to parent/guardian outlining Pennsylvania School Code provisions for school attendance and the Western Wayne School District attendance policy.

2nd Unlawful Absence Notification/Action

- Letter sent to parent/guardian informing them of Pennsylvania School Code/Western Wayne Attendance Policy violation.

3rd Unlawful Absence Notification/Action

- Certified letter sent home to parent/guardian informing them of Pennsylvania School Code/Western Wayne School District Attendance Policy and procedures.
- Parent/guardian contacted to attend a **SAIC** (Student Attendance Improvement Conference). During this conference, a SAIP (Student Attendance Improvement Plan) will be developed.
- For all IEP/504/Gifted students, a formal invitation will be sent.
- Phone conferences are acceptable and will be documented.

4th Unlawful Absence Notification/Action

- Parent/guardian contacted by School Counselor or Administration to review and/or revise the SAIP as needed. Progression of actions that will occur as a result of any additional unlawful absence(s) will also be reviewed at this time.
- Formal invitation for SAIC will be issued if a SAIC has not already been held.

5th Unlawful Absence Notification/Action

- Letter sent to parent/guardian informing them of Pennsylvania School Code/Western Wayne Attendance Policy violation.

6th Unlawful Absence Notification/Action

- **Citation filed against the student's parent/guardian with the local magistrate for truancy.**
- **Copy to be provided to Wayne County Children and Youth Services and cc: SAP team.**

If parent(s)/guardian(s) do not participate in a meeting after the 4th Unlawful Absence Notification/Action:

- Complaint filed with the magistrate

Every 3rd subsequent unlawful absence:

- Complaint filed with the magistrate

Lawful Absence Progression

- **10 Cumulative Parent-Excused Absences**

After 10 parent-excused absences, a written medical excuse from a physician will be required for EACH subsequent absence, or it will be considered unlawful. Medically excused and school approved absences do not count towards the 10 cumulative absences regarding truancy, however they do count towards a student's total attendance record.

- **After the 10th Parent- Excused Absence:**

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

DISCIPLINE POLICY

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

DETENTION

Students who do not obey building rules may be assigned detention by the principal. After school detention will be held on Wednesdays 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).

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.

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 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 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
- Multiple tardies in one school year

- Disrespect to others and/or any personal property
- Violating the privacy of others
- Verbal abuse or verbal harassment of others (pursuant to WWSD Policy 248)
- Cheating on tests or assignments
- Forgery or plagiarism on assignments or examinations
- Unacceptable use of technology
- Any other act determined to be threatening

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. In-school suspension will be assigned by the principal.

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 (pursuant to WWSD Policy 248)
- Repeated misconduct, disruptive behavior, or insubordinate behavior
- Disrespect to staff members or faculty
- Dress code violations
- Tobacco including smokeless tobacco in any form including E-Cigarettes

3. Out-of-School Suspension (OSS)

Students whose behavior goes beyond the scope of minor disciplinary violations previously discussed may be suspended for one to ten days, depending on the severity of the infraction. In all cases where out of school suspension is warranted, the parent/guardian will be notified. Examples of infractions that may result in an out of school suspension 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 (pursuant to WWSD Policy 248)
- Refusing a reasonable search
- Tobacco including smokeless tobacco in any form including E-Cigarettes

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

****School Board Policy 218 Student Discipline**

- Automatic 10-day out-of-school suspension
- Notification of civil authorities within 24 hours
- Referral to superintendent, oral and written
- 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. The following procedures apply to students placed on restrictive movement:

- A form will be issued by the office stating the student's name and number of days the student is assigned to Restricted Movement. 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.
- Duration of Restricted Movement will be at the discretion of the principal.
- The student will give the Restricted Movement form to each classroom teacher when they arrive. The teacher should take note of the student's departure time from the previous class.
- Teachers should sign the form at the end of the period, record any relevant comments, and note departure time and release the student after the next class has started. The student will be allowed two minutes to get to his or her next class.
- Students will return the Restricted Movement form to the office at the end of the day.
- Restricted Movement students have lost all privileges for independent movement throughout the building. Restricted Movement students are not allowed in any area of the building except for assigned classrooms.
- Students on Restricted Movement may visit their lockers upon arrival in the morning to deposit coat, backpack, and pick up books for morning classes, at lunchtime to pick up lunch, if needed, and books for afternoon classes, and at dismissal to get coat, backpack, and deposit unnecessary books.
- Restricted Movement students may not use student restrooms. Teachers should note the time on the form and send student to student waiting area to use the nurse's bathroom. The Discipline Secretary will sign the Restricted Movement form and note the time the student arrives at the office.
- Students on Restricted Movement are not to leave the classroom except to use the restroom when necessary. 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.
- Students who have difficulty complying with Restricted Movement procedures may receive additional day(s) of Restricted Movement at the discretion of the Principal.

