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## NON-DISCRIMINATION POLICY

The Wayne Highlands School District does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement is issued pursuant to: Titles IV, VI, and VII of the Civil Rights Act of 1964, (race, color, national origin); The Age Discrimination in Employment Act of 1973 (Section 504) and 22 PA Code The Americans with Disabilities Act of 1990 (ADA) (disability), the Americans with Disabilities Act Amendment Act (ADAAA), and the Pennsylvania Human Relations Act.

The district will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 or the ADA and will furnish auxiliary aids and services to students, employees, parents, and members of the public who have disabilities to the extent necessary for communications with other persons.

The district will provide reasonable accommodations to each employee and qualified employment applicant covered by Section 504 or the ADA unless it would impose an undue hardship on the operation of the program.

For information regarding civil rights or grievances procedures, please contact Timothy M. Morgan, Title IX Coordinator, at 474 Grove Street, Honesdale, PA 18431. Telephone: (570) 253-4661. It is the coordinator's responsibility to make certain that all education programs and activities and all employment procedures are free from discrimination on the basis of these conditions stated in the policy.

## TITLE IX POLICY STATEMENT

The Wayne Highlands School District has created policies which prohibit discrimination on the basis of sex in both education and employment. Board policy and administrative practices and procedures prohibit sex bias in such educational areas as treatment of students, instruction, counseling practices, financial assistance, awards, physical education, interscholastic and intramural athletics, and disciplinary procedures. Board policy and administrative practices and procedures prohibit sex bias in such employment areas as applications, recruitment, hiring, upgrading and promotion, rates of pay, fringe benefits, job assignments and classification, leaves of absence, training and all other terms, conditions, or privileges of employment.

For information regarding civil rights or grievance procedures, contact Timothy M. Morgan, Title IX Coordinator, at 474 Grove Street, Honesdale, PA 18431. Telephone: (570) 253-4661. It is the coordinator's responsibility to make certain that all education programs and activities and all employment procedures are free from discrimination on the basis of these conditions in the policy

## SPECIAL EDUCATION

The Wayne Highlands School District offers a continuum of services for children who are identified as having special needs. Eligibility for services is based upon a multidisciplinary team evaluation, in accordance with the Individuals with Disabilities Education Act (IDEA). If a student is determined to be eligible for special education services, services are planned and provided through an Individualized Education Program (IEP). Services are provided through the district or through the Wayne County Consortium of Special Education. For Further information, please contact the guidance counselor at your child's school or the special education supervisor who may be reached at (570) 253-3402.

Potential indicators that a child may have a disability that warrants an evaluation under IDEA include, but are not limited to, difficulty with the following:

- Academic performance in school (Reading, Math, Writing)
- Understanding and following directions
- Paying attention and remaining focused on a task or topic
- Controlling impulsive behaviors
- Communicating with others (speaking, carrying on conversations)
- Solving problems
- Understanding social rules and body language
- Remembering things
- Expressing needs and/or wants
- Maintaining positive relationships with peers and adults
- Physical movement

Source: Department of Health and Human Services  
Centers for Disease Control Prevention  
National Center on Birth Defects and Developmental Disabilities

## 504

The Wayne Highlands Board of Administration declares it to be the policy of the Wayne Highlands School District to ensure that all district programs and practices are free from discrimination from students with disabilities. The board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The 504 process is a potential avenue by which students with disabilities may successfully access both academic and nonacademic services to the fullest degree. To explore this possibility, parents or guardians may contact the school guidance counselor or Section 504 coordinator to further investigate feasibility. Full board policy (Policy #103.1) with regard to Section 504 can be accessed at the school building or district office.

## GIFTED STUDENTS

The Wayne Highlands School District provides services for students who are identified as being mentally gifted and in need of specially designed instruction. The district has developed procedures to identify such students and provide appropriate educational programs for them. A referral for a gifted multidisciplinary evaluation may be made by school personnel working with the student or by the student's parent/guardian. If a parent suspects his/her child may be mentally gifted and wants to request a gifted multidisciplinary evaluation, the parent may do so at any time. Such a request should be made to the guidance counselor at your school or the special education supervisor who may be reached at (570) 253-3402.

## EARLY INTERVENTION

Early intervention classes, for children ages 3-5, is operated through the Wayne County Consortium. These classes run for 2 ½ hours per day, four days per week. The purpose of the class is to assist students with a developmental delay. It provides them with developmentally appropriate activities to strengthen their skills. Eligibility for this program is based upon a multi-disciplinary evaluation. For further information on this program, please contact the Early Intervention coordinator at (570) 937-3710.

## MISSION STATEMENT OF WAYNE HIGHLANDS SCHOOL DISTRICT

The Wayne Highlands School District's mission is to promote a school community alliance dedicated to:

- Dynamic and Flexible Education Processes
- Success for All Students
- Interdependent Lifelong Learning
- Respect for Oneself and Society

## NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records.
2. The right to request the amendment of the student's academic education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing, regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202-5020.

## NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Wayne Highlands School District, with certain exception, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Wayne Highlands School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the

Wayne Highlands School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and heights of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Wayne Highlands School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing.

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Those include the right to:

Consent before students are required to submit to a survey that concerns one of more of the following protected areas ("protected information survey") if the survey is funded in whole by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parents
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. Activities involving collection, disclosure of use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above, marketing, sales, or other distribution purposes
3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The Wayne Highlands School District has developed and adopted Policy #235 in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Wayne Highlands School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Wayne Highlands School District will also directly notify, such as through U.S. mail, or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Wayne Highlands School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- Any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Ave, SW, Washington, D.C. 20202-5920

#### WAYNE HIGHLANDS SCHOOL DISTRICT PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 10 U.S.C. section 1232h, requires the Wayne Highlands School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent
2. Mental or psychological problems of the student or student’s family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the school principal. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

#### WHSD COORDINATED SCHOOL HEALTH COUNCIL’S MISSION STATEMENT

To empower, promote, and support students, families and communities toward a healthy lifestyle through:

- Lifelong Physical Activity and Wellness
- Nutrition and Health Education to Teach Healthy Choices
- Creation of Healthy Environments in Home, School and Community
- Enhancing Self-Esteem to Achieve Personal Best

Fundraisers: Any fundraisers that do not comply with the WHSD Wellness Policy, including all candy sales are not allowed to be done during the school day.

Classroom Parties/Celebrations: Beverages - No soda. Suggestions - Water, 100% fruit juice, cider, 2%-1% milk

Snacks -single serving size of 250 cal or less (can include single servings of cookies, cupcakes, brownies), no trans fats, sugar is not the first ingredient. Select a healthy mix of fruit, crackers, cheese, popcorn, pizza, etc. Please refer to the WHSD website at [www.waynehighlands.org](http://www.waynehighlands.org), and then click on WHSD Wellness for more information and ideas.

#### INTERNET AND ACCEPTABLE USE POLICY

The Wayne Highlands School District Board of Directors supports use of the internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. The policy will follow the School Code 24 P.S. Sec. 1303.1 A; Child Internet Protection Act 24 P.S. Sec. 4601 et seq.; U.S. Copyright Law; 17 U.S.C. Sec. 101 et seq.; Sexual Exploitation and Other Abuse of Children 18 U.S.C. Sec. 2256; Enhancing Education Through Technology Act 20 U.S.C. Sec. 6777; Internet Safety Children's Internet Protection Act 47 U.S.C. Sec. 254; and Children's Internet Protection Act Regulations 47 CFR Sec. 54.520. For more information and to review the up to date policy, please refer to our school district's website at <http://www.waynehighlands.org>. If you are unable to view the website, please contact our Office of Information Technology for a copy of the printed policy.

