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W.W.M.S.

STUDENT

PLANNER

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

**Western Wayne Middle School  
Student – Parent/Guardian Handbook  
2023-2024**



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

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

## Dear Parents/Guardians,

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

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

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

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

How can you be involved?

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

The level of parent/guardian involvement varies; whatever your level of involvement is, do it consistently because you will make an important difference in your child's life.

## **This is our Pride.**

### **Prepared**

Ready. Not just showing up.

Homework done, material reviewed, pencil and paper ready to learn.

### **Respect**

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

### **Integrity**

You know what is right. You know the truth.

Be honest so you can be trusted.

### **Dedication**

Focused on your goals, even the ones that seem small.

Knowing that your education is determined by your effort.

### **Extraordinary**

Better than average. More try than getting by.

Pushing past doing "enough" to doing your best.

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## **Notice of Non-Discrimination**

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

## **Family Educational Rights And Privacy Act**

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

1. The right to inspect and review the student’s education records within 45 days of the date the district receives a request for access. Parents/Guardians or eligible students should submit to the principal or other appropriate school official a written request that identifies the records they wish to inspect. The principal will decide for access and notify the parent/guardian or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes is inaccurate or misleading. Parents/Guardians or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

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

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

The address of the office that administers FERPA is:

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

**FERPA Opt-Out Information (Annual Notification)**. According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by the district without parent/guardian consent, provided annual notification has been given and the school does not have on file written denial to release directory information; however, schools do use discretion when they receive requests for directory

information and will not release such information if it is the principal's judgment that releasing such information would not be in the best interest of the student.

Examples of general directory information are name, address, telephone listing, electronic mail address; date and place of birth, photographs; participation in officially recognized activities and sports; field of study; weight and height of athletes; enrollment status; degrees and awards received; dates of attendance; most recent previous school attended; and grade level.

In addition, Federal No Child Left Behind legislation provides that all branches of the military have access to three directory information categories – names, addresses, and telephone listings – unless parent/guardians have advised the school that they do not want their student's information disclosed without prior written consent. Traditionally, military recruiters request this information for current 11<sup>th</sup> and 12<sup>th</sup> grade students, not Middle School students.

Parent/Guardians have the right to have directory information withheld upon written request. Parent/guardians and High School students may also request that information be withheld from the military only. To withhold directory information, parents/guardians or students must write a letter or complete the *Western Wayne School District Release of Student Information Request for Waiver* form. A copy of this form is available in the office in each school of the district. The written request or waiver form described above to withhold directory information must be submitted to the Middle School. The request to withhold directory information will be in effect from the date it is received by the school. Please be aware that prior to the date the request is received, information may have been released.

### **Code of Conduct** **Student Responsibilities**

#### PA School Code 22 12.2      WWSA School Policy 235

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform with the following:
  - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
  - (2) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - (3) Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
  - (4) Assist the school staff in operating a safe school for all students enrolled therein.
  - (5) Comply with Commonwealth and local laws.
  - (6) Exercise proper care when using public facilities and equipment.
  - (7) Attend school daily and be on time at all classes and other school functions.
  - (8) Make up work when absent from school.
  - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  - (10) Report accurately and not use indecent or obscene language in student newspapers or publications.

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

### **Grading Policies**

Grading policies are determined by each teacher depending upon the nature of the course. Teachers review individual grading procedures and course requirements during the first week of class. Parents/guardians may contact the school for further information. The common grading weights for all WWMS classes are as follows:

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

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

### **Course Requirements**

#### **Sixth Grade**

Language Arts (Reading and English)

Math

Science

Social Studies

Art

Music

Library Science

Physical Education

Technology and Engineering

#### **Seventh Grade**

Language Arts (Reading and English)

Math

Science

Social Studies/Geography

Spanish

Family and Consumer Science

Technology and Engineering

Library Science

Physical Education

Health

Art

Music

#### **Eighth Grade**

Language Arts (Reading and English)

Pre-Algebra/Algebra I

Social Studies/Geography

Science

Spanish & Spanish I

Technology and Engineering

Art

Library Science

Physical Education

Health

Family and Consumer Science

### **Gradebook**

Parents/Guardians can more effectively communicate with teachers and view their child's grades, homework assignments, and progress via the internet through Gradebook. Gradebook can be accessed on the school district's website at [WW3.WESTERNWAYNE.ORG](http://WW3.WESTERNWAYNE.ORG). Parent/guardians may access Gradebook through the Parent/guardian Portal. Directions to do this may be obtained in the Middle School office. Since parents/guardians have access to their child's grades, progress reports will no longer be mailed home. However, if a parent/guardian does not have

a computer or Internet access, they may contact the Middle School office to plan to receive a printed progress report.

### **Report Cards**

Report cards will be sent home with students at the end of the first, second, and third marking periods. The final report card for the fourth marking period and final grades for the year will be sent home with students on the last day of school. Parent/guardian may request a progress report for their child at any time during the school year.

### **Summer School**

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

### **Promotion And Retention**

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

- Require the recommendation of the classroom teacher for promotion or retention.
- Require that parent/guardians be informed in advance of the possibility of retention of a student at grade level.
- Assure that every effort is made to remediate the student's difficulties before he/she is retained.
- Assign to the Child Study Team and principal the final responsibility for determining the promotion or retention of each student.
- Require summer school for failing an academic subject in 7<sup>th</sup> and 8<sup>th</sup> grade.

### **Honor Roll Requirements**

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

To qualify for **First Honors**, a student must maintain a 94.5% or higher overall average in core subjects for that marking period. Subjects meeting the equivalent of six periods per six-day cycle shall be averaged in as a full percent of the grade earned. Subjects meeting fewer periods shall be weighted accordingly. (For example, health meets one time per cycle, so it = 1/6 of the grade earned for calculation purposes.) Finally, a student with any grade below 88%, letter grade "P", a needs improvement in "Conduct" or any subject, or any misconduct requiring major disciplinary action shall not be eligible for honors during that marking period.