6. Alternative Educational Placement:

Students may be placed in an alternative place setting if their behavior presents a clear threat to the orderly operation of the school. Alternative education settings include education provided at the student's home or a community site, online instruction, or placement in an alternate education setting for disruptive youth.

A disruptive student is a student who poses a clear threat to the safety and welfare of other students or the school staff, who creates an unsafe school environment or whose behavior materially interferes with the learning of other students or disrupts the overall education process. As defined under 24 P.S. §19-1901-C (5), alternative education for disruptive youth programs may admit students that demonstrate any or all of the following conditions:

- Disregard for school authority, including persistent violation of school policy and rules.
- Display or use of controlled substances on school property during school activities.

- Violent or threatening behavior on school property or during school-affiliated activities.
- Possession of a criminal act on school property or during school-affiliated activities.
- Commission of a criminal act on school property or during school-affiliated activities.
- Misconduct that would merit suspension or expulsion under school policy.

No student eligible for special education services pursuant to the Individuals with Disabilities Education Act (20 U.S.C. §1400 etseq) shall be deemed a disruptive student except as provided in 22 PA Code §14.143. Any special education student placed in a disruptive youth program will be allowed to make normal academic progress in accord with his or her IEP.

Students assigned to any disruptive youth program will be provided with due process in the form of an informal hearing. This informal hearing should precede placement in the program. However, if the student's presence in the regular classroom poses a danger to persons or property or provides a disruption of the academic process, immediate placement in the alternative program for disruptive youth may occur with the informal hearing to follow as soon as practicable.

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, e-cigarettes and vapor pens. 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 mandatory completion of a tobacco education program

Second offense: Fine and 3 days out-of-school suspension

Subsequent offenses: Fine and 3-10 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 (pursuant to WWSD Policy 248).

DRUGS/ALCOHOL/DRUG PARAPHERNALIA

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

For purposes of this policy, "drugs" shall mean (a) all controlled substances prohibited by law; (b) any prescription or patent drug; (c) any steroid or other substance intended to enhance physical or athletic performance, except those for which permission for use in school has been granted pursuant to board policy; (d) any volatile solvents or inhalants, such as, but not limited to, glue and aerosol products; (e) all "look-alike" drugs; (f) all designer or synthetic drugs, whether prohibited by law or not; (g) any herbal or chemical product containing synthetic cannabinoids (commonly known as synthetic marijuana, K2 or Spice), irrespective of the legality of synthetic cannabinoids under Pennsylvania law; (h) any

substance designed to or which operates in such a fashion as to impair, restrict or alter “normal” or “regular” cognitive or sensory functions; and (i) all alcoholic beverages.

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

The board also prohibits (a) the possession, use, or distribution or transmission, (b) attempts to possess, use or distribute or transmit, and/or (c) assisting, aiding or participating in the possession, use or distribution or transmission of drug paraphernalia. Violation of this policy will result in suspension from school and all school activities. A formal board hearing may be held which may result in the student being expelled from the Western Wayne School District.

Students in violation of this policy will be reported to civil authorities for appropriate legal action. In each case, questionable substances found in the possession of any student will be forwarded to the State Police for analysis.

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

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

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

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

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 (Correlated to WWSD Board Policies 235 and 247):

- Substantial interference with a student’s education
- Creation of a threatening environment
- 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:

- **Physical** – includes, but is not limited to, the following actions: hitting, kicking, spitting, pushing, restraining, and taking or damaging personal belongings
- **Verbal** – includes, but are not limited to, taunting, malicious teasing, name-calling and making threats
- **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.
- **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

Middle School: Involvement in interscholastic sports by a middle school student is limited to seventh and eighth grade students only. He/she is ineligible to compete in interscholastic athletic contests upon attaining the age of fifteen (15) years with the following exception: If the age of fifteen (15) is attained on or after July 1st, the pupil shall be eligible to compete through that school year.

SCHOLASTIC ELIGIBILITY

1. Students may not be failing 2 or more subjects. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which his cumulative work from the beginning of the grading period meets the standards provided for in this section. During this time, students will be on academic probation:

- Students will remain on academic probation until eligibility requirements are met.
- Students on academic probation may not practice or participate in their sport or activity.

2. In order to be eligible for interscholastic athletics, a pupil may not have failed two or more subjects during the previous grading period. Back work may be made up, providing it is in accordance with the regular rules of the school.

3. In cases where a student's work in any preceding grading period does not meet the standards provided in section said student shall be ineligible to participate in interscholastic athletics for twenty (20) school days of the next grading period, beginning on the first day report cards are issued, except as provided in Section 5.

4. New pupils must meet eligibility requirements on curriculum. Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period, or the preceding year shall be obtained from the records of the last school which the pupil has attended.

