

**Western Wayne High School
Parent-Student Handbook
2023-2024**



Name: _____

Grade: _____

E-Mail Address: _____

TABLE OF CONTENTS

Foreword...	4
Notice of Non-discrimination	5
Family Educational Rights and Privacy Act.....	5
Code of Conduct Student Responsibilities	6

Academic/Student Services

Attendance Policy	7 - 9
Bell Schedules	10
Delayed Start or Cancellation of School.....	10
Grade Marking System	11
Weighted Grading.....	12 - 13
Graduation Requirements	13
Tutoring	13
Course Changes.....	13 - 14
Gradebook	14
Honor Roll	14
Summer School.....	14
Guidance.....	15
School Nurse Policy	15
Dispensing Medication	15
Student Assistance Program	16
Safe2Say... ..	17
Student Wellness	17
Classroom Parties	17
Food from Home.....	17
Fundraising	18
Cafeteria... ..	18
Assemblies.....	18
Lockers... ..	18 - 19
Study Halls.....	19
Field Trips.....	19
Dances	19
Lost and Found	20
Office Telephones.....	20
Working Papers.....	20
McKinney-Vento Homeless Education Program	20 - 21
Foreign Exchange Students.....	22 - 23

Discipline

Acts of Violence.....	23 - 24
Alternative Educational Placement	24 - 25
Bullying/Cyber-Bullying.....	25
Harassment.....	26
Disrespect to Faculty/Staff	27
Cheating/Plagiarism	27
Class Cutting	27
Vandalism	27
Gambling.....	28
Hall Passes	28
Leaving School Property during School Hours	28
Public Display of Affection.....	28
Extortion and Stealing.....	28
Tobacco and Vaping Products	29
Weapons.....	29
Disciplinary Procedures/Restricted Movement/Detention.	30 - 31
Electronic Devices	32
Disorderly Conduct, Criminal code Title 18, Sec. 5503.....	33
Dress Code.....	33 - 34
Drugs/Alcohol/Drug Paraphernalia.	34 - 36
Searches	36 - 39

Security

Acceptable Use of Computers and Technology	39 - 42
Media	43
Backpacks and Book Bags	43
Financial Obligations	43
Food and Beverages	44
Fire Drills.....	44
Money	44
Western Wayne Police Officer in School.....	44
Violations of the Discipline Code	44 - 45
Staying in the School Building after Dismissal.....	45
Visitors.....	45 - 46

Extra-Curricular Activities/Athletics

Athletics.....	46 - 47
Clubs/Extra-Curricular Activities	47 - 49

Transportation

Automobile Registration.....	51
Bus Regulations.....	51 - 52
Title IX Information	53

FOREWORD

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

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

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

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

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

How can you be involved?

Discuss your child’s progress with teachers; help with, or at least ask about, homework.

Actively organize and monitor your child’s time; (set limits on TV and computer use time).

Discuss school matters every day; (“how was school today?”)

Keep informed about what’s going on by checking our website regularly (ww3.westernwayne.org).

Check your child’s academic progress and attendance through Gradebook, available through our website.

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

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.

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

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 Commonwealth and local school authorities.

Report accurately and not use indecent or obscene language in student newspapers or publications.

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 the parent /guardian. Additional unlawful absences may result in arrest and fines for violation of the Commonwealth of Pennsylvania Compulsory School Attendance Law.

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

Tardiness

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:

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

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

Truancy Prevention

The Western Wayne School 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. The school-family conference engages all participants involved in the student's life to explore possible solutions to increase the student's school attendance. Maintaining open communication between the student and adults will facilitate positive outcomes.

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

Citation filed with magistrate for truancy.

Copy to be provided to Wayne County Children and Youth Services and SAP team

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

Lawful Absence Progression

Ten Cumulative Absences

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.

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.

ACADEMIC/STUDENT SERVICES

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	Lunch 1	
	11:56-12:39	Class 5B
	12:43-1:26	Class 6B
12:09-12:39	Lunch 2	
	11:22-12:05	Class 5A
	12:43-1:26	Class 6B
12:56-1:26	Lunch 3	
	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	Dismissal	

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	Lunch 1	
	12:06-12:49	Class 5B
	12:53-1:36	Class 6B
12:19-12:49	Lunch 2	
	11:32-12:15	Class 5A
	12:53-1:36	Class 6B
1:06-1:36	Lunch 3	
	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	Dismissal	

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	Lunch 1	
	10:36-11:16	Class 5B
	11:20-12:00	Class 6B
10:46-11:16	Lunch 2	
	10:02-10:42	Class 5A
	11:20-12:00	Class 6B
11:30-12:00	Lunch 3	
	10:02-10:42	Class 5A
	10:46-11:26	Class 6A
12:00	Dismissal	

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

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.