To qualify for **Second Honors**, a student must maintain an 89.5 to 94.4% overall average in core subjects for that marking period. Subjects meeting the equivalent of six periods per six-day cycle shall be averaged in as a full percent of the grade earned. Subjects meeting fewer periods shall be weighted accordingly. (For example, health meets one time per cycle, so it = 1/6 of the grade earned for calculation purposes.) Finally, a student with any grade below 85%, a needs improvement in "Conduct" or in any subject, or any misconduct requiring major disciplinary action, shall not be eligible for honors during that marking period. Any incomplete not made up within three school days after the end of the marking period shall render the student ineligible for honors during that marking period.

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



receive a plaque.

### **Homework Policy - Grades 6, 7 & 8**

Homework in Middle School is considered a necessary extension of classroom activities, and it is essential that students understand its importance and complete assigned homework. It enables students to reinforce subject area skills, teaches organizational skills, helps the family to be involved with the school in the educational process, and provides for the individual needs of the students. Homework requirements in the Middle School are flexible and are determined by the grade-level teams according to need. After school tutoring is available to students Monday through Thursday 3PM to 5PM. Additional information will be shared with students/parents/guardians regarding after school tutoring throughout the school year.

In general:

- A variety of assignments are given. For example: practice for reinforcement, independent reading, extra-credit work, book reports, independent research, etc. Extra credit opportunities may be afforded to students who have met their obligations for all regular assignments, homework, projects, tests, and quizzes. Extra credit will not be offered in place of missed homework or missed classroom assignments.
- Teachers will determine the way homework is corrected and credited to students. This will vary according to the type of homework, subject area, etc.
- Classroom and homework assignments may be obtained from the school if a student is absent 3 or more days. Parent/guardian must request assignments from the office at 1-800-321-9973, option #2 by 9:00 A.M and will be required to plan for pickup of requested work.
- Upon returning to school after an absence, it is the student's responsibility to check with teachers relative to missed assignments, tests, projects, etc. For every day of absence, a student has one day of attendance to complete the missed assignments. If the student fails to turn in the homework and missed assignments at the new due date following the absence, it will be recorded as a zero and he/she will not receive credit for the homework. Additionally, the student may receive only partial credit for the project or class assignment per the teacher's grading guidelines for that class.

### **Testing Policy**

Students in sixth, seventh, and eighth grades are administered the Pennsylvania System of School Assessments. Additionally, students are given benchmark tests to determine students' progress. Formal testing dates to be determined.

### **Counseling**

School counselors are available to assist students with academic and personal services. Parents/guardian and students may arrange for counseling conferences by contacting a secretary in the main office. Mrs. Jacques and Mr. Totsky are the Middle School counselors.

### **Student Assistance Program**

Western Wayne Middle School Student Assistance Program (SAP) started during the 1990 school year to provide a means of identifying and helping students who have experienced problems which interfere with their success at school. ACTION provides support groups during the school day and has addressed these crisis areas: drug and alcohol abuse, pregnancy, child abuse, suicide and depression, legal issues, anger management, school anxiety, divorce/separation issues, illness, and grief counseling. Additionally, there are several community agencies that help support the team. These include Wayne County Drug and Alcohol Commission, Friendship House, Victims Intervention Program, Tri-County Human Services, Guidelight Counseling Services and Wayne County Children

and Youth Services.

Students can be referred in the following ways:

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

Confidential referral forms may be given to the guidance staff in the main office or may be given to an SAP team member. For more information, contact a school counselor.

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

### **Safe 2 Say**

If there is any student who wishes to anonymously report any concerning activity to the Pennsylvania State Police and Western Wayne School District Administration, they may utilize the Safe to Say website, hotline, or app. Download the application, call 1-844-SAF2SAY or log on to [SAFE2SAYPA.org](http://SAFE2SAYPA.org) to report concerning activity 24 hours a day.

### **Working Papers**

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

### **Homebound Instruction**

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

### **Special Education**

**Mission Statement:** The mission of the Western Wayne School District in alliance with family and community is to educate each student to be an adaptable, life-long learner and a responsible citizen of a global society. The needs of exceptional students are provided for by the School District. The school counselor should be contacted

for further information.

### **IDEA Notices - Chapter 14**

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

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

If you believe that your child (age 3-21) may need special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether your child is enrolled in the district's public-school program. Requests for evaluation and screening are to be made in writing to the WWSD Director of Instructional Services,  
Dr. Jennifer DeNike.

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

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

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

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

**Western Wayne School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, program, or employment practices as required by title vi, title ix, and section 504.**

## Gifted Students

Students who have been identified as academically gifted may elect to participate in the gifted program. For further information, contact a school counselor or the WWSD Instructional Services department.

## 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).<sup>1</sup> 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 with access to community services.
- Assist students/families with access to tutoring, special education, and English language learner resources.
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

**When a student is identified as possibly homeless: The parent(s)/guardian(s) shall communicate with a Western Wayne School District Administrator and/or the Western Wayne School District Social Worker to determine the status of the child, 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's student outbound and 1 foreign exchange student inbound; two (2) Western Wayne students outbound and two (2) foreign exchange students inbound.

**Delegation of Responsibility**

The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools and recommending admission of students to the Board. All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee by July 1 preceding the school year of attendance.

**Guidelines**

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

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

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

- Students will be considered for admittance on a space available basis. Resident host families shall submit a statement accepting responsibility for the student and verifying they are serving as a volunteer host without personal profit.
- Students shall enroll and maintain regular daily attendance in the Western Wayne School District only.
- Exchange students shall be encouraged to participate in all student activities and athletics, provided eligibility criteria are met.
- The group-sponsored exchange person shall have an approved local contact person to serve as a liaison to the school and host families.
- High School diplomas will not be awarded to students under normal circumstances. Regular High School diplomas may be awarded to students who, through their host family, make prior arrangements and provide all secondary records from their native school. The diplomas may then be awarded, at the discretion of the High School principal, to students who successfully meet academic requirements during the year they attend and who, in the professional judgment of the principal, have met the requirements of a secondary diploma. Students may not be a graduate of their native school system.
- Potential resident host families shall contact the school district prior to accepting a foreign exchange student for approval based on the above guidelines.
- The school district will not accept foreign exchange students from countries that are included on the U.S. Government Office of Financial Control restriction list.

