

**Western Wayne High School  
Parent-Student Handbook  
2024-2025**



Name: \_\_\_\_\_

Grade: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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Kristin Johnson, School Psychologist (Elementary)  
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Elizabeth Gregory, Early Intervention Supervisor  
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Brian Seaman, Technology Director  
Tyler Jakes, Athletic Director

## **Foreword**

**Our Goal – to work for excellence...for everyone...in all things...always –** is certainly an idealistic one. Yet, goals are meant to be aspirational. By setting a high standard for ourselves, we inspire students to set lofty goals and fully develop their potential.

We rely on your involvement as parents in your child's education. Research consistently shows that engaged parents enhance student achievement and bolster self-esteem. When parents actively participate and encourage involvement in extracurricular activities, their children perform better academically and are better prepared for future success.

Parental involvement remains a crucial but often overlooked aspect of American education. Studies demonstrate that when families engage in their children's educational journey, the outcomes are substantial:

Improved academic performance and higher test scores.

Increased high school graduation rates.

Greater likelihood of pursuing higher education.

Enhanced behavior and positive attitudes.

Family engagement is also a wise investment. High school graduates earn, on average, \$200,000 more over their lifetimes compared to dropouts, while college graduates earn nearly \$1 million more.

How can you contribute? Stay informed about your child's progress by discussing it with teachers and monitoring homework. Actively manage your child's time by setting reasonable limits on TV and computer usage. Make school discussions a daily routine by asking about their day. Stay updated on school activities and announcements by regularly visiting our website at [ww3.westernwayne.org](http://ww3.westernwayne.org). Utilize Gradebook on our website to track your child's academic progress and attendance.

Every parent can contribute in various capacities. Whether deeply involved or marginally engaged, your consistent effort will profoundly impact your child's educational journey.

## **District Information**

### **Mission Statement**

The mission of the Western Wayne School District is to educate and prepare every student in alliance with family and community, to be a confident, life-long learner, to strive for personal excellence, and to be a responsible citizen of a global society.

### **Introduction**

The purpose of the Parent/Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Parent/Student Handbook cannot cover all issues or problems that may arise during the school year. In such instances, the administration and/or the School Board shall take administrative action which they believe, in their sole discretion, to be in the best interests of the students and the school community.

This handbook is arranged with general district information and policies first, followed by information specific to the grade level and/or building. Any policies referenced in this handbook can be found on the district website, [ww3.westernwayne.org](http://ww3.westernwayne.org).

## **Notice of Non-Discrimination**

Western Wayne School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, or

disability in its activities, programs, or employment practices as required by Title VI, Title VII, title IX, and Section 504. District Phone (800) 321-9973. District Website ww3.westernwayne.org.

### **Family Educational Rights and Privacy Act**

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

The right to inspect and review the student's education records.

The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

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

The right to file with the U.S. Department of Education a complaint concerning alleged failures by Western Wayne School District to comply with the requirements of FERPA.

The right to obtain a copy of the Western Wayne School District's student records policy. You can obtain a copy of the policy from the principal's office in each school within the district.

### **Code of Conduct/Student Responsibilities** **PA School Code 22 & 12.2 & WWSD Policy 235**

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.

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

It is the responsibility of the students to conform with the following:

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.

Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.

Assist the school staff in operating a safe school for all students enrolled therein.

Comply with Commonwealth and local laws.

Exercise proper care when using public facilities and equipment.

Attend school daily and be on time at all classes and other school functions.

Make up work when absent from school.

Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.

Report accurately in student media.

Not use obscene language in student media or on school premises.

## Attendance Overview

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 the administration prior to the date of 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 eighteen (18). 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 sent to the parent/guardian. Additional unlawful absences may result in arrest and fines for violation of the Commonwealth of Pennsylvania Compulsory School Attendance Law.

Upon returning to school, students are required to bring in an excuse note signed by the parent/guardian including the dates of and the reason for the absence. All excuses should be sent to the Attendance Secretary at [hsattendance@westernwayne.org](mailto:hsattendance@westernwayne.org). 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

Tardiness or being late for school, between 8:10 A.M. and 9:45 A.M. each day, is detrimental to a student's academic success. Late students must report to the main office where the time of arrival will be recorded by the office secretaries and a pass will be issued to class.

Early dismissals or being excused from school between 1:45 P.M. and 3:00 P.M. each day, is detrimental to a student's academic success. These students must report to the main office and sign out before they leave. The time of dismissal will be recorded by the secretaries.

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

The following is a list of consequences for unexcused tardiness:

- 1<sup>st</sup>, 2<sup>nd</sup> tardy: Warning
- 3<sup>rd</sup>, 4<sup>th</sup> tardy: Lunch Detention
- 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> tardy: one (1) Detentions
- 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> tardy: two (2) days of Detention
- 11<sup>th</sup>, 12<sup>th</sup> tardy: one (1) day of ISS

These are minimum standards. If a pattern of absences or tardiness develops with repeated infractions of unexcused absences or tardiness, additional disciplinary action may be taken at the discretion of the principal or assistant principal. Such actions may include loss of privileges such as participation on athletic teams, field trips, attendance at school dances, and so forth. Seniors scheduled for senior early dismissal who are persistently late may lose their early dismissal privilege.

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

### **Excused Tardiness**

Tardies will be excused for students who had an appointment and present a note from a doctor, dentist, etc.; or if the situation is determined to be an emergency by the principal or assistant principal. (Note: car trouble, oversleeping, missing the bus, etc. are not emergencies).

### **Truancy Prevention**

The Western Wayne School District Student Attendance Improvement Plan (SAIP) is an inter-disciplinary approach designed to reduce excessive student absences from school. The goal of the SAIP program is to reduce the overall rate of absenteeism. The SAIP program is a school-based intervention for students and families who are in danger of magisterial citation due to truancy. The SAIP team consists of administration, teachers, counselors, school nurse, children and youth services, social worker, probation, Wayne County Office of Behavioral and Developmental Programs and Early Intervention, and Magisterial court. The function of the SAIP team is to organize meetings with students and families when the student's absences have reached the truant level as defined by the PA Compulsory Attendance Law. In lieu of an initial citation to the district magistrate for truancy charges, the student and family will be required to attend a Student Attendance Improvement Conference (SAIC) at the school. At this meeting, the team will discuss with the student and family the issues and concerns relating to the student's absences, academic performance, and behavioral concerns.

The team will also be responsible for:

Educating the student and family on the negative effects of habitual absenteeism.

Offering and/or coordinating services for the student and family both in and out of school.

Developing and drafting a truancy elimination plan with the student and family.

Monitoring and evaluating the plan.

### **Unlawful Absence Progression**

#### **First Unlawful Absence – Notification/Action**

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

#### **Third Unlawful Absence – Notification/Action**

Pursuant to the BEC 24 P.S. 13-1327, schools are required to notify the parent/guardian regarding the need for a joint conference upon the third unlawful student absence.

Certified letter sent home to parent/guardian informing them of Pennsylvania School Code/Western Wayne School District Attendance Policy and SAIP



procedures. Parent/guardian is contacted to attend a Student Attendance Improvement Conference (SAIC) with the goal of cooperatively developing a Student Attendance Improvement Plan (SAIP). For all IEP/504/Gifted students, a formal invitation will be sent. Phone conferences are acceptable and will be properly documented.

**Fifth Unlawful Absence – Notification/Action**

A letter is sent and phone call to parent/guardian informing them of Pennsylvania School Code/Western Wayne Attendance Policy violation and potential consequences of continued unlawful absences.

**Sixth Unlawful Absence – Notification/Action**

A citation may be filed with the magistrate for truancy. A copy to be provided to Wayne County Children and Youth Services and SAP team.

Every 3 subsequent unlawful absences a complaint may be filed with the magistrate.

**Lawful Absence Progression**

Any cumulative absence over 10 total days for a student will require a written medical excuse from a physician or it will be considered unlawful.

Medically excused and school approved absences do not count toward the 10 cumulative absences regarding truancy, however they do count toward a student's total attendance record.

Certified letter sent home to parent/guardian.

Copy provided to Wayne County Children and Youth Services.

Required attendance at SAIC meeting in school with parent/guardian and student present.