Notes

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)

Technology Department

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

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

Summer School

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

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.

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 1st period. This should not be done during class time unless it is an emergency.

Appointments should be arranged during study periods whenever possible. Pertinent guidance information is posted in the 300 hallway outside the guidance office, and on the School District website at ww3.westernwayne.org (click on high school then guidance).

Scholarships & Career Opportunities are posted monthly on the guidance webpage from October to May.

School Nurse Policy

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

Get a pass from their teacher.

Report directly to the Nurse's Suite. Under no circumstances should an ill student remain in a lavatory for an extended period of time.

The nurse will determine whether a student can return to class or be sent home. In cases when students are sent home, every effort will be made to notify a parent or contact person on the student's emergency card.

Dispensing Medication

Under State Law no form of medication may be dispensed by the school unless authorization is given by the student's physician. Parents are encouraged to contact the school nurse and inform her of any ailments affecting the welfare of their child.

Student Assistance Program (SAP)

Western Wayne High School's Student Assistance Program (SAP) started during the 1990 school year to provide a means of identifying and helping students who have serious problems which interfere with their success at school.

SAP Supports

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

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. Shelly Jonas, Teacher

Mrs. Carrie Wittenbrader, 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.

Student Wellness

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

Western Wayne “Wild about Wellness”

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

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

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

Much of the district’s focus is on improving the nutrition and physical activity of our students and staff since these are issues of major concern for the health of our school community. Western Wayne is committed to cultivating a healthy school environment for good nutrition and physical activity.

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 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, who have good attendance, and who 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. The following rules and regulations governing the school day are enforced at dances:

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 in to 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.

Working Papers

Students who desire working papers may obtain them through the Issuing Officer in the Guidance Office.

McKinney – Vento Homeless Education Program

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

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

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

Definition of Homeless (McKinney – Vento Act Sec. 725(2); 42 U.S.C. 11435(2): Children who lack a fixed, regular, and adequate nighttime residence:

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in the above circumstances.

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights

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

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all the documents normally required at the time of enrollment.

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation.

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

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

Assist with enrollment, monitor school attendance, and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed.

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance, and academic performance.

Assist students/families access with community services.

Assist students/families with access to tutoring, special education, and English language learner resources.

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

When a student is identified as possibly homeless:

The parent(s)/guardian(s) shall communicate with a Western Wayne School District Administrator and/or the Western Wayne School District Social Worker to determine the status of the child to expedite services.

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

Foreign Exchange Students

To promote cultural awareness and understanding, and to provide diverse experiences to district students, the Board shall admit foreign exchange students into district schools.

The exchange shall involve an outbound Western Wayne student(s) with an inbound foreign student(s).

Authority

The Board shall accept foreign exchange students who meet the criteria established in Board policy and administrative regulations.

The Board shall accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. Exchange students on a J-1 Visa shall not be required to pay tuition.

The Board reserves the right to limit the number of foreign exchange students admitted to the schools based on space availability and qualifying criteria. The exchange will be of equal ratio, i.e., One (1) Western Wayne student outbound and 1 foreign exchange student inbound; two (2) Western Wayne students outbound and two (2) foreign exchange students inbound.

Delegation of Responsibility

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

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

Guidelines

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

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

Students shall be at least sixteen (16) years of age and no more than 18 years of age at the start of the school year and shall be sufficiently fluent in English.

Students will be considered for admittance on a space available basis.

Resident host families shall submit a statement accepting responsibility for the student and verifying they are serving as a volunteer host without personal profit.

Students shall enroll and maintain regular daily attendance in the Western Wayne School District only.

Exchange students shall be encouraged to participate in all student activities and athletics, provided eligibility criteria are met.

The group-sponsored exchange person shall have an approved local contact person to serve as a liaison to the school and host families.

High school diplomas will not be awarded to students under normal circumstances. Regular high school diplomas may be awarded to students who, through their host family, make prior arrangements and provide all secondary records from their native school. The diplomas may then be awarded, at the discretion of the high school principal, to students who successfully meet academic requirements during the year they attend and who, in the professional judgment of the principal, have met the requirements of a secondary diploma.

Students may not be a graduate of their native school system.

Potential resident host families shall contact the school district prior to accepting a foreign exchange student for approval based on the above guidelines.

The school district will not accept foreign exchange students from countries that are included on the U.S. Government Office of Financial Control restriction list.

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

Discipline

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

Acts of violence include, but are not limited to the following:

- Physical Confrontation and attacks
- Fighting
- Threatening Behavior and Communication
- Any other Activity determined to be Threatening.