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

### **Physical Education Requirements**

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

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

### **Health Services**

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

1. Height and weight on each student annually
2. Vision screening on each student annually; if the student fails this screening, a referral notice is sent home with the student. If your student wears glasses, please have him/her wear or carry the glasses to school every day.
3. Hearing screenings are done in Grade 7. Any student who previously failed a hearing screening is monitored yearly regardless of the grade they are in. Parent/guardians are notified when their child fails a screening.
4. Dental screenings are required in Grade 7. They may be completed by your private dentist or the school

dentist. Permission slips are sent home prior to screening your child. If your child does not have a signed permission slip, he/she will be excluded from the exam. A dental report from your private dentist will then be expected.

5. Scoliosis screenings are done in grade 6 & 7. Students are mandated to have a physical examination in sixth grade. A standard physical examination includes a scoliosis screen. Students who have had a sixth-grade physical examination completed (whether at their private provider or through the school) may be counted as a completed scoliosis screen. It is not required that the school rescreen these students. Notices are sent home for referral of physician's evaluation if student fails screening.
6. Physical examinations are required in grade 6. Your child may have a school physical exam done by the school physician or you may choose to have your private physician examine your child at your own expense. Private physical exam forms must be returned to the school nurse. A signed permission slip is required for the school physical examination.
  - a. Pennsylvania Interscholastic Athletic Association (PIAA) rules require that any student participating in sports must have a physical examination. Announcements are made, so your child is aware of the day the school will be doing sports physicals. These physicals require parent/guardian permission and completion of the PIAA forms packet prior to the scheduled physical examination date. Please note PIAA requires private physicals to be dated AFTER June 1 for the following school year in order to participate in a PIAA sport (i.e., after June 1, 2023, for sports for 2023-2024 school year).
7. Student medication to be administered during school hours shall be given preferably by a parent/guardian. If this is not possible, the school nurse or principal's designee will assist the student in self-administration of the medication under the direct supervision of the school nurse and in the nurse's office.
8. First Aid treatment is provided in case of injury in school. In case of an emergency, the information on the STUDENT EMERGENCY CARD is followed by the school nurse or administration.
9. Exclusion and re-admission of children suspected or diagnosed as having communicable or infectious diseases are regulated by the Pennsylvania Board of Health. The terms of exclusion for such diseases are available by contacting the school nurse. Children may not attend school with undiagnosed rash.

### **Medication – Administration**

Only medications prescribed by a physician are permitted to be taken in school. This includes all prescription and non-prescription medications. Parent/guardians are responsible for prescription and over-the-counter medications. A special MEDICATION form must be signed by the parent/guardian when the student is to receive medication in school. Forms are available in the nurse's office. All medication to be given to a student must be in an appropriate container with pharmaceutical label including student name, drug ID, date, and prescribing physician. Pharmacists, upon request, will put medications for school in a second container. **Under no circumstances will medications be brought to school in plastic bags, non-prescription plastic containers, envelopes, or foil. The medication will be confiscated. It is mandatory that medications be brought to school by the parent/guardian. No medication may be transported on school vehicles.** If your child has an inhaler & you would like them to carry it with them, this also requires a Doctors Permission slip stating they are able to carry and self-administer; otherwise, inhalers should be sent to school in original prescription packaging & will be kept in the nurse's office for their use as needed.

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

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

### **Students Who Are Ill**

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

If a student should become ill during the school day, he or she should report to the nurse to be evaluated. Students should not contact parent/guardians independently to be picked up from school. The nurse will notify parents/guardians of illness. Students requesting to leave early without being seen by the school nurse will be considered unlawfully absent unless a medical note is received.

### **Immunizations**

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

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

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

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

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

### **Student Wellness**

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

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

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

In response to this mandate, the Western Wayne School District has developed the district's wellness policy. The Wellness Council includes members from the school board, administration, school nurses, health and physical education teachers, parents/guardians, community members, students, and the director of food services.

### **Insurance**

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



## **Literary & Information Center**

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

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

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

## **Telephones / Cellphones**

Office phones are not available for student use except on an emergency basis. Messages and deliveries from home relating to school activities should be left in the main office. Students will be called out of class only in an emergency. Otherwise, a message will be sent to them. The telephone in the Student Waiting area is available for students to contact a parent/guardian if necessary. Student cellphones are to be stored in their lockers during the school day.

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## **Lockers**

Students will be assigned a locker. The school will not be responsible for lost or stolen items kept in lockers. Students are not to give their locker combination to any other person. Students should plan to go to the lockers before the start of the school day, after lunch, and at the conclusion of the school day. All students must place their backpacks in their lockers prior to homeroom.

## **Lost And Found**

Students are encouraged to leave valuables at home (i.e., air pods, tablets, jewelry, money, etc.) A container for "lost and found" articles is in Student Waiting and the cafeteria. Students are encouraged to check these places for missing items. It is helpful if coats, hats, athletic gear, and other personal items are labeled with your child's name. Student identification should also be visible on lunch bags. Unclaimed items are donated at the end of each quarter. Students will receive several reminders throughout the quarter to check lost and found for lost items.

## **Parent/Guardian Conferences**

Parent/guardians may make appointments for conferences with teachers, counselors, or administration by contacting the school main office at any time. Yearly scheduled Parent/Guardian/Teacher conferences will be scheduled mid-way through the school year. Specific dates and time will be forthcoming.

## Websites

The Western Wayne School District website address is [ww3.westernwayne.org](http://ww3.westernwayne.org). Individual school web pages can be accessed through the district website by selecting "Schools" in the menu on the left and choosing the desired campus. Our websites provide valuable information for your child's particular school, weather-related information, and other important district information. Every effort is made to keep parent/guardians informed of special activities, school developments, coming events, program dates, and registration deadlines.