## Bell Schedules

### Regular Bell Schedule

8:00-8:57	Period 1	
9:01-9:44	Period 2	
9:48-10:31	Period 3	
10:35-11:18	Period 4	
11:22-11:52	<b>Lunch 1</b>	
	11:56-12:39	Class 5B
	12:43-1:26	Class 6B
12:09-12:39	<b>Lunch 2</b>	
	11:22-12:05	Class 5A
	12:43-1:26	Class 6B
12:56-1:26	<b>Lunch 3</b>	
	11:22-12:05	Class 5A
	12:09-12:52	Class 6A
1:30-2:13	Period 7	
2:17-3:00	Period 8	
3:00	<b>Dismissal</b>	

### 2 Hour Delay Schedule

10:00-10:34	Period 1	
10:38-11:01	Period 2	
11:05-11:28	Period 3	
11:32-12:02	<b>Lunch 1</b>	
	12:06-12:49	Class 5B
	12:53-1:36	Class 6B
12:19-12:49	<b>Lunch 2</b>	
	11:32-12:15	Class 5A
	12:53-1:36	Class 6B
1:06-1:36	<b>Lunch 3</b>	
	11:32-12:15	Class 5A
	12:19-1:02	Class 6A
1:40-2:04	Period 4	
2:08-2:32	Period 7	
2:36-3:00	Period 8	
3:00	<b>Dismissal</b>	

### 12:00 Early Dismissal

8:00-8:34	Period 1	
8:38-9:02	Period 2	
9:06-9:30	Period 3	
9:34-9:58	Period 4	
10:02-10:32	<b>Lunch 1</b>	
	10:36-11:16	Class 5B
	11:20-12:00	Class 6B
10:46-11:16	<b>Lunch 2</b>	
	10:02-10:42	Class 5A
	11:20-12:00	Class 6B
11:30-12:00	<b>Lunch 3</b>	
	10:02-10:42	Class 5A
	10:46-11:26	Class 6A
12:00	<b>Dismissal</b>	

### Delayed Start or Cancellation of School

School may be delayed or canceled due to inclement weather or other emergency conditions. Appropriate announcements will be made via an automated call; Blackboard Connect System, over the radio and TV stations – WNEP, WYOU, and WBRE.

## Guidance Department

The purpose of the guidance program is to support individual students throughout the school year. Since the school is preparing students to take their place in the world of work, or continued education, one major function is to assist students in selecting the courses which are best suited to their needs, abilities, and interests.

A computer-based Guidance Information Service is also available in our Career Guidance Center. Information regarding various occupations, the Armed Services, and part-time/summer jobs is also available in the guidance office.

Students who need to see their school counselor should see the guidance secretary in the office to make an appointment before 1<sup>st</sup> period. This should not be done during class time unless it is an emergency. Appointments should be arranged during study hall periods whenever possible.

Pertinent guidance information is posted outside the guidance office, and on the School District website at [ww3.westernwayne.org](http://ww3.westernwayne.org) (click on high school then guidance). Scholarships & Career Opportunities are posted monthly on the guidance webpage from October to May.

## Grade Marking System

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

97-100	A+	70-72	C-
93-96	A	69 and Below	F
90-92	A-	Satisfactory	S
87-89	B+	Unsatisfactory	U
83-86	B	Incomplete	I
80-82	B-	Medical	M
77-79	C+	Withdrew	W
73-76	C		

I = Indicates incomplete work that must be completed and turned in within a timeframe designated by classroom teacher, school counselor, or administrator. Failure to do so will result in overall failure for that course.  
Final exam grade – to be figured as 1/9 of the final yearly grade.  
Final exam dates and schedules are given near the end of the school term.

## Weighted Grading

Western Wayne High School has chosen to reward students for taking more challenging courses. Students who take the following courses will receive a 5% or 3% weighted grade.

\*=5% Weight, \*\*=3% Weight

### Art Department

\*\* Advanced Studio Art (course #963)

### English Department

\*\*English 9 Honors (course #130A)  
\*\*American Literature Honors (course #140A)  
\*\* Multicultural Literature Honors (course #155A)

- \*\* British Literature Honors (course #166A)
- \*AP English Language and Composition (course #156)
- \*AP English Literature and Composition (course #165)

**Foreign Language**

- \*AP Spanish (course #365)

**Mathematics Department**

- \*\*Geometry Honors (course #430)
- \*\*Algebra II Honors (course#440)
- \*\*Statistics (course #453)
- \*AP Pre-Calculus (course #450A)
- \*\*Calculus (course #460)
- \*AP Calculus (course #465)
- \*AP Computer Science Principles
- \*AP Computer Science A

**Science Department**

- \*\*Inquiry Biology w/Lab Honors (course #541A)
- \*\*Chemistry I w/Lab Honors (course #551A)
- \*\*Anatomy and Physiology Honors(course #556A)
- \*AP Biology w/Lab (course #563)
- \*AP Chemistry w/Lab (course #565)
- \*AP Physics I – Algebra Based (course #570)
- \*AP Physics II – Algebra Based (course #571)

**Social Studies Department**

- \*\*American Cultures I Honors (course #230A)
- \*AP US History (course #240A)
- \*AP US Government & Politics (course #265)
- \*AP World History (course #255)
- \*AP Psychology (course #262)

**Technology Department**

- \*\*Manufacturing Technologies I (course #735)
- \*\*Manufacturing Technologies II (course #771)
- \*\*Auto Mechanics III (course #754)
- \*\*Construction Trades (course #745)

The grade represented on the student’s report card does not include the attached weight of 5% or 3%. The computer program that runs our grading system will automatically add 5% or 3% and calculate the weighted grade into the student’s cumulative grade point average.

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

## **Graduation Requirements**

Graduation requirements are that students must successfully achieve completion of course requirements as listed below:

Satisfactory completion of a Senior Project  
Proficiency of PA Academic Standards  
Keystone Exams / State Graduation Requirements

### **Course Completion**

Students are required to earn 22.5 credits with a passing grade of 70% or higher. Exceptions may be granted through WWSD Board Policy 217 – Graduation

Required Courses – Required Number of Credits

English - 4 credits

Social Studies - 4 credits

Mathematics - 3 credits (including Algebra I or Algebra A/B)

Science – 3 credits (including Biology)

Physical Education – 2 credits (including .5 credit each year)

Health - .5 credit

Career and Consumer Skills - .5 credit

Elective Courses - 5.5 credits

Total of 22.5 credits

### **Pennsylvania Keystone Exams**

In accordance with State law Act 158 of 2018, students enrolled in Algebra, Literature, and Biology are administered the Keystone Exams. Students are required to demonstrate proficiency in the areas of Algebra, Literature, and Biology to graduate from any school in the Commonwealth of Pennsylvania. Act 158 outlines five pathways for meeting state graduation requirements related to the Keystone Exams.

## **Tutoring**

Tutoring in English, Math, Science, Social Studies, and other subjects is available to all students. Times and dates are posted in the guidance office.

## **Course Changes**

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

A change in a student's educational or career plan requires a change of electives for admission to a particular program.

A student needs to meet credit requirements for graduation.

Changes are in order because of courses taken during the summer.

The Administration, in consultation with parents, the teacher, and/or counselor determines that the student is placed in an appropriate class.

### **Gradebook**

Parents and guardians can more effectively communicate with teachers and view their child's grades via the Internet, using the Gradebook software. Gradebook can be accessed on the School District's Website at [ww3.westernwayne.org](http://ww3.westernwayne.org). Since parents have access to their child's grades, progress reports are not mailed home. However, if a parent does not have a computer or Internet access, they may contact the high school office to have arrangements made to receive a printed progress report.

### **Honor Roll**

Students are named on the Honor Roll if they meet the following criteria during the preceding quarter. A student average of 85% to 89% attains Second Honors. A student average of 90% or higher achieves First Honors. The two students in each grade with the highest scholastic average are named to the Principal's List for that marking period. Students wishing to be eligible for the Honor Roll must have "I"s made up no later than one week after the close of the marking period. *See also: "Course Changes"*

### **Summer School**

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

For students to participate in Western Wayne's summer school program, they must have achieved a cumulative average of 55-69 in the failed course during the preceding school year. Also, any student who loses credit for a course due to excessive class cuts or excessive absence may not take the course in summer school.

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

### **Working Papers**

Students wishing to work after-school hours and on weekends in one of the permitted occupations must secure an Application for Work Permit from Mrs. Field in the Guidance Office. She is the School District's duly appointed representative to issue working papers. Upon completion of the form, the application is to be returned with proof of age (birth certificate, etc.) to Mrs. Field. She will then issue the final work permit.