# WAYNE HIGHLANDS SCHOOL DISTRICT

## 2018-2019 SCHOOL CALENDAR

Wednesday & Thursday, August 15-16, 2018	New Teacher In-service
Tuesday, Wednesday, & Thursday, August 21, 22 & 23, 2018	Teacher In-service
Monday, Aug. 27, 2018	School Opens
Monday Sept. 3, 2018	Labor Day
Tuesday, May 28, 2019	Tentative Last Day of School
Sunday, May 26, 2019	Baccalaureate
Saturday, June 1, 2019	Graduation - (Tentative)

### DAYS SCHOOL WILL NOT BE IN SESSION

August 31 <sup>st</sup> and September 3, 2018	Labor Day Weekend	(2)
November 8th	Parent Conference	(1)
November 22,23,26	Thanksgiving Holiday	(3)
December 24 – January 1	Christmas Holiday	(7)
February 18	Presidents' Day	(1)
April 19 - 22	Easter Holiday	(2)
May 27	Memorial Day	(1)

### SCHOOL DAYS PER MONTH

August	4
September	19
October	23
November	18
December	15
January	22
February	19
March	21
April	20
May	<u>19</u>
	180

### PSSA TESTS

3-8 English/Language Arts	April 15 - 26, 2019
3-8 Math	April 29 – May 3, 2019
4 & 8 Science	April 29 – May 3, 2019

### KEYSTONE TESTS

<u>Winter:</u>	
Wave 1: Algebra, I, Biology, Literature	Dec. 3 – 14, 2018
Wave 2: Algebra 1, Biology, Literature	Jan. 7 – 18, 2019
<u>Spring:</u>	
Algebra 1, Biology, Literature	May 13 – 24, 2019

### SNOW MAKE-UP SEQUENCE

1 <sup>st</sup> day	May 29
2 <sup>nd</sup> day	May 30
3 <sup>rd</sup> day	May 31
4 <sup>th</sup> day	June 3
5 <sup>th</sup> day	June 4
6 <sup>th</sup> day	June 5
7 <sup>th</sup> day	June 6
8 <sup>th</sup> day	June 7
9 <sup>th</sup> day	June 10

### ACT 80 DAYS

(Dismissal at 12:30 p.m.)  
 Wednesday, October 10, 2018  
 Thursday, November 1, 2018  
 Tuesday, January 29, 2019  
 Tuesday, April 2, 2019



**FOR QUESTIONS CONCERNING:****CONTACT:**

Absences, Pupil (Prearranged, Excused, Unexcused)	Principal/Assistant Principal
Athletics, High School, Middle School	Diane Scarfalloto
Attendance Areas	Jeff Firmstone
Building Usage by Community Groups	Principal
Business Affairs, School District	Jeff Firmstone
Bus Routes and Pupil Transportation	Principal/Jeff Firmstone
Cafeteria	Vicki Johannes
Cafeteria, Free and Reduced Lunches	Vicki Johannes
Child Custody Matters	Principal
Curriculum Changes or Revisions, District	Timothy Morgan
Discipline, Bus or School	Principal/Assistant Principal
Educational Programs, District	Gregory Frigoletto
Enrollment or Withdrawal of Pupil	Principal
Fund Raising	Principal
General Information	Gregory Frigoletto
Gifted, Selection of Students	Amanda Kerna
Guidance Services, School	Guidance Counselor/Principal
Guidance Services, District	Lisa Corcoran – Stourbridge Primary Center
Homework	Guidance Counselor/Principal
Instructional Matters, School	Principal
Insurance, School and Student	Business Office
Maintenance Operations/School Plant/Grounds	Bob Rogers
Medication	School Nurse
Policy, School Board	Gregory Frigoletto
Progress, Individual Student	Teacher/Guidance Counselor
School Board Actions	Gregory Frigoletto
Section 504 Coordinator	Timothy Morgan
Special Education	Amanda Kerna
Standardized Testing Program	Timothy Morgan
Standardized Testing, Individual Student Results	Guidance Counselor
Taxes, Bills	Business Office
Technology	District Technology Supervisor
Title I Reading	Colleen Judge
Title IX Coordinator	Timothy Morgan
Truancy	Principal

**DISTRICT TELEPHONE NUMBERS:**

<b><u>District Office</u></b>	253-4661
Gregory Frigoletto, Superintendent	
Timothy Morgan, Ass't. Superintendent	
Jeff Firmstone, Business Manager	
Honesdale High School	253-2046
Wayne Highlands Middle School	253-5900
Lakeside Elementary School	253-6820
Stourbridge Primary Center	253-3010
Title I Reading, Colleen Judge	253-3010
Damascus School	224-4114
Preston School	798-2516
Athletic Director, Diane Scarfalloto	253-2879
Food Service Office, Vicki Johannes	253-6083
Maintenance Supervisor, Bob Rogers	253-3460
Special Education Director, Amanda Kerna	253-3402
District Technology Supervisor	253-1950

03/29/2018

# Wayne Highlands Middle School

## Bell Schedule 2018-2019

### REGULAR BELL SCHEDULE

7:45 a.m. - 8:00 a.m.	Early arriving students report to the cafeteria
8:00 a.m.	8 <sup>th</sup> Grade students report to the LGI
8:10 a.m.	Students report to homerooms
8:20 a.m. - 8:32 a.m.	Homeroom
8:35 a.m. - 9:16 a.m.	1 <sup>st</sup> Period
9:19 a.m. - 10:00 a.m.	2 <sup>nd</sup> Period
10:03 a.m. - 10:44 a.m.	3 <sup>rd</sup> Period

#### 6<sup>th</sup> "A" Lunch Schedule

10:47 – 11:17 Lunch  
 11:20 – 12:01 4<sup>th</sup> Period  
 12:04 – 12:45 5<sup>th</sup> Period

#### 7<sup>th</sup> "B" Lunch Schedule

10:47 – 11:28 4<sup>th</sup> Period  
 11:31 – 12:01 Lunch  
 12:04 – 12:45 5<sup>th</sup> Period

#### 8<sup>th</sup> "C" Lunch Schedule

10:47 – 11:28 4<sup>th</sup> Period  
 11:31 – 12:12 5<sup>th</sup> Period  
 12:15 – 12:45 Lunch

12:48 p.m. – 1:29 p.m. 6<sup>th</sup> Period

1:32 p.m. – 2:16 p.m. 7<sup>th</sup> Period

2:19 p.m. – 3:00 p.m. 8<sup>th</sup> Period

### BELL SCHEDULE FOR TWO-HOUR DELAY

10:15 a.m. – 10:25 a.m.	Homeroom	
10:28 a.m. – 10:54 a.m.	P1	
10:57 a.m. – 11:27 a.m.	6 <sup>th</sup> Lunch,	7 <sup>th</sup> & 8 <sup>th</sup> P4
11:30 a.m. – 12:00 p.m.	7 <sup>th</sup> Lunch,	6 <sup>th</sup> P4, 8 <sup>th</sup> P5
12:03 p.m. – 12:33 p.m.	8 <sup>th</sup> Lunch,	6 <sup>th</sup> & 7 <sup>th</sup> P5
12:36 p.m. – 1:02 p.m.	P2	
1:05 p.m. – 1:31 p.m.	P3	
1:34 p.m. – 2:00 p.m.	P6	
2:03 p.m. – 2:31 p.m.	P7	
2:34 p.m. – 3:00 p.m.	P8	

### EARLY DISMISSAL SCHEDULE (12:30 p.m.)

8:20 a.m. – 8:32 a.m.	Homeroom
8:35 a.m. – 9:13 a.m.	Period TBD
9:16 a.m. – 9:54 a.m.	Period TBD
9:57 a.m. – 10:35 a.m.	Period TBD

#### 6<sup>th</sup> Grade

10:38 – 11:08 Brunch  
 11:11 – 11:49 P4  
 11:52 – 12:30 P5

#### 7<sup>th</sup> Grade

10:38 – 11:16 P4  
 11:19 – 11:49 Brunch  
 11:52 – 12:30 P5

#### 8<sup>th</sup> Grade

10:38 – 11:16 P4  
 11:19 – 11:57 P5  
 12:00 – 12:30 Brunch

(Rotation of period 1, 2, 3, 6, 7, and 8 – posted and announced)

## ATTENDANCE

### ABSENCE

Sickness of the student or some other urgent necessity making attendance or punctuality impossible shall be the only legitimate excuses for absence or tardiness. For the safety of all children, daily attendance phone calls may be made to the home of each child absent from school. Parents are asked to call the school on days your child is absent letting the school know that your child is safe at home with you. (570-253-5900). **Students who arrive late to school or leave early from school will not be eligible for perfect attendance.**

Upon your student's return to school after an absence, a written excuse from a parent, guardian, or medical practitioner is required. This written excuse must state the DATE(S) of the absence, REASON for the absence, and bear the SIGNATURE of the parent, guardian, or medical practitioner. This excuse must be presented to the homeroom teacher immediately upon return. If such excuse is not presented within three (3) days, the absence will be considered unexcused and illegal, and the student and parent may be subject to all penalties specified in Section 1333 of the Pennsylvania School Code. If the reason for the absence is satisfactory, a student is entitled to make up all work.