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

Students must make every effort to avoid fighting. When confronted and challenged, students should seek help from the nearest adult.

If attacked, students have the right to self-defense through avoiding, blocking, or restraining the aggressor with reasonable physical force.

Students actively engaged in fighting or who attempt an act of violence will be disciplined and charged appropriately regardless of who started the fight.

When it is determined that two or more students were engaged in a physical altercation or fight, all students involved will be disciplined and citations may be issued.

Acts of violence directed at a staff member will result in suspension from school, alternative educational placement and/or School Board hearing.

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

Alternative Educational Placement

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

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

Disregard for school authority, including persistent violation of school policy and rules.

Display or use of controlled substances on school property or during school activities.

Violent or threatening behavior on school property or during school-affiliated activities.

Possession of a weapon on school property, as defined by the Crimes Code at 18 Pa.C.S. § 912 (relating to possession of weapon on school property).

Commission of a criminal act on school property or during school-affiliated activities.

Misconduct that would merit suspension or expulsion under school policy.

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

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

Bullying/Cyber-Bullying

Bullying is unwelcome, repeated harmful behavior that is severe, persistent, or pervasive and has the effect of doing any of the following (Correlated to WWSD Board Policies 235 and 247):

Substantial interference with a student's education.
Creation of a threatening environment.
Substantial disruption of the orderly operation of the school.

Cyberbullying is a form of bullying and occurs when a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another student using electronic devices or via the Internet, interactive and digital technologies, or mobile phones.

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

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

Physical – includes, but is not limited to, the following actions: hitting, kicking, spitting, pushing, restraining, and taking or damaging personal belongings.

Verbal – includes, but is not limited to, taunting, malicious teasing, name-calling and making threats.

Psychological or Relational – includes, but is not limited to, spreading rumors, manipulating social relationships, intentionally excluding someone from a group, engaging in social exclusion or intimidations, and any behaviors that can undermine or destroy relationships. These behaviors can be either physical and/or psychological in nature.

Cyber-bullying – verbal and psychological or relational bullying may also occur using electronic devices such as, but not limited to, computers, cell phones, and pagers. Cyber-bullying includes but is not limited to the following misuses of electronic devices: harassing, teasing, intimidating, threatening, or terrorizing another student or other child, through e-mail, instant messaging, text messaging, etc...

All forms of Cyber-bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders are subject to appropriate school discipline, as well as legal and/or police proceedings.

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

Harassment

Harassment in any form is prohibited and will be treated like any other form of student misconduct. Students who feel they have been a victim or target of harassment should immediately report the alleged harassment to a teacher, nurse, counselor, or administrator.

Violations will result in the following minimum disciplinary action:

First Offense	ISS
Second Offense	2 days of ISS
Third Offense	OSS

All harassments infractions may result in state police involvement. Harassment directed at a staff member will result in suspension from school, alternative educational placement and/or School Board hearing.

Student Sexual Harassment

Sexual harassment will not be tolerated at any level and will be subject to disciplinary action according to school board policy, state, and federal law. Any student who feels he/she has been a victim of sexual harassment should immediately report the alleged harassment to a teacher, nurse, counselor, or administrator. A copy of our District Student Sexual Harassment Policy is available in our main office area for student and parent/guardian review (pursuant to WWSD Policy 248).

Additional Consequences for Harassment Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling with the school
- Parental conference
- Loss of school privileges
- Transfer to another school building, classroom, or school bus
- Exclusion from school sponsored activities
- Detention, Suspension, or Expulsion
- Referral to law enforcement officials

Acts of Violence or Unlawful Harassment Directed at Staff

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

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

Disrespect to Faculty/Staff

Defiance, insubordination to a directive, or verbal abuse directed at any staff member:

1st Offense – depending on the nature of the incident, the student(s) may receive a warning, a detention, ISS, or OSS, and/or a formal board hearing.

2nd Offense – depending on the nature of the incident, the student(s) may receive a detention, ISS, or OSS, and/or a formal board hearing.

3rd Offense – ISS, OSS, and/or Board Hearing

Subsequent Offense – OSS and/or Board Hearing

Physical Abuse Directed at a Staff Member

First Offense: Suspension from school and/or alternative education placement and/or School Board hearing.

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

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. Disciplinary action may be taken depending on the circumstances. A student's involvement in extra-curricular activities may also be jeopardized by cheating/plagiarism in school.

Class Cutting

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

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. Detention, Suspension, or Expulsion may result depending on the severity of the act. 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. Students who violate this rule will be subject to disciplinary action.