### **Student Assistance Program (SAP)**

Western Wayne High School's Student Assistance Program (SAP) provides a means of identifying and helping students who have serious problems which interfere with their success at school.

### **SAP Supports**

The SAP Program and advisors follow strict rules of confidentiality. The only exceptions to this rule are the cases in which it is believed that the student may seriously harm himself or another person. The SAP Program offers students help in many ways including: Individual Counselors, Peer Helpers, Faculty Friends, and Support Groups (Drug/Alcohol, Eating Disorders, Anger Management, Depression, Loss or Grief, Aftercare, Family Issues, Transition).

## **The (SAP) Referral Process**

A parent or guardian may refer his/her child to the SAP team by completing a confidential referral form found on the district website and in the guidance office. Teachers and high school staff may complete a confidential referral form found on the district website or contact a SAP team member. Students may approach teachers, administrators, and staff when seeking referral to SAP.

Peers or friends may approach a staff member or obtain and complete a confidential referral form found on the district website and in the guidance office. Confidential referral forms may be returned to the guidance office or may be given to any SAP team member.

The members of the SAP Team are:

Mr. Paul Gregorski, Principal

Mr. Robert Black, Assistant Principal

Mrs. Colleen Carmody, Teacher

Ms. Tara Donleavy, Teacher

Mrs. Renee Chernin, School Counselor

Mrs. Denise Johnson, Nurse

Mrs. Jillian Mishko-Evans, Behavior Health Specialist

Mr. Paul Semler, School Police Officer

## **Safe2Say**

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.

## **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 11. 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. Physical examinations are required in grade 11. Your child may have a school physical exam done by the school physician or you may choose to have your private physician examine your child at your own expense. Private physical exam forms must be returned to the school nurse. A signed permission slip is required for the school physical examination.

Pennsylvania Interscholastic Athletic Association (PIAA) rules require that any student participating in sports must have a physical examination. Announcements are made, so your child is aware of the day the school will be doing sports physicals. These physicals require 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 to participate in a PIAA sport (i.e., after June 1, 2024, for sports for 2024-2025 school year).

5. 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.

6. First Aid treatment is provided in case of injury in school. In case of an emergency, the information on the STUDENT EMERGENCY CARD is followed by the school nurse or administration.

7. Students suspected or diagnosed with a communicable disease will be excluded from school pursuant to the Pennsylvania State Department of Health recommendation.

### **Diabetes Management**

The Board recognizes that an effective program of diabetes management in school is crucial to:

1. The immediate safety of students with diabetes.
2. The long-term health of students with diabetes.
3. Ensure that students with diabetes are ready to learn and participate fully in school activities.
4. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

### **Authority**

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and Board policies and administrative regulations, regarding the provision of student health services.

### **Definitions**

Diabetes Medical Management Plan (DMMP) means a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.

Trained Diabetes Personnel means non licensed school employees who have successfully completed the required training.

### **Guidelines**

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.

Diabetes-related care shall be provided in a manner consistent with Board policy, district procedures and individualized student plans such as an IEP, Service Agreement or DMMP.

For more information, please contact your building school nurse and/or refer to the full Western Wayne School Board Policy 209.2 Diabetes Management.



### **Medication – Administration**

Only medications prescribed by a physician are permitted to be taken in school. This includes all prescription and nonprescription 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 to a student must be in an appropriate container with a 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, nonprescription 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 and you would like them to carry it with them, this also requires a doctor's permission slip stating they are able to carry and self-administer; otherwise, inhalers should be sent to school in original prescription packaging and will be kept in the nurse's 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, except for 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.

### **Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors**

The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.

The Board shall authorize the district to stock epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic shock.

For more information, please contact your building school nurse and/or refer to the full Western Wayne School Board Policy 210.1 Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors.

### **Students Who Are Ill**

Parent/guardians are urged to keep their children home should they appear ill in the morning. To control illness at school, it is necessary to have the cooperation of the school, home, and medical professionals. Keeping the child home at the onset of a medical concern is the most important aspect of control.

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 to be picked up from school. The nurse will notify parents/guardians of illness. Students requesting to leave early without being seen by the school nurse will be considered unlawfully absent unless a medical note is received.

### **Immunizations**

State law requires the following vaccines 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.

### **Insurance**

A 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.

### **Nurse's Suite Procedures**

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

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

### **Student Wellness**

The Western Wayne School District, through their "Wild About Wellness" program, prioritizes student and staff health by ensuring nutritious meal options, promoting physical activity, and incorporating wellness education into the curriculum. This aligns with a federal requirement for schools participating in the National School Lunch Program. (For more information see WWSD Policy 246, School Wellness)

### **Classroom Parties**

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

### **Food from Home**

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

### **Fundraising**

The building principal must approve all fundraisers. No food sales should occur during school hours and all sales after school are encouraged to follow district nutrition standards as noted in the wellness policy.

### **Cafeteria**

Our school operates on a closed lunch program. Students may not leave the building during their lunch period. Students are notified which lunch period they are scheduled to eat. Students may purchase breakfast or lunch in school. Lunch may be brought from home. Students are responsible for their own area and are expected to clean up in an orderly fashion at the end of the period.

Students are not permitted to eat lunch on the benches outside the cafeteria.

Students are not allowed to order, bring in with them, or go out for food from a restaurant. For example, McDonalds, Dunkin Donuts, etc.....

Students are not permitted to purchase food or enter the cafeteria at any time except for the student's assigned lunch period. Students may only bring lunch for their own consumption.

Students are not permitted to leave the cafeteria unless a pre-signed pass is presented to a staff member on duty.

### **Assemblies**

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

### **Lockers**

Students are assigned lockers at the beginning of the year. Students must use the locker assigned to them and keep their belongings in the book and coat compartments. The school assumes no responsibility for any items lost or stolen. Students are responsible for the contents of their lockers. Student lockers are school property that is loaned to students for their convenience.

No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school, and such lockers and other spaces are subject to search in accordance with district policy. All lockers are to be always kept locked and clean. Lockers will be inspected throughout the year.

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

### **Study Halls**

Study halls are regularly scheduled periods. The students assigned to study halls have a responsibility to provide themselves with something to do that will keep them occupied during the entire period. Absence from a study hall is treated the same as a class cut. If a student is needed in another teacher's classroom, the student is responsible for obtaining a pre-signed pass from that teacher and permission from the study hall teacher. Students are not to be issued "permanent" passes to another classroom.

### **Field Trips**

To enhance their educational program, students may have the opportunity to go on school-sponsored field trips. Students who display good behavior, have good attendance, and are making positive academic progress are allowed to attend field trips. Students who accumulate five (5) or more unexcused absences may be restricted from field trips until the end of the second marking period. Students who accumulate ten (10) or more unexcused absences may be restricted from field trips for the remainder of the school year.

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

### **Dances**

Dances, except for the semi-formal and prom, are for Western Wayne High School students only. Students assigned to ISS or OSS or are absent on the day of a dance are not allowed to attend a dance. If students leave the dance, re-entry is not permitted.

The school will not provide supervision beyond 15 minutes past the conclusion of the dance. The building will be secured, and students directed to leave the building at that time. Therefore, transportation must be arranged accordingly. Students not picked up in a timely manner will be denied future dance privileges. Students are not to loiter in the parking lot prior to, during, or following a dance.

Western Wayne High School students may bring an Administration approved guest to the semi-formal and prom.

Tickets may only be purchased by Western Wayne High School students, and tickets may not be transferred to other students.

### **Lost and Found**

Lost and Found items are kept in the main office. Any loss of valuable or personal property should be immediately reported to the office. Similarly, any item found should be turned into the office immediately. Students are advised to keep valuables at home.

### **Office Telephone**

Students may request to use the office phone during their lunch period unless there is an emergency.

### **McKinney – Vento Homeless Education Program**

The Education for Homeless Children and Youth (EHCY) program, authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act, aims to mitigate the educational challenges faced by homeless children and youth.

Originally enacted in 1987 and most recently re-authorized under the Every Student Succeeds Act in 2015, the McKinney-Vento Act ensures that homeless students have equal access to free, appropriate public education, including preschool, and are provided necessary support to meet state academic standards. It prohibits their segregation from mainstream educational environments and mandates educational agencies to identify and remove barriers to their enrollment, attendance, and academic success.