## Student Pictures

Photos of students are scheduled once a year and taken by a professional photographer. All the students have their picture taken. Parents/guardians need not feel obligated to purchase the pictures. Those who do purchase them may send the payment to the school with their child at the time the photos are taken. Photos may also be purchased online. An explanation and procedure will be sent home with students at the proper time.

## Dress Code

The Western Wayne School District Board of Education formally approved the Western Wayne Dress Code in June 2008. The educational atmosphere in the school is affected by what students wear. Appropriate clothing for students contributes to appropriate student behavior. Articles of clothing or jewelry which distract from the educational process or present a health or safety hazard are not permitted and are inappropriate in an educational setting. All students are expected to be appropriately dressed, well-groomed, neat, and fully clothed.

Any clothing, footwear or fashion trend that is in doubt will be resolved by the principal. The dress code may, at any time, be amended at the discretion of the Board of Education. The following is provided for additional guidance on the spirit and intent of the Western Wayne Dress Code:

These items are **not permitted**:

- Pajamas, pajama pants and slippers
- Torn/Ripped (whether intentional or not, including rips with material underneath)
- 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, slide sandals, sandals, crocs, bedroom slippers or open-toed shoes
- Clothing depicting drug, alcohol, or tobacco or other inappropriate messages
- Clothing with violent messages or insignia related to gangs, racist, or hate groups
- No hats, caps, bandanas, or head covering. Hoods may not be worn up during the school day.
- No spandex shorts, for example bike shorts
- Shorts, dresses, and skirts shorter than fingertip length

These items **are permitted**:

- Tee 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.
- Head covering specific to religious purposes

- Closed-toe shoes only

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

## Before and After School Procedures

### Before School

- Loitering in the parking lot is not permitted at any time.
- Students who are dropped off at school prior to 8:00 A.M. will enter through the rear of the school building (Parent Drop-Off) and proceed to the Middle School cafeteria where they will wait to be dismissed at the 8:00 AM bell. Teacher supervision in the cafeteria will be provided from 7:30 AM until 8:00 AM daily. Students may not proceed to lockers or homeroom/first period until 8:00 A.M.
- After students exit their bus, students should enter the building, report directly to their locker and then to their homeroom.
- Students arriving at school after 8:10am must be signed in by an adult. Students arriving after 8:10am and before 9:45am without a medical excuse are considered tardy. More than two cumulative tardies will result in disciplinary action.
- Students must remain in their homeroom until 8:05AM unless given permission to leave by the teacher.
- Students eating school breakfast should report directly to the cafeteria before homeroom.
- Middle School students are not permitted in the High School without permission from Middle School staff. Students reporting to the Middle School should not be dropped off at the High School. Students riding to school with High School students should still be dropped off at the Middle School.

### After School

- Afternoon announcements will begin at 2:55 PM each day.
- At the conclusion of afternoon announcements, all students should report to their lockers and then exit the building at the direction of their teachers.
- Parent pick up students will report to the rear of the Middle School building. Parents must notify the main office of their intent to pick up their student prior to 2PM the same day. **Students may not meet their parents at any other location. Students riding with High School drivers must be picked up at Parent pick up.**
- Vans and buses depart at approximately 3:10 P.M. for middle and High School students from the Middle School parking lot.
- **Any students who remain in the building after dismissal must be under the supervision of a teacher or coach.**
- Students are not to walk to the parking lot to meet people providing non-school transportation.
- No loitering on school grounds after PM dismissal.

## Cafeteria

**Breakfast Program:** Western Wayne Middle School offers a breakfast program for students each school day. Any student who wishes to eat breakfast should report to the cafeteria **directly from their bus.**

**Lunches:** All students remain in the building during lunchtime. The cafeteria serves hot lunches which students may purchase for a reasonable price. Milk and water are also available for purchase in the cafeteria for students not buying lunch.

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

Students whose account balance is less than \$5 will be handed a payment envelope to take home to their parent/guardians. Parent/guardians should send in a check made payable to “**Western Wayne Food Services**” and have their child drop the payment in the cafeteria drop box located at the Student Waiting entrance to the office of the Middle School. Receipts for payment are issued to the students by the cafeteria cashier at the time of payment. Parent/guardians should indicate on the payment envelope amounts to be distributed to either “Meals” (for hot lunch or breakfast) or “A la Carte” for additional snack and drink items or check both items and indicate the amount for each category.

No student will be denied a meal at Western Wayne Middle School. Instead, any student whose account balance remains below \$5 will be issued an alternative meal such as peanut butter and jelly or cheese sandwich, fruit, and milk or other meals as directed by Mrs. Liptak, Western Wayne Food Service Director, who may be reached at 1-800-321-9973 option 2.

- Food is to be consumed in the cafeteria. No food or drink is to be consumed in hallways or classes at any time unless pre-approved by principal.
- Students are to report to the cafeteria promptly at the beginning of their assigned lunch period.
- Quiet conversation will be permitted in the cafeteria as at home. Students are encouraged to socialize with their peers during lunch time at an appropriate noise level, being considerate of others. Excessive loudness and outbursts will not be tolerated. Please be considerate of others.
- The throwing of food or food fights will not be tolerated.
- Students will properly dispose of their trash and clean up their area before being dismissed by the lunch monitor.
- Any student leaving the cafeteria during lunch should notify the lunch monitor and sight out on the board.

### **Book Bags, Backpacks, Athletic Gear and Musical Instrument Cases**

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

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

### **Drinks, Energy Drinks and Glass Bottles**

**Students are not permitted to be in possession of or consume energy drinks (high caffeine) at any time during the school day.** This policy is aligned with the Western Wayne School District’s Wellness Program. Students are not permitted to carry glass bottles. Students are not permitted to have open drink containers in their lockers, or in the hallways. Students are permitted to carry a sealable, plastic or metal water bottle with them

throughout the day. Students may drink from this water bottle while in their classrooms, unless otherwise specified by the teacher. Any student that has medical orders on file in the nurse's office for a water bottle will be permitted to drink in any school classroom, regardless of individual policy. Any student who is non-compliant with these expectations or uses the privilege in an inappropriate way may risk disciplinary consequences that may include revocation of water bottle use.