We all want success for your child! We want that success in many facets of your child's life. One of the most important things you can do for your child's future is encourage strong school attendance. The research is clear. Regular attendance at school will help your child learn more successfully (better grades), cultivate healthy lifestyle habits, develop a strong sense of connection with regard to community/relationships and avoid unhealthy behaviors. Studies have shown that as early as kindergarten, even if a student misses just two school days per month, the impact is negative. Good school attendance is IMPORTANT.

The Wayne Highlands School District has always and will continue to promote regular school attendance because we know it plays a large part in your child's success now and in the future. With this in mind, in an effort to promote good school attendance, the Wayne Highlands School District has established that in order to receive full academic credit and to be in good standing, no student shall miss more than **15 days** of school per academic year. **The school will only accept 10 parent notes for the entire school year. After 10 parent notes a medical excuse will be required.**

### MAKE-UP WORK FOLLOWING AN ABSENCE

Any student who is absent from school for an excused reason, is entitled to make up the work missed during the time of absence. For every absence, a student has one day of attendance to complete the missed assignments. It is the responsibility of the student to speak to his/her teachers in order to determine the nature of the missed assignments. Any assignment not completed in the allotted time will be considered late and subject to any penalties late assignments would incur. Homework may be obtained from the school after three consecutive days of absence.

### EXTENDED ABSENCE DUE TO TRAVEL-VACATIONS

The Pennsylvania School Code lists the following as reasons for excused absence from school: illness, quarantine, death in immediate family, impassable roads. If an absence does not fall into one of the above, it is unexcused. However, the Wayne Highlands School District does recognize the uniqueness of our school community and realizes that many times vacations by parents are at times other than school holidays and are of an educational nature. Students must obtain and file an Authorization for Travel with the office prior to the scheduled trip. Once submitted to the office, it will be reviewed for approval. Forms are available in the main office. Please note, Authorization of Travel will not be approved if a student has or will reach 15 days of absence.

## TARDINESS

Out of courtesy and respect for other students and your teachers, you should be on time for each class. If you arrive late to school between 8:20 a.m. and 8:32 a.m. report to homeroom. After 8:32 a.m. report directly to the main office for a pass. If you are late going to class because of being detained in the office or by a teacher, ask for a pass from the person who detained you. Repeated tardiness will result in disciplinary action. If a student is late to homeroom or class three times, he/she will be referred to the assistant principal's office. Each subsequent late will result in detention or suspension. Tardiness will accumulate by semester. The first semester includes quarters 1 and 2; the second semester includes quarters 3 and 4.

## EARLY DISMISSAL AND LATE ARRIVAL EXCUSES

To be excused from school for medical or dental appointments, bring a signed note from home, stating the dentist or physician to be seen, with the excusal time properly indicated. The school requests that all appointments be avoided during school hours. All appointments must be approved by the middle school office prior to 8:20 a.m. on the day of the request. Students being excused early from school are to be signed out at the main desk. For an early dismissal to be mark excused, a note from medical practitioner must be turned in to the main office. Arrival after 10:16 a.m. or dismissal prior to 1:20 p.m. will equal a half-day absence for that student. Students who plan to participate in after-school activities, including rehearsals and practice sessions, must be present in school or arrive before 11:30 a.m. **Students who arrive late to school or leave early from school will not be eligible for perfect attendance.**

## STUDENTS WALKING TO/FROM SCHOOL

Students walking to or from school are required to have written permission from their parents/guardians. These written notes must be turned in to the main office for administrative approval. Students are not permitted to loiter on school property at any time.

## PARENTS DRIVING STUDENTS TO SCHOOL

Parents who drive students to or from school are required to drop off and pick up their children in the middle school parking lot at the top of the covered stairs. Students should enter or leave the school through the doors at the bottom of the covered steps.

## BUS PASSES

If a parent/guardian wishes for his/her student to ride a different bus to or from school or to board or depart a bus at a different stop, the student must present a written note from the parent/guardian to the main office for administrative approval. Approval will be granted based on bus seating capacity.

## PTA

All parents are encouraged to enjoy membership in our active Parent-Teacher Association. The group sponsors several activities each year to benefit the children of Stourbridge, Lakeside, and Wayne Highlands Middle Schools. Early in the school year, your child will bring home an invitation to join the PTA, along with meeting dates and times. Please consider joining. Your involvement is important to your child and us. For more information on the PTA, please visit [www.honesdalepta.com](http://www.honesdalepta.com).

## LATE BUS SCHEDULE

Late buses will be available for those students participating in school sponsored activities. The late buses will be parked in the middle school parking lot. The buses will depart approximately 5:30 p.m. during the spring and fall sports seasons, and at 5:15 p.m. in the winter.

Late buses do not drop off students at their regularly scheduled bus stops because they make only a limited number of stops. Please take time to make arrangements with your child as to how he/she is to get home from his/her drop off point. If you are unfamiliar with the bus stops along the route, please contact the driver. Contractor and Bus # information is available in the WHMS main office.

### SCHOOL SPONSORED TRIPS

1. Dress shall be appropriate for the occasion. Since the trip occurs on a school day, students shall follow the same regulations as outlined by the school, or as authorized by the person(s) in charge and the administration.
2. Any student violating school rules or demonstrating inappropriate behavior, as determined by the person(s) in charge, shall be reprimanded accordingly. The school is responsible for the student from the time he/she boards the bus (or other method of transportation) until such time he/she is discharged from the vehicle upon return to the care of the parent/guardian.
3. Students must travel to and from field trip destinations on district provided transportation unless parents have made prior arrangements with the middle school administration.
4. A field trip permission slip, medical information, and parent information letter is required from each student at least one week before he/she may go on the sponsored trip.
5. Students will be marked illegally absent if they do not attend school the day before, the day of, or the day after the sponsored field trip without an acceptable excuse (as outlined in the school code) from the parent/guardian.
6. All students invited on school sponsored trips must be in good academic standing and must display proper school citizenship in order to attend the trip. Any student displaying poor effort and attitude toward academics or any student that has not displayed appropriate school behavior will be considered to be removed from any school sponsored trip. The administration will review all student's academic and behavioral information prior to any trip and will inform the student and parent/guardian of the loss of that privilege.

### EMERGENCY SCHOOL CLOSINGS

Should weather conditions make the unexpected closing of school necessary, radio stations WARM, WCDL, WDNH, WEJL, WYNN, WSUL, MAGIC93, WJFF will be notified as well as television stations, WBRE (28), WNEP (16), and WYOU (22). The bulletin will be broadcast at once. Rapid communications must be maintained; therefore, you are asked to turn your radio or television to one of the named stations and not call the homes of the faculty or administration or the school. In case of an early school closing, your child will be sent home as per his/her regular transportation arrangement. All after school activities will be cancelled.

Notification of school closing is available and can be sent directly to you via e-mail or text message through several local television stations weather notification systems. Please check the television stations' web sites for more information about these services. You may also register for an e-alert and find school closing information on the district's website ([www.whsdk12.com](http://www.whsdk12.com)).

### CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the middle school office promptly so that parents can be contacted in the event of any emergency.

A family moving out of the area must transfer records to the receiving school district. Contact the office if you are planning to withdraw your student.

### GRADING-PROGRESS MONITORING

Student progress may be viewed and monitored any time throughout the school year via the WHSD website, by navigating to the 'Parent' tab, and clicking on the 'SIS Parent Portal' link. Please use your assigned username/password to gain access. You may request a hard copy of your child's progress if you do not have internet access by contacting your child's individual teacher(s).