The McKinney-Vento Act defines homelessness broadly to encompass various living situations that lack fixed, regular, and adequate nighttime residence. This includes doubled-up arrangements, living in motels, shelters, public places not meant for habitation, or even in cars and abandoned buildings. It also covers unaccompanied youth who lack a stable living arrangement and are not in the physical custody of a parent or guardian.

Under this law, homeless students are entitled to immediate enrollment in school, even if lacking required documentation, and must be provided access to free meals, textbooks, educational programs like Title I, transportation, and other comparable services. They have the right to participate in school activities without fear of discrimination based on their housing situation. School districts are tasked with assigning a liaison to ensure homeless children and families are identified and provided necessary educational and related services.

When students are identified as homeless or potentially homeless within the Western Wayne School District, administrators and social workers collaborate to facilitate enrollment, monitor attendance, arrange transportation for younger students, supply necessary school materials, advocate for students and families, and connect them with community services such as tutoring and special education resources. This support is aimed at fostering stability and academic success for homeless students amidst challenging living circumstances. (For more information see WWSD Policy 251, Students Experiencing Homelessness, Foster Care and Other Educational Instability)

For additional information, please contact the Western Wayne Homeless Liaison, Kerrie Fitzsimmons, at 1-800-321-9973 Option #3.

### **Foreign Exchange Students**

The Board of the Western Wayne School District supports cultural exchange and understanding by admitting foreign exchange students under specific guidelines and regulations. These students, admitted on J-1 Visas through group-sponsored exchange programs, are welcomed into district schools without tuition requirements, provided they meet criteria established in Board policies. The district reserves the right to limit the number of exchange students based on space availability and adherence to qualifying criteria, ensuring an equal ratio of inbound foreign students to outbound Western Wayne students.

Responsibility for determining the eligibility and visa status of foreign exchange students rests with the Superintendent or designee, who recommends their admission to the Board. Interested organizations or individuals must submit requests by July 1 preceding the school year, facilitating timely planning and coordination. Once admitted, exchange students must comply with all enrollment and immunization requirements, and they are subject to the same policies and regulations as other district students.

Foreign exchange students, typically aged between 16 and 18 years and sufficiently fluent in English, are expected to enroll exclusively in Western Wayne School District and participate actively in school activities and athletics, provided they meet eligibility criteria. Host families, who volunteer without personal profit, must submit a statement assuming responsibility for the students' welfare. The district also administers the Home Language Survey to assess English proficiency, offering appropriate instructional support through its Language Instruction Educational Program (LIEP) and ensuring compliance with Board policies throughout the students' enrollment. (For more information see WWSO Policy 239, Foreign Exchange Students)

## **Discipline**

### **Overview**

The major goal of our staff is to provide a positive school environment in which all students can achieve their fullest potential. As in society, rules are necessary to develop a wholesome school climate and to protect the health, safety, and welfare of our students. The following represents a general set of guidelines (although not inclusive) to help us maintain a safe school environment. These guidelines will remain in effect during all school sponsored events, field trips, and athletic events.

(Note - Consequences issued regarding student discipline will be done at the discretion of the building administrator and also by the severity of the student action.)

### **Classroom Disciplinary Procedures**

Generally, discipline concerns will be handled by the classroom teacher. However, in extreme or repetitive cases students will be referred to school administrators. Disciplinary action will occur in the form of a verbal warning, detention, in-school suspension, external suspension, alternative education, or, in extreme cases, expulsion.

### **Staff's Authority**

Staff members shall have the power to correct all students for any improper behavior on school property, during school hours, and during school-sponsored events/activities. Proper respect should be shown to all staff members at all times.

## **Restrictive Movement**

Students who are chronically late, who cut classes, or are in unauthorized areas of the building may be placed on restrictive movement. Students placed on restrictive movement are not permitted to leave the classroom without an escort. Students demonstrating difficulty transitioning between classes will also be placed on restrictive movement and will be escorted from class to class.

## **Detention**

After-School Detention will be scheduled weekly. Employment and other activities are not acceptable excuses to miss detention. Students will receive at least 24 hours notice of all after-school detentions to be served. It is the responsibility of the student to inform parents or guardians of the date(s) of his/her scheduled detention(s).

Entertainment/Communication devices will be confiscated. If students fail to attend detention without prior approval from administration, they will be assigned ISS the following day. Detentions may be rescheduled for medical or dental appointments but must provide verification from a doctor to the discipline office.

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

If a student is absent for a day of assigned ISS, he/she will serve the assigned day of ISS on the first day that he/she returns to school. If a student arrives late to school on a day that he/she has been assigned ISS, he/she will serve the remaining portion of the assigned day. A student may not have early dismissal on a day that he/she is assigned ISS. If a student has a previously scheduled doctor's appointment, the disciplinarian assigning the ISS will work with the parent to schedule the ISS around this appointment. Students are responsible for all assignments, labs and/or tests missed. Students who are suspended are not permitted to attend any school functions during or after school hours throughout the period of the suspension. Personal electronic devices are not permitted in ISS and will be held in the main office.

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

Suspension - exclusion from school for a period of up to ten (10) school days. Suspension from school may be based on a single incident or a culmination of several incidents. Students who are suspended will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective. A parent or guardian will be notified of the suspension. Administration will provide information regarding the incident(s) as requested by the parent or guardian. A parent conference may be requested before the student is readmitted to the regular school program following a suspension. Students who are suspended are not permitted to attend any school functions during or after school hours throughout the period of the suspension. Any student suspended out-of-school who is on school property without permission of the administration is subject to prosecution under trespass laws. Students are responsible for all assignments, labs and/or tests missed. It is the parent's responsibility to request the assignments and to make arrangements to pick up the work.

### **Administrative and Board Hearings**

Chronic or serious disciplinary violations may result in an administrative hearing or a formal board hearing leading to possible expulsion. Expulsion from school by School Board action for a period of over ten (10) days.

### **Alternative Educational Placement**

Western Wayne Schools can place students in alternative educational settings if their behavior disrupts the school or poses a safety threat. These settings can include in-home instruction, online learning, or placement in a special program for disruptive youth.

A "disruptive student" is defined as someone who creates an unsafe environment, interferes with other students' learning, or disrupts the overall educational process. Examples include violence, drug use, or defying school rules.

Importantly, students with special needs protected by federal law (IDEA) cannot be placed in these programs unless following specific guidelines. Any special education student placed in such a program will continue to receive their required academic services. Students facing alternative placement will receive a hearing beforehand, except in emergencies where their presence in the classroom creates an immediate danger.

### **Disciplinary Guidelines and Procedures**

It is not possible to list every offense. Other offenses, which in the opinion of the staff and administration pose a threat to the health, safety, and welfare of students and staff, will be addressed at the appropriate level. This includes any disruption to the smooth and efficient operation of the educational program.

#### **Minor**

**Level I** - Actions that interfere with the orderly operation of the class (classroom disruption, running in the hallway, failure to follow teacher/staff directive, disregard for class rules/expectations, profanity not aimed at another individual)

Options/responses: (One or more of the following may be applied as consequences)

Corrective Teaching (Explaining inappropriate behavior, problem-solving, expectations for future behavior)

Conferencing privately with a student before/during/after class

Parent phone call (preferred) or email contact by teacher

Seat Change

**Level II** - Actions that are frequent or serious enough to disrupt the learning climate of the class or school. Examples: Persistent Violation of Level I infraction, disregard for schoolwide expectations, misbehavior for a substitute, minor verbal altercation between students, dress code violation, classroom cell phone or electronic device expectation violation, excessive tardiness to class

Options/responses: (One or more of the following may be applied as consequences)

Detentions

If student does not correct dress code violation, it becomes insubordination and becomes a Level III violation

Corrective Teaching

Conferencing with student and teacher, with parent and/or administrator

Parent phone call (preferred) or email contact by teacher

\*note – the number of detentions assigned depending on the circumstance, seriousness, and frequency of the misbehavior.

#### **Major**

**Level III** - Actions that are more frequent or serious and may involve injury or threat to persons or property. Examples: Persistent Violations of Level II infractions, Vandalism, Bullying, Cyber Bullying (during school hours), failure to attend after school detention, harassment, profanity directed at another individual, etc.



Options/responses: (One or more of the following may be applied as consequences)

Multiple days of detention  
 In-School Suspension (ISS)  
 Out-of-School Suspension (OSS)  
 Legal authorities may be notified

\*note – the number of detentions, and days of ISS & OSS assigned depends on the circumstances, seriousness and frequency of the misbehavior.