### **Gum Chewing**

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

### **Hall Passes**

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

### **Leaving The Building**

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

### **Restrooms**

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

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

### **School Assembly Conduct**

All assemblies have educational value and are an important part of the academic and student activity programs. During an assembly or class meeting, students should conduct themselves as ladies and gentlemen. Respect should always be shown for speakers, visitors, and performers. Students should enter the assembly quietly and quickly and be seated in the seats they are directed to sit in. Students are expected to give the speaker their individual attention throughout the program.

### **Student Entertainment/Electronic Devices & Valuables**

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

## Textbooks

The school provides students with all the necessary textbooks. Reasonable depreciation is expected because of daily use. Students are expected to cover all textbooks to prevent excessive wear and tear. Unreasonable damage to textbooks will result in a fine. **Lost or stolen textbooks must be paid for and replaced immediately.**

## Financial Obligations: District-Owned Materials

Students are obligated to return or make restitution for all borrowed books, materials, and equipment. Restitution is also required for damage caused by student carelessness or vandalism, and any book(s) which are stolen. Students are encouraged to resolve financial obligations as they are incurred rather than postponing them. This policy includes student-issued devices. Any student transferring or withdrawing from Western Wayne School District must return all district-issued materials, devices, instruments, etc. within 5 business days.

## Pennsylvania School Attendance Policy

Attendance at school is essential for maximum success. Absences due to illness, quarantine, death in the family, impassable roads, pre-approved family educational travel/education tours/trips, and school board approved observance of a religious holiday are excused. **A written request from the parent/guardian for educational trips and religious holidays must be received and approved by the building 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 seventeen (17). **In the case of excessive excused absence, a doctor's excuse may be required.** When the first unlawful absence is recorded, an official notice is served to the parent/guardian. Additional unlawful absences may result in arrest and fines for violation of the Commonwealth of Pennsylvania Compulsory School Attendance Law.

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

**Tardiness:** Being late for school, defined as arriving between 8:10 A.M. and 9:45 A.M. each day, is detrimental to a student's academic success. Late students and the student's parent/guardian must report to the main office window upon arrival and the time of arrival will be recorded by the office secretaries. Students who arrive at school after the end of homeroom must report to the Main Office for a pass.

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

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

Consequences for habitual late arrival to school:

1 <sup>st</sup> tardy:	Warning (verbal)
2 <sup>nd</sup> tardy:	Warning (written)
3 <sup>rd</sup> tardy:	Lunch Detention

4 <sup>th</sup> tardy:	Detention
5 <sup>th</sup> tardy:	Detention
6 <sup>th</sup> tardy:	In-School-Suspension (ISS)

### **Excused Tardies**

The only excused tardiness to school will be those whereby students present a statement from a doctor, dentist, etc. that they had an appointment that morning or the situation is determined to be an emergency by the principal

These are minimum standards. If a pattern of absences or tardiness develops with repeated infractions of unexcused absences or tardiness, additional disciplinary action may be taken at the discretion of the principal. Such actions may include loss of privileges such as participation on athletic teams, field trips, attendance at school dances, and so forth. Students who are not in attendance on a school day or who have a tardy that has not been excused by the principal or assistant principal are not eligible to participate in extra-curricular activities on that day which includes sports, activities, and dances.

### **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 student and families when the student's absences have reached the truant level as defined by the PA Compulsory Attendance Law. In lieu of an initial citation to the district magistrate for truancy charges, the student and family will be required to attend a SAIP meeting at the school. At this meeting, the team will discuss with the student and family the issues and concerns relating to the student's absences, academic performance, and behavioral concerns.

The team will also be responsible for:

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

### **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.

### **Unlawful Absence Sixth 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**

- Complaint filed with the magistrate

### **Lawful Absence Progression**

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

After the 10<sup>th</sup> Parent- Excused Absence:

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

## **Discipline Policy**



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

## **Detention**

Students who do not obey building rules may be assigned detention by the principal. After school detention will be held on Wednesdays from 3:00-5:15 P.M. The building principal or designee will have the discretion to reschedule detentions due to unforeseen circumstances (i.e., cancellation due to extreme weather conditions).

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

Students who fail to attend detention shall have an opportunity to attend the next available detention **provided they have a written excuse from a parent/guardian who justifies the absence**. Examples of acceptable excuses include but are not limited to, illness, injury, death in the family, and so forth. Failure to attend detention in a timely manner will result in assignment of a half a day in-school-suspension.

## **Infractions – Consequences**

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

### **1. Detention**

All students are expected to follow school rules and discipline policy so that their educational progress is maximized. For those students who violate school discipline policies, detention is the consequence for minor infractions. The following activities, though not all-inclusive, are considered violations of school discipline policy and may result in detention:

- Cutting or skipping class, lunch, activity, or assembly
- Bus misconduct
- Foul language or use of any profanity
- Use of cell phone during the school day
- Cyber bullying in school
- Multiple tardiness in one school year
- Disrespect to others and/or any personal property
- Violating the privacy of others
- Verbal abuse or verbal harassment of others (pursuant to WWSD Policy 248)
- Cheating on tests or assignments
- Forgery or plagiarism on assignments or examinations
- Unacceptable use of technology
- Any other act determined to be threatening

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

In the case of students who choose to repeatedly violate school discipline policy and expected standards of behavior, in-school-suspension will be assigned. Habitual offenders with an established pattern of misconduct may be assigned a full day of suspension. In-school suspension will be assigned by the principal.