5. At the end of the school year, the student's final credits in his subjects rather than his credits for the last grading period shall be used to determine his eligibility for the next grading period.

6. Eligibility lists for all sports in season, including Middle School student athletes, are to be generated by the

beginning of the second week of interscholastic competition. **These lists are generated through Gradebook by the Athletic Director on the Thursday of each week.** Coaches will be notified by the Guidance Counselor by 3:00 P.M. on Friday concerning the ineligibility of any student.

SCHOOL ATTENDANCE REQUIREMENTS: ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

1. You must be regularly enrolled in your school and in full-time attendance there.
2. You are eligible only at the school at which you are enrolled.
3. Students may become ineligible to participate due to excessive absences. Students absent 5 or more days after the end of the first marking period, 10 or more days after the end of second marking period, or 15 or more days after the end of the third marking period will be restricted from participating in extracurricular activities and athletics. Students reaching 20 days of absence at any point in the school year will be ineligible to participate in athletics and extracurricular activities.
4. Students must be in school by 8:00 AM (10:00 AM on 2-hour delays). **After three (3) tardies the student will be ineligible for game play.** Each additional tardy after that will result in suspension from athletic context, up to and including removal or suspension from the team. A doctor's note will be accepted for eligibility for tardy students.

DISCIPLINE: ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

1. Student's suspended out-of-school will be restricted from participating in all extracurricular activities during the suspension. They may not participate in practice sessions or be present as a spectator at any school sponsored function such as an athletic event. Each suspension day covers a 24-hour period.
2. Any student who is a persistent disciplinary problem will be made ineligible at the discretion of the **Administration**. Prior to such restriction, the **Administration** will discuss the student's behavior with the **Athletic Director Coach/Advisor** in an attempt to correct the problem.
3. See the District Discipline Policies for additional information.
4. Please see additional rules and procedures regarding extracurricular activities in the 2020-2021 extracurricular handbook provided by the **Athletic Director/Coach/Advisor**.
5. **Student Athletes** are expected to follow all team rules and procedures established by **Coaches**, in addition to the Western Wayne Athletic Code of Conduct. Consequences for violation of rules will be handled according to District discipline policies.

DANCES

- Dances are normally from 6:00 until 8:00 P.M. and are normally held in the middle school cafeteria. For security and safety reasons, students should be dropped off no earlier than 5:45 P.M. and picked up no later than 8:15 P.M.
- Dances are for Western Wayne Middle School students only.
- Proper school attire is expected, unless otherwise specified by the building principal.
- 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.
- 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 dance.

8th Grade Only Dance

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

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.

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:

- Illegal activity
- Commercial or for-profit purposes
- Non-work or non-school related work
- Product advertisement or political lobbying
- Hate mail, discriminatory remarks, and offensive or inflammatory communication
- Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials
- Access to obscene or pornographic material or child pornography
- Access by students and minors to material that is harmful to students or is determined inappropriate for minors in accordance with Board policy
- Inappropriate language or profanity
- Transmission of material likely to be offensive or objectionable to recipients
- Intentional obtaining or modifying of files, passwords and data belonging to other users
- Impersonation of another user, anonymity, and pseudonyms
- Fraudulent copying, communications, or modification of materials in violation of copyright laws
- Disruption of the work of other users
- Destruction, modification, abuse or unauthorized access to network hardware, software and files
- 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.

Media

Students participate in classroom and school sponsored activities during the course of a school year. Certain classes and activities may be photographed, video recorded, and/or audio recorded via electronic, digital, and/or printed media (“Media”), and used in district publications, including but not limited to the district website and social media accounts. The district may also disseminate the Media to the news media, including television, radio and newspapers, in order to promote district activities and achievements. Likewise, live images may be relayed via cable or satellite connections to other districts or to other classrooms within our district to allow for live interactions between students and teachers at separate locations. Media may also be used by district personnel to educate others about distance learning at seminars and other public places. Any photographing, video recording, and/or audio recording of students by the district must be approved in advance by the administration, and shall be subject to governing law, including but not limited to any eligible student/parent/guardian opt out pursuant to the Family Educational Rights and Privacy Act.

LOCKER SEARCHES

The Western Wayne School District complies with State Board of Education Regulations. Any student’s person, possessions, locker, desk, and/or other storage area is subject to search if reasonable grounds exist to suspect that the search will yield evidence of a student’s violation of the law or school rules. 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.

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.

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.

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.

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. For safety reasons, failure to present identification may result in the visitor being denied admittance to the building.**
- The receptionist will scan the photo identification into the visitor management and identification software system. For repeat or regular visitors, their ID may only be scanned 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:
 - Full legal name
 - Address
 - 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 withdrawal form 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. In the case of moving within the district a new proof of residency must be provided for transportation changes.