**Level IV** - Actions which are most serious violations of school rules and/or laws, including those involving violence or that present a threat of serious injury to persons or property.

Options/responses: (One or more of the following may be applied as consequences)

OSS assigned, amount according to misbehavior  
 Alternative Education Placement  
 Possible expulsion and/or legal action depending on the circumstances, seriousness and frequency of the misbehavior.

<b>Offense</b>	<b>Level Range</b>
Abusive Language	I-IV
Accumulated referrals	II-IV
Acts which can cause physical harm	III-IV
Agitating or teasing others	I-II
Alcoholic beverages: sale/use/possession of	IV
Arson	III-IV
Assault and battery	IV
Assignment, repeated failure to complete	I
Books, loss of, destruction of, fail to return	I-II
Bomb threat	III-IV
Bus regulations, infraction of	I-IV
Cafeteria misbehavior	I-IV
Cheating	I-III
Computer violation	I-IV
Cutting class	II-III
Decorum, improper	I
Defacing school property	III-IV
Destruction of school property	III-IV
Detention misbehavior	II
Detention, refusal to serve	II-III
Disruption of class	I III
Dress code violation	I-II
Drugs, sale/use/possession of	IV
Extortion	III-IV
Fighting	II-IV
Fire alarm system, unauthorized use of	III-IV
Fireworks, use/sale/possession of	II-IV
Forgery	II-III
Forms, failure to present	I-III
Gambling	I-III
Hall misbehavior	I-II

Harassment	II-IV
Illegal absence	I-III
Identity, failure to provide	II
Insubordination, disrespectful speech/actions/defiance	I-IV
Leaving school without permission	II-III
Lighter, matches, use/possession	II-III
Littering	I
Lying	I-II
Malicious mischief	I-III
Obscene conduct/drawing	II-IV
Plagiarizing	I-III
Pornography	I-IV
Profanity	I-III
Public display of affection	I-III
Riots, leading to /participating in	IV
Sexual misconduct	II-IV
Sleeping in class	I
Smoking or Vaping/Possession of tobacco or vaping product	III-IV
Stolen property, possession of / sale of	III-IV
Tardiness	I-III
Teacher, lack of respect for	I-III
Theft	I-IV
Threats	II-IV
Trespassing	III
Truancy	II-III
Unauthorized areas, being in	I-II
Vandalism	III-IV
Vehicle, dangerous operation of	I-III
Weapons, possession of / use of / transfer of	IV

Students referred for disciplinary infractions will have the opportunity to discuss the infraction with an administrator. If deemed necessary, consequences for the student’s actions will follow. Consequences may be, but are not limited to, the following:

**Bullying/Cyber-Bullying**

Western Wayne High School is committed to creating a physically and emotionally safe environment. We are committed to developing socially responsible students who maintain a safe, positive learning climate in which all individuals participate, learn, and enjoy.

Bullying/Cyberbullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts, directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, and pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student’s education;
2. Creating a threatening environment; or
3. Substantially disrupting the orderly operation of the school;

4. Hurtful behavior done as a single event is not bullying.

(For more information see WWSO Policy 249, Bullying/Cyberbullying)

### **Harassment**

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

Sufficiently severe, persistent or pervasive; and

A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

(For more information see WWSO Policy 103, Discrimination/Title IX Sexual Harassment Affecting Students)

### **Title IX Information/Discrimination & Sexual Harassment**

The Western Wayne School District is an Equal Opportunity Educational Institution and will not discriminate on the basis of race, color, national origin, ancestry, genetic information, age, creed, religion, sex, gender, gender identity, sexual orientation, marital status, pregnancy, or non-relevant handicap/disability/differently-abled status in activities, educational/vocational programs, or recruitment/ employment practices. Title IX and 34 C.F.R. §106.8 specifically require the district not to discriminate on the basis of sex, to provide educational programs and activities free of sexual harassment and sexual assault, and the Title IX and 34 C.F.R. §106.8 requirements also extend to employment with the district. The district has established personnel to promptly respond to concerns and reports of discrimination, sexual harassment, and sexual assault. All investigations into reports of discrimination, sexual harassment, and sexual assault will be impartial, free of bias and conflicts, and will not prejudge the facts for either side. The district strives to maintain an environment where all students, staff, and the greater community feel safe. It is also the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. The district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity. Students or third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination, or retaliation should promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities, or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination. If the building principal is the subject of a complaint, the student, third party, or

a reporting employee shall report the incident directly to the Title IX Coordinator:

Dr. Cynthia A. LaRosa  
Assistant Superintendent/Title IX Coordinator/Compliance Officer  
Western Wayne School District  
[complianceofficer@westernwayne.org/](mailto:complianceofficer@westernwayne.org/)  
(800) 321-9973 Option 5

(For more information see WWSD Policy 103, Discrimination/Title IX Sexual Harassment Affecting Students)

### **Cheating/Plagiarism**

Any student guilty of cheating and/or plagiarism, as well as any student aiding or assisting, will receive consequences as deemed appropriate by the classroom teacher and administration. A student's involvement in extra-curricular activities may also be jeopardized by cheating/ plagiarism in school.

### **Class Cutting**

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

Once class begins, students found outside their assigned room without a properly issued hall pass may be subject to the class cutting policy.

### **Vandalism**

Students who vandalize school property will be assessed the cost of reparations plus any additional costs related to the incident. The Western Wayne School Police and local law enforcement agencies will be notified, and charges may be filed. Stickers or any other methods of defacing school property are also covered under this policy. Graffiti on walls, lockers, desks, etc. is strictly prohibited.

### **Gambling / Games**

All forms of gambling are not allowed in school, on school buses or during any school sponsored activity. Dice, playing/trading cards are not allowed in school.

### **Hall Passes**

For lavatory and other errands when class is in session, students must secure a hall pass and sign out and in on the designated form. There will be no group passes. Each individual student must carry his/her own pass. Chronic abuse of hall passes will result in the student being placed on restrictive movement. While on restrictive movement, the student may not leave the classroom without an escort.

### **Leaving School Property**

Once present on school property, students are not permitted to leave school property without signing out in the main office with parental consent.

Parents/guardians report to the main office to pick up students for early dismissal. Dismissals will be categorized as “excused” for legal absences and “unexcused” for illegal absences. Students who are ill will only be marked as “excused” if they are dismissed by the school nurse. Students will not be dismissed early from school with other student drivers, except for emergency situations and written parental consent from both parties.

### **Show of Affection (Public Display of Affection – (PDA))**

We realize that no matter what your age, caring for others and showing affection is important to you. However, public displays of affection are not appropriate in a High School setting. Kissing and close physical contact in a school is not acceptable behavior.

### **Tobacco and Vaping Products**

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe, and a hookah.

Any product containing, made or derived from either:

Tobacco, whether in its natural or synthetic form; or

Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

Any component, part or accessory of the product or electronic device listed in this definition, whether sold separately.

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

(For more information see WWSD Policy 222, Tobacco and Vaping Products)

### **Weapons**

The Western Wayne Board acknowledges that all students have the right to feel safe in school and that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students.

Weapons and replicas of weapons are forbidden on school property.

**Weapons** shall include, but not be limited to: firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gasses, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

**Dangerous weapon** means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

**Pocket knives** of any type are not permitted in school, and they will not be considered as weapons with regard to this policy unless they are used to threaten or inflict bodily harm on another person. Possession of a pocket knife will be covered by regular discipline procedures unless it is a repeat offense. Repeat offenders will be issued more severe consequences that may include being taken to the School Board of Directors for an expulsion hearing and/or police notification.

Incidents of students possessing weapons will be reported to the student's parents.

The school district may expel, for a period of not less than one (1) year, any student who brings a weapon onto any school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity. The superintendent shall report the discovery of any weapon prohibited by this policy to local law enforcement officials and shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education.

(For more information see WWSD Policy 218.1, Weapons)

### **Terroristic Threats**

The Board recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

**Terroristic threat** – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, board member, community member or school building. Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terrorist threat. The building principal shall immediately inform the superintendent after receiving a report of such a threat. When an administrator has evidence that a student has made a terroristic threat, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. Based on further investigation, the superintendent may report the student to law enforcement officials.
3. The building principal may inform any person directly referenced or affected by the terrorist threat.