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 should 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 who leave school property without following procedure may receive up to three (3) days of in-school suspension. 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. Violators may receive disciplinary actions.

Extortion and Stealing

Students found guilty of stealing or extorting will be suspended for one (1) to ten (10) days, depending on the circumstances. The Western Wayne School Police and local law enforcement agencies will be notified, and charges may be filed.

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

Habitual or severe offenses may result in a formal School Board hearing.

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.

First Offense	3 days In-School Suspension (ISS) and in lieu of a fine students must complete the tobacco education program. Students will be referred to the Student Assistance Program (SAP)
Subsequent Offense(s)	3-10 days out-of-school (OSS); Referral to District Magistrate

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

Weapons

Weapon - the term shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, pistol, BB gun, pellet gun, air gun, stun gun, ammunition, brass knuckles, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or assigned storage area; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school either in district transportation or student vehicle.

Procedure

Ten (10) day out-of-school suspension (OSS)
Notification of appropriate law enforcement
Referral to the Superintendent
Students will be referred to the Board of Education for an expulsion hearing.

Disciplinary Procedures

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

Warnings	Referral to Student Resource Officer
Parent conferences	Loss of Privileges
Lunch Detention	Transportation Suspension
After School Detention	Restrictive Movement
In-School Suspension (ISS)	Placement in an Alternative Setting
Out-of-School Suspension (OSS)	Expulsion

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.

Subsequent missed detentions may result in additional suspension, up to 3 days of OSS.

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 - exclusion from school by School Board action for a period of over ten (10) days.

Electronic Devices

Electronic Device- 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 during the school day.

The only exception is during a student's assigned lunch period, when the use of such devices is allowed.

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.

Teachers have the discretion to allow the use of electronic devices in their classrooms for instructional purposes.

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.

Dress Code

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

The educational atmosphere in the school is affected by what students wear. Appropriate clothing for students contributes to appropriate student behavior.

Articles of clothing or jewelry which distract from the educational process or present a health or safety hazard are not permitted and are inappropriate in an educational setting.

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

Any clothing or fashion trend that is in doubt will be resolved by the principal or assistant principal.

The dress code may at any time be amended at the discretion of the Board of Education.

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

The Following Items are Not Permitted

Pajamas and slippers
Torn or slashed jeans; torn or ripped clothing (intentionally or not)
Tank tops, muscle shirts, spaghetti straps, tube tops, or halter tops
Half shirts or cutoff shirts, clothing must not expose the midriff, navel, or cleavage.
Flip flops or beach thongs; slides, sandals, or open toed shoes
Clothing depicting drug, alcohol, or tobacco messages
Clothing with violent messages or insignia related to gangs, racist, or hate groups.
Hats, bandanas, scarves, wraps, hoods, or head covering.
Sunglasses, unless prescribed by a doctor.
Blankets
Chains and spiked jewelry

The Following Items are Permitted

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

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

Drugs/Alcohol/Drug Paraphernalia

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the district shall strive to prevent abuse of controlled substances.

For purposes of this policy, controlled substances shall include all:

Controlled substances prohibited by federal and state law.

Look-alike drugs.

Alcoholic beverages.

Anabolic steroids.

Drug paraphernalia.

Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.

Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids.

Prescription or nonprescription (over the counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter, or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy or is used in any manner likely to induce other to believe the material is a controlled substance.

The Board prohibits students from using, possessing, distributing, and being used the influence of any controlled substances during school hours, at any time while on school property, at the school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletics programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the school district shall take all steps required to comply with the state and federal law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property or during non-school hours to the same extent as provided in the Board policy on student discipline.

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that is jurisdiction over the school's property, in accordance with the state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian when the Western Wayne School Police and/or local law enforcement agencies have been notified and that charges may be filed.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

A student who suffers from the use of a controlled substance may give consent to the furnishing of medical care or counseling related to diagnosis or treatment. The consent of the parents/guardians shall not be necessary to authorize medical care or counseling related to such a diagnosis or treatment. Any physician, agency or organization operating a substance abuse program that provides counseling to a student who uses any controlled substance may but shall not be obligated to inform the parents/guardians as to the treatment given or needed.

Searches

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety, and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Authority

School officials generally have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband, or dangerous material and to the grounds of suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may justify general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding controlled substances, weapons or other dangerous materials on school property, at school activities or on school vehicles.

Individualized Suspicion Searches

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband, or dangerous material and to the grounds of suspecting that it may be found in the place or thing being searched.

In determining whether reasonable suspicion exists, the principal or designee should be able to articulate what is being looked for, and why it is thought to be in the place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random Or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of individualized suspicion focused on a particular student or students, for the purpose of finding controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may possess weapons or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession, or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.