## REPORT CARDS

Report cards are issued about a week after the end of each quarter or nine-week session. The report card envelope should be signed by a parent/guardian and returned to the homeroom teacher the next day. Final report cards may be sent home with the student on the last day of school or mailed.

## GRADING SYSTEM

1. The grading system for the Wayne Highlands Middle School is as follows:

A+	(98-100)	C	(77-79)	1 – Effort is outstanding
A	(95-97)	C-	(74-76)	2 – Effort is satisfactory
A-	(92-94)	D+	(71-73)	3 – Effort needs improvement
B+	(89-91)	D	(68-70)	4 – Effort is unsatisfactory
B	(86-88)	D-	(65-67)	5 – Excellent class participation
B-	(83-85)	F	(64 and below)	6 – Shows improvement
C+	(80-82)			7 – Absence hinders progress
Special Area Courses:				8 – Homework incomplete
P	Passing			9 – Unprepared for class
O	Outstanding			10 – Poor test scores
S, S+, S-	Satisfactory			11 – Class behavior is unsatisfactory
U	Unsatisfactory			12 – Modified Program

The marking key reflects the need to positively reinforce students and their progress in school. The letter grades assess the student's accomplishment in relation to the academic material presented in class. The numbers reflect the student's individual effort in terms of his or her ability. O, S, S+, S-, and U reflect performance in special area courses.

## MIDDLE SCHOOL BAND MEMBER RESPONSIBILITIES

In order to attain a satisfactory grade in Band, students must participate in concerts and regularly attend instrumental lessons. Parents and students are reminded that Band is a full year course. **Any drop must be completed by the end of the second week of school.**

## MIDDLE SCHOOL CHORUS MEMBER RESPONSIBILITIES

In order to attain a satisfactory grade in Chorus, students must participate in concerts and regularly attend all rehearsals. Parents and students are reminded that Chorus is a full year course. **Any drop must be completed by the end of the second week of school.**

## HONOR ROLL

The Honor Roll will be compiled each nine-week quarter. To recognize students for excellence in academic coursework the following standards apply:

High Honors:

- In the academic areas of Language Arts, Reading, Math, Science and Social Studies (those courses which meet a minimum of five (5) times/week throughout all four quarters), students must achieve an "A-" or higher grade in all courses.
- In academic areas which meet less than five (5) times/week and/or less than all four quarters, students earning a "D", "F", or "U" will not be eligible.

Honors:

- In the academic areas of Language Arts, Reading, Math, Science, and Social Studies (those courses which meet a minimum of five (5) times/week throughout all four quarters), students must achieve an "A-" or higher grade in three courses and may not have a grade lower than a "B-" in the remaining courses.
- In academic areas which meet less than five (5) times/week and/or less than all four quarters, students earning a "D", "F", or "U" will not be eligible.

## PRINCIPAL'S RECOGNITION LIST

Teachers and staff nominate students who practice exemplary school citizenship but are not necessarily recognized as honor roll students or for extracurricular endeavors. These students work diligently in classes and are well-mannered and respectful in their treatment of faculty and staff, their fellow students, and their school. Students are recognized each quarter.

## PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors or the principals by telephoning the school office or emailing appropriate persons. In addition, Parent/Teacher Conference Day will be held for all parents in November.

## GENERAL INFORMATION

### DRESS CODE

The Wayne Highlands Middle School administration, faculty, students and their parents recognize that education is extremely important and that their school must maintain the highest level of dignity, commitment, and seriousness of purpose. Accordingly, the Wayne Highlands Middle School has established and maintained a high standard of dress and appearance among its students. In this spirit, the following rules govern student dress and appearance:

#### ALL STUDENTS:

- Students will not be permitted to wear undershirts, muscle shirts, mesh shirts or see through clothing, tank tops, sleeveless shirts or garments designed for sports wear (sweat pants, joggers, etc.). School appropriate garments must be worn under see-through articles of clothing.
- Students will not be permitted to wear pajamas, headbands, sunglasses, or hats.
- Shirts, tops, pants, accessories and tattoos will not be permitted that display imprints not in good taste for a school atmosphere. These include, but are not limited to slogans or pictures that are sexually offensive; slogans or pictures that promote drug use; and slogans or pictures that advertise alcohol or tobacco products.
- Students will not be permitted to wear any item of apparel which has holes, tatters, slits, or tears in it.
- Students may not wear jackets or coats to classes, unless they are designed for inside wear.
- Only natural hair colors are allowed; no unnatural patterns are allowed.
- Students will not be permitted to wear excessively baggy clothing
- Students will not be permitted to wear shirts unbuttoned unless the shirt is covering an acceptable shirt worn underneath, as a vest would be worn.
- Shoes, sneakers, and sandals are appropriate footwear. Students may not wear flip-flops, beach shoes or slippers. All footwear must have backs.
- Students may not use backpacks, book bags, or purses (large enough to carry books) during the school day. These items may be used to transport materials to and from school. They are to be stored in students' lockers during the school day.

#### FEMALE STUDENTS:

- Female students will not be permitted to wear skin tight clothing, including yoga pants, spandex, tights, etc. These pants will only be permitted if worn underneath a finger-tip length skirts, dress, or appropriate top.
- Female students will not be permitted to wear objectionably form-fitting blouses or short tops that expose a bare midriff.
- Female students will not be permitted to wear objectionably short dresses or skirts. Skirts or dresses must be a minimum of fingertip length.
- Female students may not wear shorts, or shorts modified to look like a skirt.
- Female students may wear earrings only in their ears. Any other body piercing jewelry will not be permitted. Ear gauges/plugs and other piercing materials are not permitted.
- Female students are allowed to wear pants which fall mid-calf (commonly referred to as Capri pants.).

#### MALE STUDENTS:

- Male students will not be permitted to wear objectionably form-fitting clothing.

- Male students will not be permitted to wear beards or mustaches.
- Male students will not be permitted to wear earrings or any other body piercing jewelry. Ear gauges/plugs and other piercing materials are not permitted.
- Male students may not wear shorts.

**Note: The above dress code may be amended at anytime by the building administration. Any student's appearance deemed to be educationally disruptive will not be tolerated within the school setting.**

### HYGIENE AND GROOMING

Throughout the middle school years students experience a variety of emotional, social and physical changes. Developing high standards of personal hygiene and grooming significantly contributes to a positive overall school experience. These habits include, but are not limited to, showering daily with soap, shampooing hair regularly, brushing teeth with toothpaste, applying deodorant and/or antiperspirant, and wearing clean clothing. These practices positively impact students' academic achievement and social interactions with their peers. The school nurse, guidance counselor and physical education teachers are valuable resources to help students meet these standards of personal hygiene and grooming.

### BICYCLES AND SKATEBOARDS

Because of related safety hazards, students are not permitted to ride bicycles or skateboards to school or on school property.

### ELECTRONIC DEVICES, CELL PHONES, CAMERAS, PERSONAL LISTENING DEVICES, AND ELECTRONIC TOYS

Students are not permitted to use the above mentioned items in school. These items detract from the academic atmosphere at school and are a temptation for vandalism and theft. Students are not permitted to take photos or videos of others during the school day or at any school related activities.

All electronic devices must be turned off upon entering the school building and not turned on until students have exited the school building. All electronic devices must be stowed in the student's locker in the off position. Any electronic device that is heard or is being used or made visible by a student during the school day will be confiscated and his/her parent will have to come to the middle school to pick it up. Consequences will be issued.

First Offense:	Detention, parental retrieval required.
Second Offense:	ISS, parental retrieval required.
Third Offense:	OSS, parental retrieval required.
Subsequent Offenses:	To be determined.

An office telephone is available for student use when a legitimate need arises. Parents are reminded to contact and leave essential messages for their child through the main office at (570) 253-5900.

### CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture provided by the school. Students who disfigure, damage, or destroy school property or equipment will be required to pay for the damage or to replace the item at cost and be subject to disciplinary action.