EMERGENCY INFORMATION

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 information current by notifying the school nurse if there should be any change in this information and updating this information in the Parent Portal, accessible on our school website.

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 **8:00 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. **The Principal/Designee will determine if the reason is excused or unlawful.** Parents/guardians must sign their child out in the main office.

Parent/guardians wishing to pick up their children **at the regular dismissal** time must park in the designated “parent pick-up” area where their child will be escorted by a teacher at the end of the school day. The supervising teacher will have Parents/guardians sign the parent pick-up sheet at that time.

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 will review all requests.

Middle School Daily Schedule 2020 – 2021

6th Grade

Homeroom: 8:00-8:10
 Period 1: 8:14-8:47
 Period 2: 9:01-9:44
 Period 3: 9:48-10:31
 Period 4: 10:35-11:18
 11:22-11:52
 1st Lunch, 6th Grade
 Period 5: 11:56-12:39
 Period 6: 12:43- 1:26
 Period 7: 1:30- 2:13
 Period 8: 2:17- 3:00

7th Grade

Homeroom: 8:00-8:10
 Period 1: 8:14-8:47
 Period 2: 9:01-9:44
 Period 3: 9:48-10:31
 Period 4: 10:35-11:18
 Period 5: 11:22-12:05
 Period 6: 12:09-12:52
 12:56-1:26
 3rd Lunch, 7th Grade
 Period 7: 1:30-2:13
 Period 8: 2:17- 3:00

8th Grade

Homeroom: 8:00-8:10
 Period 1: 8:14-8:47
 Period 2: 9:01-9:44
 Period 3: 9:48-10:31
 Period 4: 10:35-11:18
 Period 5: 11:22-12:05
 12:09-12:39
 2nd Lunch, 8th Grade
 Period 6: 12:43- 1:26
 Period 7: 1:30-2:13
 Period 8: 2:17- 3:00

Homeroom	8:00 - 8:10	
Period 1	8:14 - 8:57	
Period 2	9:01 - 9:44	
Period 3	9:48 - 10:31	
Period 4	10:35 - 11:18	
Lunch 1	11:22 - 11:52	6th Grade
	11:22 - 12:05	Period 5 (7 th)
	11:22 - 12:05	Period 5 (8 th)
Lunch 2	12:09 - 12:39	8th Grade
	11:56 - 12:39	Period 5 (6 th)
	12:09 - 12:52	Period 6 (7 th)
Lunch 3	12:56 - 1:26	7th Grade
	12:43 - 1:26	Period 6 (6 th)
	12:43 - 1:26	Period 6 (8 th)
Period 7	1:30 - 2:13	
Period 8	2:17 - 3:00	
Dismissal	3:00	

Western Wayne School District
Acceptable Use of Technology and Gradebook
2020-2021

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 as well as the terms and conditions for Gradebook users 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. By signing below, I also acknowledge that I have read the terms and conditions placed upon Gradebook users and agree to abide by them as well as to keep confidential the information that is associated with this account.

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):

Homeroom

User Signature:

Date: _____

**Western Wayne School District
Parent/Guardian/Student Handbook
2020-2021**

I understand that it is my responsibility to take home the Parent/Guardian/Student Handbook and to review and discuss it with my parent/guardians. This is to be completed the first week of school. By initialing next to each category listed below, I am acknowledging that I have reviewed each item. By signing and dating the form below, I am acknowledging that I understand all of the information that is presented in the Parent/Guardian/Student Handbook and that a copy of this form will be retained in the Principal's office.

1. _____ Code of Conduct
2. _____ Attendance Policy
3. _____ Student Assistance Program
4. _____ Discipline Policy
5. _____ Bullying/Cyber Bullying
6. _____ Transportation/Bus Conduct

Student Name (Please print)

Student Signature

Grade

Homeroom Teacher

Parent/Guardian Signature

Date

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

Western Wayne School District

Information/Photo/Media/News Release

2020-2021

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. 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:

- 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

Students participate in classroom and school sponsored activities during the course of a school year. Certain classes and activities may be photographed, video recorded, and/or audio recorded via electronic, digital, and/or printed media ("Media"), and used in district publications, including but not limited to the district website and social media accounts. The district may also disseminate the Media to the news media, including television, radio and newspapers, in order to promote district activities and achievements. Likewise, live images may be relayed via cable or satellite connections to other districts or to other classrooms within our district to allow for live interactions between students and teachers at separate locations. Media may also be used by district personnel to educate others about distance learning at seminars and other public places. Any photographing, video recording, and/or audio recording of students by the district must be approved in advance by the administration, and shall be subject to governing law, including but not limited to any eligible student/parent/guardian opt out pursuant to the Family Educational Rights and Privacy Act.

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.

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 (Please print)

Homeroom

Parent signature