Searches By or At the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have no expectation of privacy in their lockers provided by the school district.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors, or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests, or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for ensuring the security of their personal belongings and school property entrusted to them, which are placed in their assigned lockers. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal

or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,

That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex. Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

Handling And Disposal of Items Found in The Course Of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible for ensuring that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Acceptable Use of Computers and Technology Purpose

The Board supports the use of the Internet and other computer networks in the district's instructional and operational programs to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Authority

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

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users. The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized, or illegal use will result in suspension of those privileges and appropriate disciplinary action. The Board established that the following materials, in addition to those stated in law, are inappropriate for access by students:

Sexually oriented chat rooms, instant messages, and e-mail exchanges.

Visuals, texts and sounds that is sexually oriented, obscene, pornographic, or extremely violent.

Delegation of Responsibility

The district will make every effort to ensure that this resource is used responsibly by students and staff. Administrators, teachers, and staff have professional responsibility to work together and help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and development levels, and to evaluate and use the information to meet their educational goals.

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

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

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

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

Monitoring online activities of students.

Guidelines

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

Prohibitions

Illegal activity

Commercial or for-profit purposes

Non-school related work

Product advertisement or political activities, including lobbying.

Cyberbullying and cyber harassment, to include hate mail, discriminatory remarks, and offensive or inflammatory communications.

Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

Access to obscene or pornographic material or child pornography.

Access by students to material that is harmful to students or is determined inappropriate for students in accordance with Board policy.

Inappropriate language or profanity

Transmission of material likely to be offensive or objectionable to recipients.

Intentionally accessing, obtaining, damaging, or modifying of files, passwords and data belonging to other users.

Impersonation of another user, anonymity while using, and use of pseudonyms.

Copying, transmission, or modifications of materials in violation of copyright laws.

Disruption of the work of other users

Destruction, modification, abuse, or unauthorized access to network hardware, software, and files.

Quoting of personal communications in a public forum without the original author's prior consent.

Any similar unauthorized, illegal, or harmful actions or activity

System Security

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

Employees and students shall not reveal their passwords to another individual.

Users are not to use a computer that has been logged in under another student's or employee's name.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Consequences for Inappropriate Use

General rules of behavior and discipline, and communications apply when using the Internet, in addition to the stipulations of this policy. Consequences may include loss of access and disciplinary actions such

as suspension and expulsion will be imposed for inappropriate use 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 or equipment will be reported to the appropriate legal authorities for possible prosecution.

Copyright

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

Safety

To the extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication.

Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator.

Network users shall not reveal personal information to other users on the network, including chat rooms, instant messaging, e-mail, Internet, etc.

Internet safety measures shall effectively address the following:
Control of access by students to inappropriate matter on the Internet and World Wide Web.
Safety and security of students when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic mail, chat rooms, instant messaging, and other forms of direct electronic communication.
Prevention of unauthorized online access by students, including “hacking” and other unlawful activities.
Unauthorized disclosure, use, or dissemination of personal information regarding students.
Restriction of students’ access to materials harmful to them.

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.

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 represents much more than a “cop” in the school. The officer reflects a community’s desire to ensure that its schools are safe, secure, and orderly. The officer represents a proactive strategy designed to bring prevention and intervention into the schools.

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)

Staying in the School Building after Dismissal

Loitering or trespassing on school property or in a school building is a violation of PA Crimes code, Title 18 Section 3503.

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 (parent pick-up for doctor's appointment example) must obtain permission from the Principal or Assistant Principal.

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:

Fall	Winter	Spring
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 permission of the bus driver. Exception: A bus driver may allow a student to get off at other than the regular stop if the student has a bus note given to the student in the office signed by the principal, and/or assistant principal.

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 of dangerous or objectionable 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 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 only be issued on an emergency basis only. Bus notes must be authorized and signed by the school administration.

Title IX Information

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 prejudice the facts for either side. The district strives to maintain an environment where all students, staff, and the greater community feel safe.

For information regarding civil rights or grievance procedures contact:

Dr. Cynthia A. LaRosa
Assistant Superintendent/Title IX Coordinator/Compliance Officer
Western Wayne School District
1970 Easton Turnpike
Lake Ariel, PA 18436
complianceofficer@westernwayne.org
(800) 321-9973 Option 5

Relevant Board Policies

- Policy 103 – Nondiscrimination/Title IX Sexual Harassment Affecting Students
- Policy 103.1 – Nondiscrimination – Qualified Students with Disabilities
- Policy 104 – Nondiscrimination/Title IX Sexual Harassment Affecting Staff