### BEVERAGES/LIQUIDS

Students are permitted to carry only drinking water with them to their classes. Any other beverages must be stowed in the student's locker throughout the day and the student can consume it during breakfast or lunch in the cafeteria. Any water taken to classrooms must be in a clear, plastic bottle and must have a lid that should be sealed when not being consumed. Any student possessing a beverage that is not water, or a bottle that is not clear, in any part of the building other than the cafeteria, will have that confiscated and be subject to disciplinary action.



### LOST AND FOUND

Students who find articles should take them to the office where the owner may claim them. All unclaimed items will be donated after each semester to a local charitable organization.

### HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

### AGENDA PASS

All students will be issued an agenda at the beginning of the year to be used for student-initiated trips to areas such as the library, office, lavatory, nurse, main office, etc. The agenda replacement cost is \$5.00.

### INSURANCE

At the beginning of each school year, student insurance is offered to every student. This insurance is voluntary, not mandatory. However, the school highly recommends that any student who is going to be involved with any interscholastic or after-school intramural program should enroll in the insurance program.

### VISITORS

We accept only those visitors who have legitimate business at the school. Guests and visitors must register with the office. They will be given a **visitor's pass** to wear while they are in the building and must follow the sign in/sign out procedure. Student visitors are not permitted at any time. Visitors will be escorted to and from their destination by a staff member.

### EMERGENCY DRILLS

Drills at regular intervals are required by law and are an important proactive, safety measure. The teacher in each classroom will give the students instructions regarding the appropriate drill. For everyone's safety, following administrative or faculty/staff direction is essential.

### GUIDANCE SERVICES

Students are welcome to consult with their counselor, who functions in a supportive capacity in school related situations. These services may include vocational counseling, career information, assistance in academic and study problems, program assistance, specialized testing and personal counseling.

### COMMUNITY AND SCHOOL BASED BEHAVIORAL HEALTH

CSBBH is a unique program that provides mental health services for students who may need assistance with managing their feelings and/or behaviors to help them be more successful with their peer relationships. The CSBBH team works with children one-on-one, in small groups, and with their families. They provide services both as needed and during specific times of the day when a child has the most difficulty. Services are provided in the school, at home, and in the community. All services are provided by certified Mental Health Professionals and Behavior Health Workers employed by Merakey. A licensed psychologist provides consultation to the CSBBH team.

### WAYNE HIGHLANDS MIDDLE SCHOOL STUDENT ASSISTANCE PROGRAM (S.A.F.E)

The Middle School Student Assistance Team has been specifically trained to help and assist students to remove barriers to their learning. Students and parents/guardians are encouraged to utilize team members for assistance with social or emotional concerns, and the team will assist with access to school and community resources. Teachers, students, and parents/guardian can refer students for this program by contacting a team member or by completing a referral form on our school website. For the school year, the members of the team are: Mrs. Bayly, Mr. Burns, Mrs.

Cheripko, Mrs. Diehl, Mrs. Forlenza, Ms. Freer, Mrs. Garing, Mr. Hopkins, Dr. Jordan, Mrs. Krajkovich, Mrs. Kwiatkowski, Ms. Lasko, Mrs. Martin, Ms. McDermott, Mrs. Murray, Mrs. O'Day, Mrs. Roberts, Mrs. Rodda, Mr. Roos, Mrs. Schweighofer, Mrs. VanSickle, Mr. Wood and Mrs. Zabrowski.

### SUICIDE PREVENTION RESOURCES

Ensuring the emotional well-being of students is of the utmost importance at Wayne Highlands Middle School. For students who are experiencing thoughts of harming themselves there are multiple established resources that will be utilized in assisting that student get the necessary help and assistance. The S.A.F.E Team, guidance counselor, crisis counselor, CSBBH team, school nurse and principals are prepared in supporting a student in this situation, and parents/guardians and peers should refer any information regarding a student potentially harming themselves to any of the above resources. Contact and referral information for these resources can also be found on the school website.

### MEDIA

Throughout the year the local newspapers, television stations, and WHSD websites will publish stories and photographs of events held throughout the Wayne Highlands School District. If for any reason you wish that your child not be included in any of the media coverages, you are asked to submit your request in writing to the school during the first week of school.

### PHYSICAL EDUCATION

The state of Pennsylvania requires that each student participate in physical education classes. A shower after each class is available. If there is any reason for a student to be excused from participation on a particular day, the student must report to the nurse before 8:20 a.m. with a written excuse. A doctor's excuse is necessary to be completely excused from participation. A note from a parent or guardian will enable a student to take a limited physical education class, which includes dressing and participating to the extent possible. The note must state specifically the reason the student should be excused. Any student who repeatedly refuses to participate in physical education classes without an acceptable doctor's excuse will be disciplined.

The following equipment is required for all students:

1. A regulation uniform, which may be purchased at the school.
2. Sneakers

### LOCKERS

Each student will be assigned one hall locker and one combination gym lock. If the gym lock is lost it will be replaced by the student at a cost of \$5.00. The school is not responsible for items lost or stolen. Do not pre-set lockers or give out your combination. All items of value should be left in a safe place during the school day. All lockers issued to students (including gym and sports lockers) are school property and are subject to inspection at any time by the administration; therefore, students have no reason to assume privacy while storing possessions in their lockers.

### CAFETERIA

All students will enter the cafeteria by the doors on the right. Students who choose to eat breakfast will report to the cafeteria in the morning as well as all 6<sup>th</sup> and 7<sup>th</sup> grade students. All students must report to the cafeteria during their scheduled lunch section. Students who are carrying their lunches or who do not intend to eat may proceed directly to their seats or buy milk or water.

The cafeteria is not just a place to eat. It is a place where students can learn to live together by practicing good table manners and by being courteous.

No one is to leave the cafeteria during breakfast or lunch periods, unless excused by the teacher in charge. Use your agenda pass and/or sign out in the log binder.

WHMS has implemented a Point of Sale computer system for cafeteria service. Each student has a cafeteria account identified by a picture and his/her five digit, WHSD student ID. Pinpads are used by students to access their accounts at the end of each lunch line.

With the aid of teachers and staff, every student at the **elementary and middle school level** (grades K-8) should have money on their cafeteria account or cash in hand at the register for all school meals.

Charging of meals due to insufficient funds (negative balance) is discouraged. If a student forgets or doesn't have money on their account, **the child may still get a meal**, however, the meal will be charged to the account and a letter will be sent home requesting payment.

If a student has a negative balance, non-meal food items such as a la carte items or alternate beverages other than milk will be prohibited.

However, a student on paid or reduced meals will be allowed to charge a meal. Staff will address a yellow food service envelope along with a balance reminder letter stating the amount owed and inform parents/guardians to pay the charge immediately. If a family continues to "miss" having cash for meals, the food service office will call the home to explain the charges.

Students may still use cash for meals. To avoid delays during meal service, parents are encouraged to deposit money in their student's account using preprinted cafeteria envelopes. Please drop off funds in the MORNING using the drop boxes in the main office and cafeteria. Students may also hand envelopes to the cashier at breakfast. For security, CHECKS made out to "WHSD Food Service" are preferred. A brochure with more information is available from the Food Service Department at 253-6083. Parents can manage their student(s) cafeteria account at my **[www.schoolcafe.com](http://www.schoolcafe.com)**

Cafeteria prices for the school year will be announced on the August menu, and are available on the school district's website ([www.whsdk12.com](http://www.whsdk12.com)).

Applications for free or reduced price meals are available on line at [www.compass.state.pa.us](http://www.compass.state.pa.us), or you may apply using the paper "Household Meal Benefit Application" provided to you by your school. The information you enter is kept confidential and used only for determining meal benefits.

### CAFETERIA MENU

A monthly menu will be posted on the school district's website ([www.whsdk12.com](http://www.whsdk12.com)), in the cafeteria, and on morning announcements.

### SUSTAINABILITY PROGRAM

Through education, recycling, and food waste diversion, the Wayne Highlands School District has a successful sustainability and recycling program that significantly reduce costs and diverts materials from landfills. Students are informed of the proper trash disposal protocols to be followed at the school, and instantly become active participants in helping our environment every single day. This award-winning program is a source of great pride for our students, staff, and community, and we encourage you to visit our school website to learn more about the extra-steps our Wayne Highlands students are taking to make our world a better place.