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

- Aggressive behavior (pushing, shoving, tripping, pinching, poking, posturing, tapping, slapping, kneeling, etc.) against other students
- Verbal harassment or sexual harassment to students or school officials (pursuant to WWSD Policy 248)
- Repeated misconduct, disruptive behavior, or insubordinate behavior
- Disrespect to staff members or faculty
- Dress code violations
- Tobacco including smokeless tobacco in any form including E-Cigarettes

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

Students whose behavior goes beyond the scope of minor disciplinary violations previously discussed may be suspended for one to ten days, depending on the severity of the infraction. In all cases where an out of school suspension is warranted, the parent/guardian will be notified. Examples of infractions that may result in an out of school suspension include, but are not limited to the following:

- Repeated misconduct, insubordination, or pattern of misconduct
- Physical Altercations
- Vandalism (including writing on desks, lockers, bulletin boards, damaging school computers, etc.)  
Note: **Act 16 of 1994** includes within the definition of “Institutional Vandalism” the carrying of aerosol paint cans and broad tipped indelible markers into school. **Act 17 of 1994** defines defacing public or private property with spray paint or indelible markers as “Criminal Mischief” and provides for a community service option in lieu of jail time.
- Leaving school without permission
- Stealing
- Sexual harassment, cyber bullying, or unlawful harassment infractions (pursuant to WWSD Policy 248)
- Refusing a reasonable search
- Tobacco including smokeless tobacco in any form including E-Cigarettes

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

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

- Possession, use, or distribution of drugs and/or alcohol including look-alike drugs, and/or any substance purported to be the alleged substance (refer to School Board Policy 218 and the Wayne County District Attorney’s drug and alcohol policy)
- Excessive vandalism
- Chronic violators of school rules may be referred by the principal
- Any terroristic threat/act
- Possession of any weapon; (refer to School Board Policy 218) "Weapon" shall include, but not be

limited to, any knife, even the smallest 1-to-2-inch pocketknife, cutting instrument, cutting tool, firearm, shot gun, rifle, stun gun, and any other tool, instrument, or implement capable of inflicting serious bodily injury

- Any other offense as deemed by the principal
- \*\*School Board Policy 218 Student Discipline**
- Automatic 10-day out-of-school suspension
  - Notification of civil authorities within 24 hours
  - Referral to superintendent, oral and written
  - Hearing before the Board of Education for final disposition (includes the possibility of exclusion from school) Students are also subject to the provisions of the Gun-Free Schools Act of 1994.

## 5. Restricted Movement

Restricted Movement is put in place because of disciplinary reasons such as habitual tardiness to class, disruptive behavior in the hallways, vandalism, or other inappropriate behavior as determined by the principal. The following procedures apply to students placed on restrictive movement:

- A form will be issued by office staff stating the student's name and number of days the student will be on restricted movement. All students on restricted movement must pick up a form in the office prior to going to lockers or homeroom. The student's arrival time will be noted on the form.
- The student will give the restricted movement form to each classroom teacher when they arrive. The teacher should take note of the student's departure time from the previous class.
- Teachers should sign the form at the end of the period, record any relevant comments, and note departure time and release the student after the next class has started. The student will be allowed two minutes to get to his or her next class.
- Students on restricted movement are not to leave the classroom except to use the restroom when necessary.
- Students will return the restricted movement form to the office at the end of the day.
- Any student who has difficulty complying with restricted movement procedures may be escorted to and from classrooms by a building administrator or administrative representative.
- Students who have difficulty complying with restricted movement procedures may receive additional day(s) of restricted movement at the discretion of the principal.

## 6. Alternative Educational Placement:

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

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

- Disregard for school authority, including persistent violation of school policy and rules.
- Display or use of controlled substances on school property during school activities.
- Violent or threatening behavior on school property during school-affiliated activities.
- Possession of a criminal act on school property or during school-affiliated activities.

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

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

### **Possession and Use of Tobacco**

#### **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:

1. 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.
2. 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.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

<b>First Offense</b>	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)
<b>Subsequent Offense(s)</b>	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.***

### **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:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is like 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.
8. 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.

### **Searches**

## **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 students, items, or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those 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:

1. 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,
2. 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 materials 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.

## 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

### 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:

<b>First Offense</b>	ISS
<b>Second Offens</b>	2 days of ISS
<b>Third Offense</b>	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 as set down by school board policy, state, and federal law. Any student who feels he/she has been a victim of sexual harassment should immediately report the alleged harassment to a teacher, nurse, counselor, or administrator. A copy of our District Student Sexual Harassment Policy is available in our main office area for student and parent/guardian review (pursuant to WWSD Policy 248).

### 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:

**First 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.

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

**Third 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 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.*

**BULLYING & CYBER BULLYING**

**Bullying** is intentional 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 digital technologies, or mobile phones.

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

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

- **Physical** – includes, but is not limited to, the following actions: hitting, kicking, spitting, pushing, restraining, and taking or damaging personal belongings.
- **Verbal** – includes, but are not limited to, taunting, malicious teasing, name-calling and making threats.
- **Psychological or Relational** – includes, but is not limited to, spreading rumors, manipulating social relationships, intentionally excluding someone from a group, engaging in social exclusion or intimidations, and any behaviors that can undermine or destroy relationships. These behaviors can be either physical and/or psychological in nature.
- **Cyberbullying** – verbal and psychological or relational bullying may also occur using electronic devices such as, but not limited to, computers, cell phones, and pagers. Cyberbullying includes but is not limited to the following misuses of electronic devices: harassing, teasing, intimidating, threatening, or terrorizing another student or other child, through e-mail, instant messaging, posting comments or pictures on social media platforms, blogs or website, and text messaging. All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders are subject to appropriate school discipline, as well as legal and/or police proceedings.
- 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 people.

### **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 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 Pennsylvania State Police may be contacted. 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.

## 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.

## Cell Phones

It is reasonable and acceptable for a student to arrive at school with his/her cell phone in his/her possession.

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

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

## Athletics (Interscholastic)

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

available for seventh and eighth grade students. Students must have a sport physical for each sport in which they participate. **Students failing two or more subjects are ineligible to participate until their grades improve.**

### **Athletics (Intramural)**

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

### **Clubs - Activities**

Teachers may plan and offer clubs/activities throughout the school year. Students are encouraged to participate in a variety of activities. Information regarding clubs and activities will be shared throughout the school year.