4. The superintendent may recommend expulsion of the student to the Board of Education. If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider that the student does not pose a risk of harm to others.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act. (For more information see WWSD Policy 218.2, Terroristic Threats)

### **Controlled Substances/Paraphernalia**

The Board acknowledges the pervasive issue of controlled substance abuse within the school community and emphasizes its commitment to prevention. Controlled substances, as defined by federal and state laws, encompass a range of substances including illegal drugs, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, inhalants, synthetic cannabinoids, and certain medications not authorized for school use. The policy explicitly prohibits students from using, possessing, distributing, or being under the influence of these substances during school hours, on school property, at school-sponsored events, and while traveling to and from such activities.

In cases of policy violation, the Board may mandate participation in drug counseling, rehabilitation, testing, or other programs as conditions for reinstatement into educational, extracurricular, or athletic programs. This approach underscores the Board's focus on addressing substance abuse through both discipline and support measures.

The policy extends beyond school premises to cover student conduct occurring off-campus and during non-school hours, ensuring consistency in addressing substance-related infractions. Violations can lead to disciplinary actions, including expulsion and referral for legal prosecution, highlighting the seriousness with which the Board views drug-related incidents.

Furthermore, the Superintendent or designee is mandated to promptly report incidents involving controlled substances to local law enforcement as required by state laws and Board policies. Parents or guardians of students involved in such incidents are notified promptly about the situation, the involvement of law enforcement, and the potential for legal charges, ensuring transparency and collaboration in managing drug-related incidents.

Regarding medical care or counseling for students struggling with substance use, the policy allows students to consent independently to such services without parental permission if related to diagnosis or treatment. However, healthcare providers are not obligated to disclose treatment details to parents/guardians unless required by specific circumstances or regulations.

Overall, the policy aims to protect the school community from the harmful effects of substance abuse while providing a framework for intervention, discipline, and support to address these challenges effectively. (For more information see WWSD Policy 227, Controlled Substances/Paraphernalia)

## Searches

The Board recognizes the delicate balance between protecting students' rights against unreasonable searches and ensuring a safe and conducive learning environment. School officials are granted authority to conduct searches of students and their belongings, including lockers, vehicles, and electronic devices, without a warrant, when reasonable suspicion exists that prohibited items or substances endangering school safety are present. This authority extends to ensuring compliance with laws, Board policies, and school rules, emphasizing that the scope of searches must be proportional to the suspected threat.

The district asserts a strong interest in safeguarding the health, safety, and welfare of the school community, which may justify random or general searches of students and their property without individualized suspicion. These searches, aimed at locating controlled substances, weapons, or other hazardous materials, are conducted minimally intrusively using methods like canine units or metal detectors. Screening methods generating reasonable suspicion may lead to subsequent individualized searches of specific students or items.

Individualized suspicion searches are permissible based on reasonable grounds to believe that a student's belongings contain prohibited substances or pose a threat to school safety. School officials, typically the principal or their designee, must articulate the specific reasons for the search and limit its scope to the areas where the suspected items are likely to be found. Moreover, searches of electronic devices require reasonable suspicion that material violating laws or school policies is stored therein, ensuring that privacy concerns are balanced with the need to maintain a safe school environment.

The policy also addresses searches involving removal of clothing, which are subject to heightened scrutiny and strict procedural safeguards. These searches, only permissible under specific conditions where safety risks are substantial, must be conducted with privacy and dignity, involving same-gender staff and witnesses, and after consultation with legal counsel.

Items confiscated during searches that violate school rules or laws are handled meticulously, ensuring proper documentation, secure storage, and, when necessary, transfer to law enforcement authorities. This systematic approach underscores the Board's commitment to maintaining order while respecting the rights and privacy of students within the framework of school safety and discipline policies. (For more information see WWSD Policy 226, Searches)

## Electronic Devices

**Electronic Devices.** Shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include but shall not be limited to, earbuds, radios, handheld game consoles, cellphones, and speakers, as well as any new technology developed with similar capabilities.

All electronic devices including cell phones should be put away and not used during class time unless teacher permission has been granted for that period on that day. However, cell phones (only through the use of one earbud/headphone) may be used during transition time between classes and during a student's



assigned lunch period. The use of the cell phone and/or the earbud/headphone may not interfere with the student's ability to hear announcements or a teacher's directives. The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

Failure to comply with this rule will result in progressive discipline, including confiscation of the electronic device in each step of the progression. Refusal to hand over electronic devices when requested by a staff member will be considered insubordination and will result in progressive discipline.

**Electronic Images, Photographs and Recording.** The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images, photographs, or recordings whether by electronic data transfer or other means, including but not limited to texting and emailing is prohibited.

Disciplinary measures will be at the discretion of the school principal for any student who violates this guideline. The Western Wayne School Police and local law enforcement agencies will be notified, and charges may be filed.

E-Readers will be permitted unless these devices become a distraction due to the students' misuse, in which case, they will be treated as any other prohibited electronic device.

Exceptions: The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

Health, safety, or emergency reasons.

An individualized education program (IEP).

Classroom for instructional-related purposes when allowed by the teacher and/or principal.

While on district vehicles and buses if the use does not interfere with school operations or student safety.

Other reasons determined appropriate by the building principal or assistant principal.

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

### **CRIMINAL CODE TITLE 18, SECTION 5503 DISORDERLY CONDUCT**

To provide a safe, orderly and healthy environment, the Western Wayne School District prohibits the disorderly conduct areas defined in Section 5503 in school buildings, on grounds, on school buses, and in any classroom, hallway, or instructional area. The prior statement will also apply to students in school buildings when they are in use for public assemblies (parent-teacher conferences, adult education classes, auditoriums, gymnasiums, stadiums, other playing fields or other rooms in use for student presentations, athletics, etc.)

The Administration may file Disorderly Conduct charges, a summary offense through magisterial court, which can cost over \$300.00 to the student. These charges are in addition to other alternative actions as defined in this policy.

Offense defined. A person is guilty of Disorderly Conduct if, with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, he/she:

Engages in fighting, threatening, or violent or tumultuous behavior.

Makes unreasonable noise.

Uses obscene language or makes an obscene gesture.

Creates a hazardous or physically offensive condition by an act which serves no legitimate purpose of the actor.

### **Western Wayne Police Officer in the School Building**

The Western Wayne School District has established the Western Wayne Police Department and employs School Police Officers (SPO) in each school building.

A School Police Officer has been placed in the school with the goal of creating and maintaining a safe, secure, and orderly learning environment for students, teachers, and staff.

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

### **Violations of the Discipline Code and Criminal Charges**

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

PA/CC §912	Possession of Weapon on School Property
PA/CC §2701	Simple Assault
PA/CC §2702	Aggravated Assault
PA/CC §2705	Reckless Endangering
PA/CC §2706	Terroristic Threats
PA/CC §2709	Harassment
PA/CC §2710	Ethnic Intimidation
PA/CC §3304	Criminal Mischief
PA/CC §3307	Institutional Vandalism
PA/CC §3503	Criminal Trespass
PA/CC §4905	False Alarms to Agencies of Public Service
PA/CC §4906	False Reports to Law Enforcement
PA/CC §5503	Disorderly Conduct
PA/CC §6306	Use of Tobacco in School
PA/CC §7611	Unlawful Use of Computer and other Computer Crimes
PA/CC §7612	Disruption of Service
PA/CC §7613	Computer Theft
PA/CC §7614	Unlawful Duplication
PA/CC §7615	Computer Trespass
PA/CC §7616	Distribution of Computer Virus
PA/CC §7661	Unlawful Transmission of Electronic Mail
PA/CC §780	Controlled Substances (Drugs)

## Dress Code

The Western Wayne School District (WWSD) administration, faculty, and staff have the right to question and regulate any mode of dress that in any manner jeopardizes the health, welfare and/or safety of an individual student and/or other students. Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Students may be required to wear certain types of clothing while participating in physical education classes, extracurricular activities or other situations when special attire may be required to ensure the health or safety of the student. Students may be required to wear specific attire when representing the school for certain events and activities. Students have the responsibility to keep themselves, their clothes and their hair clean. Any clothing or fashion trend that is in doubt will be resolved by the principal or assistant principal.

The following items are permitted:

Shirts with collars (including golf-style and button down), turtlenecks, and t-shirts with (finished) long or short-sleeves. Shirts must touch the top portion of the lower garment at all times. The necklines of all upper garments must be modest. Low cut necklines are prohibited. Shirts with hoods are permitted but must allow the student's face and ears to be visible to the staff at all times.

Jeans or pants (any style), that are worn at or above the waistline and that do not expose the undergarments or hips/groin/buttocks.