### LIBRARY

Library facilities are available to students during study hall periods and before and after school or with the permission of a content area teacher.

Books may be borrowed for a period of two weeks. A charge is made for overdue books. Students are responsible to pay the replacement cost of any book not returned to the library. Reference books and magazines may be borrowed with special permission from the librarian.

Any student wishing to use the library must obtain a pass from a teacher.

### STUDENT COUNCIL

The Student Council is an organization around which all student activities revolve. It is comprised of approximately thirty members. In the fall, elections are held to choose officers (President, Vice-President, Secretary and Treasurer) for the year. The officers are elected by a majority vote of the student body. In the fall, one student is elected by each homeroom to serve as the homeroom representative. Students may also submit a written request to be a member at large.

Student Council is a busy organization whose main objective is the promotion of school spirit and goodwill among students, faculty, administrators, parents and the community.

To be eligible for election to any school office, a student may not have an "F" in any school subject for the previous grading period. A student may be removed from office for poor citizenship or for poor attendance to be determined by the administration. A student removed from office for failing to maintain the necessary academic standards or for poor citizenship or poor attendance may be eligible for re-election or reinstatement during the next school year.

### SCHOOL NURSE

A student who becomes ill in school must get permission from his/her teacher to report to the nurse. If the nurse is not in, students are to report to the office. The school nurse or an administrator has authority for the dismissal of students for illness during the day. If, in his or her professional judgment, a student should go home, then he/she will make the necessary arrangements by telephone. If the school nurse or administrator determines that a student should remain in school, then the student is to remain. **At no time should students call home to request someone to come and pick them up.** Students calling home without the permission of the school nurse or administration will be subject to disciplinary action. If a student must bring medication to school, the medicine must be correctly labeled with the student's name, type of medicine and the time it is to be taken. The medicine must be given to the school nurse. It is the responsibility of the student to report to the nurse's office to take the medication. Under no circumstances should any student take medication other than in the presence of the school nurse. Please make sure the medication (either prescription or non-prescription) is accompanied by a physician's written order. Each student has received a form for his/her use, which must also be signed by a parent or guardian.

### WAYNE HIGHLANDS SCHOOL DISTRICT MEDICATION POLICY

It is the policy of the Wayne Highlands School District to administer medication, prescription and nonprescription, with the written prescription of the family physician or health care provider, and the request of the parent or guardian. Students are not allowed to have medication of any kind in their possession during the school day, unless predetermined by school policy. Parents are requested to transport medication to and from school.

The procedure for medication to be administered in school is as follows:

1. **Medication, prescription and nonprescription, shall be delivered to the school nurse** by the parent or his/her designee in the original container. Prescription medications shall be given to the nurse in the pharmacy labeled container with the student's name, the name of the medication, the amount of medication to be taken, and time for administration. Nonprescription medications shall be sent in the original packaging from the point of purchase.
2. Medications are to be stored in the health office and administered by the school nurse.
3. A Physician/Health Care Provider Order Form with written request by the parent or guardian should accompany the medication. This form can be found on page 23.
4. Only send to school the amount of medication needed for the course of treatment.

## HEALTH SCREENINGS

Routine yearly screening procedures mandated by the Pennsylvania School Health Act are:

1. Vision Screening – all students
2. Height and Weight – all students
3. Scoliosis Screening – all students in grades six and seven
4. Hearing Screening – all students in grade seven and in other grades as necessary
5. Physical Examination – all sixth grade students by the school or by the family physician
6. Dental Examination – all students in grade seven (may be performed by the school or by a family dentist)

Any parents choosing not to comply with any of the mandated screening procedures must submit, in writing, their refusal of service. In addition, because these procedures are mandated by the state, the parents must provide the results of the screenings in writing from a family physician or dentist.

## WELLNESS POLICY

The current Wayne Highlands School District Wellness Policy can be found online at <http://whsdwellness.wikispaces.com/>. In addition, parents/guardians and students can find information on nutrition, physical activity, safety, and our monthly wellness blasts, just to name a few. More information and ideas can also be found on our Wellness Pinterest too...follow WHSD Wellness!

## HOMEWORK PHILOSOPHY

Homework is an important part of the total educational process. Time spent on homework is directly related to student achievement. Through homework, classroom instruction is reinforced, high expectations are supported, students are motivated toward self-direction and responsibility, and the relationship between home and school in the learning process is strengthened.

### OBJECTIVES:

1. Strengthen basic skills
2. Reinforce study habits
3. Extend classroom learning
4. Develop initiative, responsibility and self-direction
5. Stimulate independent thinking
6. Increase the range and scope of interests

### RECOMMENDED TIME:

Homework may be assigned on a regular basis by teachers in all subject areas. Students in grades 6-8 should spend an average of sixty (60) minutes each evening completing homework. This time should be in addition to the students making effective use of study hall time and time allowed at the end of class periods to begin assignments.

### TEACHER EXPECTATIONS:

All teachers will expect homework to be completed satisfactorily and on time. Homework will be collected and checked on a regular basis. Students should be provided with feedback from the teachers concerning the quality of their assignments. At the high school level, a student must complete 90% of his/her homework assignments in a major subject in order to pass the course. With this in mind, we expect and encourage 100% completion to promote successful learning and self-discipline.

### TEACHER MONITORING AND EVALUATION:

Teachers will establish their own procedures concerning the grading of homework and the acceptance of late/and or partially completed homework. The teacher will check both written and non-written homework assignments on the date they are due. Homework will be part of the student's grade. Teachers will also establish their own procedures

concerning the manner in which homework is checked and evaluated and the amount of weight homework will carry in relation to quarterly grades. Students must be made aware of each teacher's procedures so they know the homework expectations.

#### RESPONSIBILITIES OF PARENTS:

While students assume the major responsibility for completing the homework assignments, parents should be encouraged to take an active part in homework by:

1. Ensuring a system of accountability for your child to promote success
2. Providing a definite time and suitable place for study
3. Making resource materials available
4. Checking work for neatness
5. Limiting distractions
6. Providing assistance
7. Contacting the school if homework is seldom or never brought home

#### RETENTION/PROMOTION POLICY-MIDDLE SCHOOL (6-8)

Any student whose academic achievement and performance is unsatisfactory in two or more academic subjects may be retained following an evaluation by the administration and faculty. Two or more special area subjects constitute a major subject. In addition to academic achievement and performance, social, emotional, and physical factors are given consideration as part of the total evaluation process for retention or promotion.

Summer school may be offered for students in grades 7 and 8 who fail more than one subject. Students may achieve credit in summer school for no more than two failed subjects.

#### ACADEMIC/CITIZENSHIP ELIGIBILITY FOR SPORTS/EXTRA CURRICULAR ACTIVITIES

Students will be evaluated on a weekly basis by their teachers to determine if they maintain the academic and citizenship standards necessary to qualify for participation in sports and extra-curricular activities. Satisfactory grades must be maintained in all subjects (both academic and special areas) in order to remain eligible.

#### WAYNE HIGHLANDS SCHOOL DISTRICT-ATHLETIC CODE

1. No student shall be eligible to represent his/her school in any athletic contest unless he/she has been carefully examined by the school physician and his/her condition pronounced satisfactory. A certificate to that effect, together with his/her parents or guardians consent and signed athletic policy shall be filed with the athletic director. A forms package is provided to each student athlete by the athletic director. It must be completed and returned prior to a student's participation. The only exception to the rule is for cheerleading for which a physical is not required.
2. A co-payment school insurance policy is provided to all student athletes and cheerleaders during their season. All claims must be filed through the school nurse. If your child requires medical attention please have them obtain the **Medical Claim Form** from the school nurse, or contact the nurse at the school your child attends.
3. Practice and game attendance rules will be decided by the coach, however students must be in school by 11:30 am to participate in practice or athletic events.
4. If a player wishes to leave a team he/she should consult with the coach. A player who merely quits without notifying the coach and discussing the situation may make himself/herself ineligible for athletic awards in any sport.
5. All athletic equipment issued to you is your responsibility and must be given the best care. All equipment issued must be returned in a timely fashion. Lost or damaged equipment must be paid for or report cards and athletic awards will be held until payment is made. You will also not be allowed to begin practice in another sport until this obligation has been fulfilled.
6. All athletes must travel to and from all athletic contests with the team unless permission is granted by a coach and principal to do otherwise. The coach may grant permission for an exception to this rule after consulting with the athlete's parents.
7. You are guests at away contests; please be respectful during that time. Any misconduct on your part is a reflection on the good reputation of your school, your team, and your coach.
8. It is expected that athletes will dress in a manner representative of their school and community.
9. Officials are selected because of their training and experience. Respect their judgment and decisions.
10. Only **seniors** with early dismissal who do not return to school prior to practice may drive to the sports complex. They may **not** transport other students to practice. Baseball, Field Hockey, Track & Field and Tennis athletes must park in the lot adjacent to the bridge leading from the football field. Soccer and Softball players may park in the lot located at the Stourbridge School, however they must continue on Lakeside Drive to the road adjacent to the Lakeside School, and follow that road to the back parking lot. Violations will be handled under the section dealing with citizenship issues.
11. A student must realize that participation on a sports team may not be used as an excuse to neglect schoolwork, or cause poor attendance.