### **Eligibility for Athletics, and Extra-Curricular Activities**

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

#### **Scholastic Eligibility**

1. Students may not be failing 2 or more subjects. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which his cumulative work from the beginning of the grading period meets the standards provided for in this section. During this time, students will be on academic probation:
  - Students will remain on academic probation until eligibility requirements are met.
  - Students on academic probation are required to attend one hour of afterschool academic tutoring, Monday through Thursday until they are deemed academically eligible.
2. To be eligible for interscholastic athletics, a pupil may not have failed two or more subjects during the previous grading period. Back work may be made up, providing it is in accordance with the regular rules of the school.
3. In cases where a student's work in any preceding grading period does not meet the standards provided in section said student shall be ineligible to participate in interscholastic athletics for twenty (20) school days of the next grading period, beginning on the first day report cards are issued, except as provided in Section 5.
4. New pupils must meet eligibility requirements on the curriculum. Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period, or the preceding year shall be obtained from the records of the last school which the pupil has attended.
5. At the end of the school year, the student's final credits in his subjects rather than his credits for the last grading period shall be used to determine his eligibility for the next grading period.

6. Eligibility lists for all sports in season, including Middle School student athletes, are to be generated by the beginning of the second week of interscholastic competition. **These lists are generated through Gradebook by the Athletic Director on the Thursday of each week.** School Counselors will notify coaches of ineligible students by 3:00 P.M. on Friday.

### **Attendance: Athletics, Clubs, and Extra-Curricular Activities**

1. **Students may become ineligible to participate in athletics, clubs, and extra-curricular activities because of excessive unlawful absences.** Students unlawfully absent 5 or more days after the end of the first marking period, 10 or more unlawful days after the end of second marking period, or 15 or more unlawful days after the end of the third marking period will be restricted from participating in clubs, extracurricular activities, and athletics. Students reaching 20 days of unlawful absences at any point in the school year will be ineligible to participate in athletics and extracurricular activities.
2. Students must be in school by 8:00 AM (10:00 AM on 2-hour delays). After three (3) tardies the student will be ineligible to participate. Each additional tardy after that will result in suspension from athletic activities or events, up to and including removal or permanent suspension. A doctor's note **will be** accepted for eligibility for tardy students.

### **Discipline: Athletics, Clubs, and Extra-Curricular Activities**

3. Students suspended out-of-school will be restricted from participating in all extracurricular activities during the suspension. They may not participate in practice sessions or be present as a spectator at any school sponsored function such as an athletic event. Each suspension day covers a 24-hour period.
4. Any student who has persistent disciplinary infractions will be deemed ineligible at the discretion of the administration. Prior to such restriction, the administration will discuss the student's behavior with the athletic director and coach or advisor to redirect the behavior.
5. See the District Discipline Policies for additional information.
6. Please see additional rules and procedures regarding extracurricular activities in the 2023-2024 extracurricular handbook provided by the Athletic Director/Coach/Advisor.
7. Student Athletes are expected to follow all team rules and procedures established by Coaches, in addition to the Western Wayne Athletic Code of Conduct. Consequences for violation of rules will be handled according to district discipline policies.

### **School Dances**

- Dances are typically held from 6PM to 8PM and are held in the middle school cafeteria. For security and safety reasons, students should be dropped off and picked up at designated times.
- Students are dropped off in the rear of the middle school and picked up in the front of the middle school.
- Proper school attire is expected, unless otherwise specified by the building principal.
- Proper school conduct and general courtesy will apply.

- Any student who is absent on the day of the dance or students with excessive absences will not be allowed to attend.
- Any student acting in an inappropriate manner will be asked to call for someone to pick them up immediately. As a result, students may lose future privileges of attending school dances. Inappropriate behavior would include, but is not limited to, running, swearing, talking back, hand gestures, colliding with others/moshing, lifting others into the air, throwing items, or anything that a chaperone may consider unsafe or unacceptable.
- A student may be deemed ineligible to attend a school dance for academic failure or disciplinary actions including OSS, ISS, or other infractions.

### **Trip Policy**

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

### **Acceptable Use of Computers and Technology**

#### **Purpose**

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

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

#### **Authority**

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

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

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

#### **Delegation of Responsibility**

- The district shall make every effort to ensure that this resource is used responsibly by students and staff.
- Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and development levels, and to evaluate and use the information to meet their educational goals.
- Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the internet.
- The building administrator shall have the authority to determine what inappropriate use is.

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

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

### **Guidelines**

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

### **Prohibitions**

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

- Illegal activity
- Commercial or for-profit purposes
- Non-work or non-school related work
- Product advertisement or political lobbying
- Hate mail, discriminatory remarks, and offensive or inflammatory communication
- Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials
- Access to obscene or pornographic material or child pornography
- Access by students and minors to material that is harmful to students or is determined inappropriate for minors in accordance with Board policy
- Inappropriate language or profanity
- Transmission of material likely to be offensive or objectionable to recipients
- Intentional obtaining or modifying of files, passwords and data belonging to other users
- Impersonation of another user, anonymity, and pseudonyms
- Fraudulent copying, communications, or modification of materials in violation of copyright laws
- Disruption of the work of other users
- Destruction, modification, abuse or unauthorized access to network hardware, software, and files
- Quoting of personal communications in a public forum without the original author's prior consent
- 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  
Keyboard - \$60  
Screen Assembly Cover (Dell Logo)- \$60  
Screen Bezel - \$7  
Eggshell Case - \$17  
Bottom Assembly -\$13  
Power Adapter - \$44  
Track Pad -\$21  
Daughter Board (USB ports) - \$23  
Full Replacement - \$713.50

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

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

### **Copyright**

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

### **Safety**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, instant messaging, email, Internet, etc.

Internet safety measures shall effectively address the following:

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



## **Media**

Students participate in classroom and school sponsored activities during a school year. Certain classes and activities may be photographed, video recorded, and/or audio recorded via electronic, digital, and/or printed media (“Media”), and used in district publications, including but not limited to the district website and social media accounts. The district may also disseminate the Media to the news media, including television, radio, and newspapers, 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

## **Video and Audio Surveillance**

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

## **Accidents**

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

## **Bicycles, Skateboards, and other Vehicles**

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

## **School Visitors**

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

Anyone wishing to visit the Middle School must adhere to the following procedure:

- Upon arrival at the school, visitors must proceed to the main office where they will provide the receptionist with a government issued photo identification. For safety reasons, failure to present identification may result in the visitor being denied admittance to the building.
- The receptionist will scan the photo identification into the visitor management and identification software system. For repeat or regular visitors, their ID may only be scanned once.
- The visitor will receive a temporary visitor pass which will include their name, photo, date, time, and location of visit. The visitor badge must always be worn while in the building.