Shorts, skorts, skirts, or dresses that are worn at or above the waistline and that do not expose the undergarments or hips/groin/buttocks.

The following items also apply:

All items permitted in this dress code must be clean and made of material that is not sheer or see through.

Footwear must be worn at all times. Any footwear that poses a safety hazard is not permitted. Certain classes/courses may require specific footwear (i.e. Phys. Ed., science lab, foods, or shops)

Sunglasses are not permitted unless there is a documented medical issue (i.e. a concussion).

Clothing, patches, buttons, pins, and/or jewelry are permitted but they must not do any of the following; display sexually suggestive writing/pictures; advocate violence; advertise and/or promote the use of tobacco, alcohol and/or drugs; display double-meaning wording and/or obscene language; use disrespectful language; suggest gang affiliation or activities.

The following items are not permitted:

Tank tops, muscle shirts, spaghetti straps, tube tops, or halter tops

Hats, bandanas, winter scarves, wraps, hoods, or head covering.

Blankets

Chains and spiked jewelry

Dress code violations may require a change of clothing, removal from class or removal from school. Students may call home for proper clothing. (For more information see WWSD Policy 221, Dress and Grooming)

## **Acceptable Use of Internet, Computers and Network Resources**

The Board of Education fully supports the use of computers, Internet, and network resources within the district to enhance educational programs and operational efficiency. These tools are intended to facilitate learning, teaching, and daily operations through effective communication, access to information, research, and collaborative activities. Access to district computers, electronic communication systems, and networks, including Internet connectivity, is provided to students, staff, and authorized individuals for these purposes, whether through wired, wireless, or other means.

For instructional use, network facilities must align with the district's curriculum and accommodate diverse learning needs, styles, abilities, and developmental levels of students. This ensures that educational content and activities are relevant and effective. The district defines terms such as child pornography, harmful to minors, and obscene under both federal and state laws to maintain legal and ethical standards in content access and usage.

District computers encompass electronic devices capable of creating, editing, and transmitting various forms of data, accessing software and online applications, and connecting to the Internet. While users are granted access to electronic information, the district neither endorses the content nor guarantees its accuracy. Users acknowledge that district Internet, computer, and network use is a privilege, not a right, and that all activities conducted on these resources may be monitored for compliance with policies.

The district employs technology protection measures to filter or block access to visual depictions deemed obscene, child pornography, or harmful to minors. These measures are enforced during all Internet and network usage. The policy also outlines the district's stance on inappropriate content, including hate speech, harassment, and explicit material, which is strictly prohibited. Users are required to report violations promptly to school administrators.

To ensure responsible usage, the district mandates that users, including students and staff, sign agreements acknowledging policy awareness and consent to monitoring of their activities. Educators and staff have a professional duty to guide students in discerning appropriate information sources and using information to meet educational goals. This includes educating students on network etiquette, online behavior, and cyberbullying prevention.

Administrators are empowered to enforce these policies, investigate misuse, and collaborate with legal authorities as necessary. Violations may result in disciplinary actions, including loss of access privileges or legal consequences for severe offenses. The district also commits to informing all stakeholders about these policies through handbooks, the district website, and other relevant channels.

Ultimately, the goal of these policies and measures is to foster a safe and productive learning environment where district resources are used responsibly and ethically. By adhering to these guidelines, the district aims to protect the integrity of its network, safeguard users from harmful content, and promote positive educational outcomes for all. (For more information see WWSD Policy 815, Acceptable Use of Internet, Computers and Network Resources)

### **Consequences for Inappropriate Use**

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

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

Screen - \$60.00  
Keyboard - \$60.00  
Screen Assembly Cover (Dell Logo)- \$60.00  
Screen Bezel - \$7.00  
Eggshell Case - \$17.00  
Bottom Assembly -\$13.00  
Motherboard System Board - \$149.95  
Power Adapter - \$44.00  
Track Pad -\$21.00  
Daughter Board (USB ports) - \$23.00  
Full Replacement - \$713.50

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

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

### **Media**

Students participate in classroom and school sponsored activities during the 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.

### **Backpacks and Book Bags**

To promote safe and efficient travel through hallways and to provide better control of unauthorized items, all backpacks and/or book bags must be stored in students' lockers during the school day.

Students will be allowed to carry a sensibly sized and appropriate backpack or book bag for the purpose of bringing books, supplies and other permitted items to and from school. School supplies and books will be stored in students' lockers during the school day, while sports equipment and other items used for after school activities will be stored in lockers located in a designated team room or locker room.

Small purses and draw strings bags will be allowed for carrying personal items including Physical Education attire and should not be used to store/carry books.

### **Financial Obligations**

Financial obligations of students must be met promptly. Any equipment lost or misused must be paid for by the students who are responsible for it. All athletic equipment, band uniforms, musical instruments, textbooks, etc. issued to students must be returned immediately upon completion of its intended use.

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

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

### **Food and Beverages**

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

### **Fire Drills**

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

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

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

### **Money**

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

Students are also reminded not to leave valuables and/or money in the hallway or gymnasium lockers.

### **Staying in the School Building after Dismissal**

All students are expected to exit the school building and vacate the school grounds immediately following afternoon dismissal. Only students who participate in a school sanctioned sport, practice, club, or activity will be allowed to remain on the grounds following afternoon dismissal. Students must always be with a coach, advisor, or teacher. Any student who needs to remain after dismissal (example: parent pick-up for doctor's appointment) must obtain permission from the Principal or Assistant Principal. Loitering or trespassing on school property or in a school building is a violation of PA Crimes code, Title 18 Section 3503.

### **Visitors**

Anyone wishing to visit the high school, the procedure below will be followed:

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

The receptionist will scan the photo identification into the visitor management and identification software system. For repeat or regular visitors, the visitor's ID needs to be scanned only once.

The visitor will receive a temporary visitor pass which will include their name, photo, date, time, and location of the visit.

If the database indicates a "match" to that of a registered sex offender, the receptionist must notify building administration. If building administration is unavailable notify SPO. If SPO is unavailable, notify district office.

If the database indicates a "match" to that of a registered sex offender, and if such visitor is a parent/guardian, same procedure as above.

If a visitor does not have a 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 administration and/or School Police Officer. The minimum information that must be given to the receptionist is full name, address, and 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 the School Police Officer.

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

## EXTRA-CURRICULAR ACTIVITIES/ATHLETICS

### Athletics

The following sports are available:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cheerleading	Basketball – Boys	Baseball
Cross Country - Boys	Basketball – Girls	Softball
Cross Country - Girls	Indoor Track & Field	Tennis – Boys
Football	Cheerleading	Track & Field – Boys
Golf	Wrestling – Boys	Track & Field - Girls
Soccer – Boys	Wrestling - Girls	Unified Track & Field
Soccer – Girls		Volleyball - Boys
Tennis – Girls		
Volleyball – Girls		

The school also sponsors several club sports, junior varsity, and junior high teams.

Students must have a yearly PIAA sport physical and concussion baseline screening if needed.

Students who are out for an injury or have been seriously ill will require medical clearance from the doctor to return to play.

Students suspended in-school or out-of-school will be restricted from participating in all athletics and extra-curricular activities during the suspension. They may not participate in practice sessions or be present as a spectator at any school-sponsored function, such as an athletic event.

Any student who has a persistent disciplinary problem will be made ineligible at the discretion of the Administration. Prior to such restriction, the Administration will discuss the student's behavior with the coach and Athletic Director to correct the problem.

Students must be in attendance at least four periods to be eligible to participate in after school practices, competitions, or performances. Students leaving school early due to illness and students absent from school due to illness are not allowed to participate in any extra-curricular activity after school on that day.

Student eligibility is contingent upon attendance, school citizenship and academic progress and will be evaluated regularly. Students will be deemed ineligible and may lose privileges if they accumulate 5 or more unexcused absences in a single marking period.



Specific team or club rules will be determined by the coach or advisor and will be approved by the Athletic Director and/or Principal. These are to include, but are not limited to, rules governing attendance at practice sessions, games, and performances. When developed, these rules will be kept on file in the office of the Athletic Director for all athletic activities, and in the Principal's Office for all other activities.

Students failing 2 or more subjects are ineligible and must enter an academic remediation program as follows:

Students must attend at least one hour of remedial tutoring daily (Monday-Thursday) prior to practicing. Students will remain on academic probation until eligibility requirements are met, and Students on academic probation may practice, but are not eligible to compete in games, matches, etc.