12. All students must be passing four subjects that meet five days a week to be eligible to participate in athletics. If a student is not passing four classes at the end of a marking period, they are ineligible for fifteen days from the day report cards are distributed. At that time they must deliver progress reports from their teachers to the Athletic Director to regain eligibility. (Students **may** practice with the team but **may not** travel to away contests with the team).
13. Citizenship referrals will be handled by the athletic director. Violations will carry penalties ranging from a warning, contest suspensions, or dismissal from the team. Citizenship issues include behavior in class, in the halls, and at all school events. Profanity and obscene language have no place in athletics. Athletes should realize that improper language accomplishes nothing.
14. Any athlete guilty of stealing or involved in malicious conduct will be suspended from the team for the sports season and could be ineligible for a letter and/or post-season awards, while also facing disciplinary sanctions. Conduct which is embarrassing to the athlete, team, or school could result in suspension from the team, ineligibility for a letter and/or post-season awards.
15. Possession, use and/or distribution of tobacco products, alcohol and/or other drugs by any student involved in interscholastic athletics is strictly prohibited. This includes any drug for which a prescription is required, unless the student is taking it under doctor's orders. If it is determined that a student has violated this policy during the time he/she is a member of an interscholastic athletic program, the following disciplinary actions will be administered:
  - a. Violation occurs during the school day, on school property or during a school sponsored activity:
    - i. Tobacco Possession/Use:
      1. First offense-student is suspended from the next contest.
      2. Second offense-student is suspended from all team activities for one calendar week and is ineligible for a letter.
      3. Third offense-student is dismissed from the team.
    - ii. Possession, use or distribution of alcohol or other drugs:
      1. Any offense-student is suspended from all interscholastic athletic activities during the school suspension, and is ineligible for a letter in the affected sport(s).

**Note: The above enumerated disciplinary actions are in addition to regular school disciplinary responses.**
  - b. Violation occurs at a time or place other than during the school day, on school property or during a school sponsored activity:
    - i. Tobacco possession/use-same penalties as in #1 above
    - ii. Possession, use or distribution of alcohol:
      1. First offense-student is suspended from all interscholastic athletic sport(s) for the duration of the season and is ineligible for a letter in the affected sports(s).
      2. Second offense-student is suspended from all interscholastic athletic activities for 52 calendar weeks.
    - iii. Possession/use or distribution of drugs (controlled substances):
      1. Any offense-student is suspended from all interscholastic athletic activities for 52 calendar weeks and is ineligible for a letter in the affected sports(s).
  - c. Any penalties that have not been completed as of the last day of school in a given school year will be continued in the next school year, beginning with the first legal day of practice for Fall sports and continuing through the school suspension. (Students may not practice with the team until the suspension has been completed).
16. Athletic awards criteria is under constant review and subject to change during the school year. Your coach is the best source of current information on this subject.
17. The Athletic Code is composed of minimum standards of conduct. Coaches may have more stringent requirements and may impose additional penalties for violations. If so, coaches must publish their rules, have them approved by the administration, and have them signed by the athletes and their parent/guardian and provide copies to the administration and the athletic director.
18. This document will remain in effect for one year from the signed date.

WAYNE HIGHLANDS SCHOOL DISTRICT  
Wayne Highlands Middle School

482 Grove Street

Honesdale, PA 18431

Phone: 570-253-5900 Fax: 570-253-5259

**PHYSICIAN/HEALTH CARE PROVIDER ORDER FORM FOR MEDICATIONS TO  
BE ADMINISTERED DURING SCHOOL HOURS**

STUDENT'S NAME: \_\_\_\_\_ GRADE/SECTION: \_\_\_\_\_

MEDICATION: \_\_\_\_\_

Diagnosis/Indications student needs this medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Time to be given: \_\_\_\_\_

Frequency: \_\_\_\_\_

Special Instruction: \_\_\_\_\_

Possible Adverse Reactions: \_\_\_\_\_

Duration of treatment: \_\_\_\_\_

Health Care Provider Information:

\_\_\_\_\_

Date Signature of Physician/Health Care Provider

\_\_\_\_\_

Address Print Name

\_\_\_\_\_

City State Zip Phone #

Parent Information:

Permission is granted for my child to receive the medication, described above, during school hours. I do hereby release, discharge and hold harmless the Wayne Highlands School District, its agents and employees, from any and all liability and claims whatsoever for the administration of the above medication to my child.

\_\_\_\_\_

Date Signature of Parent/Guardian Phone #



# Wayne Highlands School District

GREGORY J. FRIGOLETTO  
SUPERINTENDENT

TIMOTHY M. MORGAN  
ASST. SUPERINTENDENT

JEFFREY R. FIRMSTONE  
BUSINESS MANAGER

474 GROVE STREET  
HONESDALE, PENNSYLVANIA 18431-1099  
Telephone 570-253-4661  
Fax No. 570-253-9409

LOTHAR C. HOLBERT  
BOARD PRESIDENT

DIANE MOTT  
BOARD SECRETARY

Dear Parent(s) or Guardian(s):

The Wayne Highlands School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff, and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. (Applications will be made only after normal school hours.) Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the District in writing. Please include your E-mail address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem (ex. stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-contained baits placed in areas not accessible to students; and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the District will prepare a new notification registry.

If you have any questions, please contact Kevin Lowe, IPM Coordinator at 570-253-3460.

Sincerely,



GREGORY FRIGOLETTO  
*District Superintendent*

GF:kl

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**MISSION:** TO PROMOTE A SCHOOL-COMMUNITY ALLIANCE DEDICATED TO:  
• DYNAMIC EDUCATIONAL PROCESSES • SUCCESS FOR ALL STUDENTS  
• LIFELONG LEARNING • RESPECT FOR ONESELF AND SOCIETY

"An Equal Opportunity Employer and Educational Organization"

## DISCIPLINARY CODE

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- XI. Locker Searches
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- XIII. Visitors
- XIV. Classroom Visitation
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I. INTRODUCTION AND PHILOSOPHY

The ultimate objective of the Wayne Highlands School District Disciplinary Code is to bring about responsible student behavior by carefully defining unacceptable acts and by prescribing their consequences. In establishing and administering this code of conduct, the Wayne Highlands School District believes that the students will learn self control. There will be an orderly instructional climate, and the safety and welfare of the students and employees will be better guaranteed. In addition, the School District believes that students will ultimately become responsible, law abiding citizens.

In dealing with disciplinary matters, the School District believes it must be consistent in the administration of punishments. However, it is impossible to administer any code that prescribes a rigid system of mandatory disciplinary responses for each specific offense. Such a system would ignore the specific circumstances surrounding some instances of misconduct. On the other hand, it is equally impossible to administer a discipline system on a case by case basis. This method would reproduce inequitable decisions and confused students. In order to deal with this dilemma the School District has fixed responses to more serious or repeated types of misconduct and uses several alternative punishments for lesser offenses.