- If the database indicates a “match” to that of a registered sex offender, receptionist must notify building administration, if building administration is unavailable, notify SPO, if SPO is unavailable, and notify district office.
- If a visitor does not have photo identification and has never been entered into the system, the building administrator will determine whether the visitor will be granted limited access to the school under the supervision of the School Police Officer. The following information must be given to the receptionist:
  - Full legal name
  - Address
  - Date of Birth
- Failure to provide the required information will cause the visitor to be denied access to any school buildings. Scheduled visits in this case may be rescheduled to a later date once the identity of the visitor can be verified.
- Bags and parcels brought into school by a visitor may be searched at the discretion of the building administrator and/or School Police Officer.

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

### Central Registration

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

### Families Re-Locating

When leaving the Western Wayne School District, parent/guardians must obtain a withdrawal form from the MS main office. Scholastic and health records are mailed directly to the new school.

### Address Change

Changes of address, telephone number, or name must be reported to a secretary in the Middle School Office. In the case of moving within the district a new proof of residency must be provided for transportation changes.

### Emergency Information

A medical emergency card indicating address, telephone number, doctor, or person to be contacted in the event of an emergency is filed at the Middle School for each child. Parents/guardians are requested to keep this information current by notifying the school nurse if there should be any change in this information and updating this information in the Parent Portal, accessible on our school website.

### Emergency Closing of School

When it becomes necessary to close school due to inclement weather or other emergency conditions during the school year, area radio and television stations will broadcast school closing decisions in the early morning hours or as soon as such decisions are made during a school day. The school district contacts area radio and television

stations relative to late starts, early dismissals, or cancellation of school due to inclement weather. Appropriate announcements will be made over radio stations: WARM, WEJL, WSCR, WGBI, WKRZ; and TV stations: WNEP-TV (16), WYOU-TV (22), and WBRE-TV (28). Additionally, our Automated Messaging Service will call phone numbers provided by parent/guardians for school closings.

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

### **Fire Drills**

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

### **Fundraising**

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

### **Transportation**

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

### **Unauthorized School Bus Entry**

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

An individual commits an offense if he/she (1) enters a school bus without prior authorization of the driver or a school official with the intent to commit a crime or disrupt or interfere with the driver, or (2) enters a school bus without prior authorization of the driver or a school official and refuses to disembark after being ordered to do so by the driver. This offense is categorized as a misdemeanor of the third degree.

Requests to ride a bus other than your assigned bus will not be permitted. Student accountability and safety is our top priority, and your cooperation in following bus procedures is greatly appreciated.

Parent/guardians who wish to pick up children prior to the end of the school day must send a written request, stating the reason. The Principal/Designee will determine if the reason is excused or unlawful. Parents/guardians must sign their child out in the main office.

Parent/guardians wishing to pick up their children at the regular dismissal time must park in the designated parent/guardian pick up area where their child will be escorted by a teacher at the end of the school day.

NO student shall be signed out of school or transported from school by any person except the parent/guardians or legal guardian without a written request signed by the parent/guardian. The principal will review all requests.

Middle School Daily Schedule  
2023 – 2024

Homeroom: 8:00-8:05  
Period 1: 8:08-8:48  
Period 2: 8:51-9:31  
Period 3: 9:34-10:14  
Period 4: 10:17-10:57

**Sixth Grade**

1<sup>st</sup> Lunch 11:00- 11:30  
Period 5B:11:33-12:13  
Period 6B:12:16- 12:56

**Seventh Grade**

Period 5A: 11:00-11:40  
Period 6A: 11:43-12:23  
3<sup>rd</sup> Lunch: 12:26-12:56

**Eighth Grade**

5A 11:00- 11:40  
2<sup>nd</sup> Lunch: 11:43- 12:13  
6B- 12:16- 12:56

Period 7: 12:59-1:39  
Period 8: 1:42- 2:22  
Period 9 2:25-3:00  
Dismissal 3:00

# WESTERN WAYNE SCHOOL DISTRICT | 2023-2024 CALENDAR

AUGUST '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23-24 - Teacher In-Service  
No School For Students

28 - First Day of School

6 - Teacher Days  
4 - Student Days

FEBRUARY '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

16 - Early Dismissal - Noon Act 80 Day

19 - No School - Presidents' Day

20 - Teacher Days  
20 - Student Days

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1-4 No School - Labor Day

29 - Early Dismissal - Noon Act 80 Day

19 - Teacher Days  
19 - Student Days

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 - Early Dismissal - Noon - Act 80 Day

28 - Early Dismissal - Noon Easter

29 - No School - Easter

20 - Teacher Days  
20 - Student Days

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 - No School - Columbus Day

31 - Early Dismissal - Noon Act 80 Day

21 - Teacher Days  
21 - Student Days

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 - No School - Easter

21 - Teacher Days  
21 - Student Days

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 - Early Dismissal - Noon Act 80 Day

21 - Early Dismissal - Noon Parent/Teacher Conferences 1:00 PM to 8:00 PM

22-27 - No School - Thanksgiving

19 - Teacher Days  
18 - Student Days

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 - Early Dismissal - Noon Memorial's Day

27 - No School - Memorial Day

29 - No School for Students - Teacher In-Service Day

30 - Tentative Last Day of School  
21 - Teacher Days  
20 - Student Days

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22 - Early Dismissal - Noon Act 80 Day

25-29 - No School - Christmas

16 - Teacher Days  
16 - Student Days

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 - No School - New Year's Day

15 - No School - M L King Day

21 - Teacher Days  
21 - Student Days

Note: Cancellation of School will be announced on your local TV Stations, local radio, and the automated phone system. Snow Days make-up: School year may be extended up to June 30<sup>th</sup>.

## **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 prejudge 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