The student is responsible for all school equipment issued to them. Students are expected to treat the equipment with proper care and return all items promptly at the end of the season. Any equipment not returned, or equipment altered beyond regular use, will be recorded as an obligation, and shall be paid for by the student or his/her parent/guardian(s).

All students must travel to and from all activities with the coach or advisor unless permission is granted to do otherwise by the Coach, Athletic Director, Advisor or Principal. Students who do not travel with the team without proper permission will be subject to a one-week suspension from the activity they are involved in.

At activities outside of Western Wayne, students are the guests of the host schools. Proper conduct is expected, which reflects a positive image of the Western Wayne School District.

Proper dress is expected of all students participating in extracurricular activities. Coaches and advisors will set the standard of dress for individual activities.

Athletes are reminded that officials are in complete control of an event. Athletes should not challenge the decision of the official. Violations of sportsmanlike conduct will result in consequences for students, the team, and/or the entire athletic program.

Additional guidelines governing student athletes are found in the student athlete handbook. Student athletes and parents/guardians are required to sign and submit the acknowledgement of those guidelines in order to participate in athletics.

### **Clubs/Extra-Curricular Activities**

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

Activities and clubs will be determined based on student interests and staff availability. Students not attending school regularly, having academic

difficulties or behavior problems may be restricted from participation until released by the building administrator.

Student privileges include but are not limited to: senior early dismissal, field trips, parking pass, spirit games, Homecoming, Prom, and participation in clubs/activities.

Student eligibility is contingent upon attendance, school citizenship and academic progress and will be evaluated regularly. Students will be deemed ineligible and may lose these privileges if they accumulate 5 or more unexcused absences in a single marking period.

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

### **Violation of Policy**

Western Wayne School District stresses sound principles for healthy living. Prohibition on the use of drugs, alcohol, tobacco products, chewing tobacco, steroids, stealing, vandalism, hazing, or gross misconduct apply to all students participating in extra-curricular activities. The Western Wayne student handbook mandates the disciplinary actions listed below for any student violating this policy. Any student participating in extra-curricular activities who is present at an event where alcohol/drugs are being used illegally will be considered in violation of this policy.

The penalty for a first violation of this policy for possession/use of alcohol, or drugs, steroids, or misconduct in or out of school will result in a two-week extra-curricular activity suspension. If less than two weeks remain in the extracurricular activity, the remainder of the suspension will apply to the next activity in which the student participates. A suspended student may not join an activity for the purpose of serving a suspension and then quit the activity.

A student suspended from extra-curricular activities due to a first offense violation may attend practice or attend any contests or performances for the duration of the suspension but may not participate in any way. This includes contests or performances that are held outside of the Western Wayne School District.

Any student that is required to serve a two-week suspension for a first offense violation must complete the entire season in order for the suspension to be fulfilled. Students who are suspended from an extra-curricular activity will be ineligible to receive school awards other than participation certificates/letters.

If a student violates this policy by possession/use of alcohol, drugs, steroids, or performing acts of misconduct for a second time, the student will be suspended from all extra-curricular activities for a period of twelve (12) weeks. The High School Principal may extend the suspension of the second violation to one calendar year for violations that are similar in nature to the first offense violation.

For this policy, the definition of a complete season is twelve (12) weeks from the date of the second violation, and a calendar year is defined as one year from the date of the second violation.

The use or possession of alcohol/drugs/steroids on school property, distribution of alcohol/drugs/steroids, hazing or gross misconduct are considered major offenses and will require major disciplinary action. Violations of this type will result in suspension beyond the two-week period for a first offense and may be considered severe enough to have a student removed from an activity the entire season. Additional consequences enforced will be consistent with PA School Code, Western Wayne Board Policy, and the Western Wayne student handbook.

When it has been determined with reasonable certainty by school administration, within the season of violation, that any student participating in an extra-curricular activity is found to be in violation of this policy, he/she will be subject to the following:

1st offense Parent/Guardian Notification, SAP Team Referral. A two-week suspension. Must abide by SAP recommendations before participating in any further activities.

2nd offense Parent/Guardian Notification, SAP Team Referral. Suspension for 12 weeks. Must abide by SAP recommendations before participating in any further activities.

3rd offense Parent/Guardian Notification. Permanent suspension from all extracurricular activities.

The final decision concerning the action taken regarding the violations will be made by the High School Principal.

Students must have a signed student handbook on file in the High School office to participate in a co-curricular or extra-curricular activity.

### **TRANSPORTATION AND STUDENT PARKING**

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

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

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

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

The Western Wayne School District is not responsible for damage to cars or personal belongings in cars that are parked in the Western Wayne High School parking lot. Any damage must be reported to the School Police Officer on duty.

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

Student drivers should plan to arrive at school at 8:00 AM and enter the school immediately upon arrival – no loitering is permitted in the parking lot. Students should enter by way of the student lot entrance.

Drive only on paved parking areas – never on grass or walkways.

Park only in your designated spot in the parking lot and never block the passage of buses or students. Do not park in the faculty/visitors parking lot, the main driveway, or handicapped areas.

After 8:00 AM, students may not return to their vehicles without office permission unless leaving school for the day.

The maximum speed limit is always 10 miles per hour on school grounds.

Keys must be removed, and cars must be locked.

Even the slightest auto accident on school grounds must be reported to the office immediately.

All general school rules apply to parking lots. (Example, no smoking in cars).

Cars not properly registered in the school office are subject to being towed away at the owner's expense.

Always yield the right of way to buses when on school grounds.

Student drivers should leave cautiously as soon as possible after being dismissed – no loitering. However, once all buses begin to leave, all cars must stop moving except to clear the exit route.

All safety rules of the road will apply when driving to and from school and on school grounds. Reckless driving at any time will result in suspension of driving privileges.

The parking lot is school property and the space where you park is provided to you free of charge.

School officials reserve the right to search vehicles in the parking lot if necessary.

All student cars must be registered in the office and must display a student parking permit while on school property.

Only cars with permits are allowed to park in the student parking lot. Visitors or parents dropping off students must do so in the parking lot next to the main office.

Driving to school is a privilege. This privilege will be denied or revoked for any student owing an obligation.

Students who leave school property without permission will lose their driving privilege.

Students who give their permit to someone else will lose that permit.

Any car found with drug paraphernalia, or any other illegal substances will be subject to impoundment by the State Police.

The WWPD and State Police periodically patrol parking lots. All vehicles must comply with state law. (This includes the law on tinted glass).

### **Bus Regulations**

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

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

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

School bus drivers are entrusted with the safe transportation of students. The following regulations and policies have been set forth in an effort to cooperate with the school bus drivers and secure the safety of our children:

The bus driver shall assign each student to a regular seat on the bus so that the students may enter or leave the bus with a minimum of disturbance to others.

Students will not be permitted to get up from their seats or get on or off the bus while it is in motion.

Students shall pass in front of the bus to cross the highway.

Students will not be permitted to leave the bus except at their regular stop without the written permission of the building administration.

Safety drills, including use of the emergency door of the bus, will be conducted at least twice a year under the direction of the bus driver.

No animals, firearms, explosives, or anything dangerous or objectionable in nature may be transported while students are riding the bus.

Students will not be loaded on blind curves, or on the crest of a hill.

Students shall not stand on the roadway while waiting for the bus.

Students shall take their assigned seats immediately.

Students shall remain in their seats until the bus has come to a full stop.

The use or possession of tobacco or drugs by students is forbidden.

Bus drivers will report persistent disorderly conduct to the Assistant Principal. In case of persistent disobedience by any student, the Board may refuse any further transportation to that student. In this case the parent becomes responsible for that student's transportation.

To prevent littering bus floors, highways, and bus areas, the bus contractors will not allow eating on buses.

Throwing anything from buses is forbidden.

Bus drivers are not obligated to wait for students who are habitually late. Students should arrive at the designated bus stop five minutes prior to their pickup time and be waiting for the bus.

### **Unauthorized School Bus Entry**

Individuals, other than students, are not permitted to enter a school bus without prior authorization of the driver or a school official. The consequences will be at the discretion of administration and the School Police Officers.

### **Bus Misconduct**

Bus misconduct violations may result in a warning, detention, suspension, expulsion, and/or removal from the bus for a period of time depending on the severity of the infraction.

### **Bus Notes**

Bus notes will be issued on an emergency basis only. Bus notes must be authorized and signed by the school administration.