II. STUDENTS' RIGHTS AND RESPONSIBILITIES

a. Rights to Education

RIGHTS-All students between the ages of 6 and 21 have a right to a free public education. This includes the right to education for migratory children, pregnant or married students, and mentally retarded children. Students may not be excluded from extracurricular activities because of being married or pregnant. No student shall be denied a free public education on account of race, religion, sex or national origin.

RESPONSIBILITIES-Students have the responsibility to attend school regularly and to make a conscientious effort in classroom work, to conform to present school rules and to share with school adults the responsibility to develop a climate within the school which is conducive to wholesome learning and living. Students are expected to be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property, to attend school daily, except when excused, and to be on time to all classes and other school functions; to make necessary arrangements for making up work when absent from school, to pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.

b. School Rules

RIGHTS-Students have the right to work through proper channels to help change those rules they feel are unreasonable or outdated.

RESPONSIBILITIES-Students have the responsibility to assume that all rules are in effect until they are rescinded or waived. Students should obey all rules while working through channels to change them. Students have the obligation to realize that the Wayne Highlands School Board has the authority to make reasonable and necessary rules governing the conduct of students in school

c. Corporal Punishment

RIGHTS-Use of corporal punishment (defined as physically punishing a student for an infraction of the discipline policy) is prohibited. Teachers and school authorities may use reasonable force to quell a disturbance, obtain possession of a weapon or other dangerous objects, for self-defense, or for the protection of persons or property

RESPONSIBILITIES-It is the responsibility of each student to respect the rights of teachers, students, administration, and all others who are involved in the educational process.

d. Discrimination

RIGHTS-Students have the right to be treated by other students, faculty, and administrators with dignity and respect.

RESPONSIBILITIES-Students have the responsibility to treat other students, faculty and administrators with dignity and respect and without discrimination.

e. Exclusions From School

RIGHTS-The Board of School Directors of the Wayne Highlands School District reserves the right, under law, to exclude students from school for offenses such as, but not limited to, poor school citizenship, disrespect for school personnel or property, poor or unexcused school attendance, unacceptable health or safety standards, poor ethical or moral values, and drug or alcohol involvement.

RESPONSIBILITY-It shall be the responsibility of the student and his parents or guardian, if necessary, to be present at the proper time and place of a scheduled hearing.

RIGHTS-Students excluded from classes or school for (1) to (3) days must be informed of the reason for the exclusion and given the opportunity to respond before the exclusion becomes effective. All exclusions from classes for more than (10) consecutive days and all exclusions from school of more than three (3) days, up to ten (10) consecutive days, shall require

an informal hearing involving the administration, student and parent. All exclusions from school for more than ten (10) consecutive days shall require a formal hearing with the administration, student, parent and committee of the Wayne Highlands Board of Education. The expulsion shall require a vote of the full board. Students may be permitted to make up missed work while being excluded from classes or school for one (1) to ten (10) days.

RESPONSIBILITY-It is the responsibility of the student to make arrangements with all teachers on the day he returns to make up work missed. All work must be made up within three (3) days after the final day of suspension according to established building procedures.

f. Freedom of Expression

RIGHTS-The rights and limits of students with regard to freedom of speech, press, religion, and assembly, shall be in accord with the constitution and laws of the State of Pennsylvania and the United States of America

RESPONSIBILITIES-Each student has the responsibility to accept and respect the rights of others and to conduct himself within legal limits which do not violate the laws of obscenity and libel.

g. Flag Salute

RIGHTS-Students, if they wish may choose not to salute the flag or recite the Pledge of Allegiance on the basis of personal belief or religious conviction.

RESPONSIBILITIES-Every good school citizen should show proper respect for his country or flag, the rights of those students electing to salute the flag should be respected by those who wish to refrain.

h. Hair and Dress

RIGHTS-A student shall be free to determine his own dress and grooming according to policies and traditions consistent with the normal good grooming displayed by students of the Wayne Highlands School District.

RESPONSIBILITIES-A student is responsible to dress in such a way that his appearance or dress does not endanger the health or the safety of others, damage property, or disrupt others in the educational process. Students are required to wear a prescribed type of clothing while participating in physical education classes.

i. Confidential Communications

A student's record shall be available to the student and/or parents or guardian according to policies adopted by the Wayne Highlands Board of Education, in November, 1974, and at the convenience of authorized school personnel. The record will not be released without prior written approval of the student and/or his/her parents or guardian to outside agencies except those listed in the adopted policy.

j. Searches

RIGHTS-A student's personal property is subject to the applicable provision of the United States and Pennsylvania Constitutions. Books and lockers are to be considered property of the School District and are subject to search, by authorized school personnel, without student knowledge, if contraband is suspected.

RESPONSIBILITIES-A student is responsible not to harbor or possess any material, the possession of which is in violation of the law or which may be harmful to person or property.

### III. DISCIPLINARY RESPONSES

At the discretion of the administration and based upon the information provided by the faculty and staff, disciplinary action may be taken for infractions of school rules and regulations. When a prescribed number of demerits have been accumulated, a student may be excluded from classes at school:

Infraction may include:

- i. Poor school citizenship
- ii. Disrespect for school personnel
- iii. Disrespect for school property
- iv. Unexcused school absense
- v. Tardiness to homeroom or class
- vi. Unacceptable manners or dress
- vii. Inconsideration for school appearance and cleanliness
- viii. Unacceptable health or safety standards
- ix. Loitering in lavatories

Following are a list of penalties that may be imposed for various types of student misconduct.

a. Loss of Privileges

This penalty shall consist of a student losing a specific privilege for a specific period of time. Examples of such privileges may be as follows: recess, library passes, corridor passes, early dismissal, eating lunch with peers, bus privileges, and

activities period. This penalty may either be administered for misuse of the privilege or as a general penalty for misconduct.

- b. Detention  
Students may be assigned detention for violating school rules. Any disciplinary offenses while in detention shall be considered a major disciplinary infraction and shall make a student liable for a suspension. Detention supersedes all other school activities.
- c. Exclusion from Classes (In-School Suspension)  
Students excluded from classes shall report to the principal or assistant principal during the days he/she is assigned this punishment. Students shall report with assignments and are expected to do assigned academic work the entire school day.
  - i. No student may be excluded from classes unless he/she has been informed of the reason(s) for the exclusion and has been given an opportunity to respond before the exclusion becomes effective.
  - ii. Communication to the parents or guardian shall follow the action taken by the school.
  - iii. When the exclusion exceeds ten (10) consecutive school days, an informal hearing with the principal shall be offered to the student and his/her parents or guardian prior to the eleventh school day in accordance with the procedures outlined in IV.b., "Informal Hearing".

Students may be excluded from classes for the following offenses:

- 1. Inappropriate behavior
  - 2. Disrespect for school personnel
  - 3. Disrespect for school property
  - 4. Fighting
  - 5. Truancy
  - 6. Leaving school without permission
  - 7. Repeated infractions
  - 8. Using forged notes or excuses
  - 9. Skipping class
  - 10. Theft
  - 11. Threatening others
  - 12. Accumulating a prescribed number of demerits
- d. Exclusion from School (Out-of-School Suspension or Expulsion)

The following provisions pertain to the administration of exclusion from school in the Wayne Highlands School District:

- 1. Exclusion from school may be given by the principal, assistant principal, or a person in charge of the public school.
- 2. No student shall be excluded from school until the student has been informed of the reasons for the exclusion and given an opportunity to respond. Prior notice of the intended exclusion need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- 3. The parents or guardian and the superintendent of the district shall be notified immediately, in writing, when the student is excluded.
- 4. When the exclusion exceeds three (3) school days, the student and his/her parents or guardian shall be given the opportunity for an informal hearing, consistent with the requirements set forth in IV.b. "Informal Hearing".
- 5. Students shall have the responsibility to make up exams and work missed while being disciplined by exclusion from school and shall be permitted to complete these assignments, within guidelines established by the respective school.
- 6. When an exclusion from school exceeds ten (10) school days, the student and his/her parents or guardian shall be given the opportunity for a formal hearing in accordance with the procedure of IV.a. "Hearings".
- 7. During an exclusion from school a student will not be permitted to attend school district-sponsored programs or events, and will not be permitted to be present on any school district property or buses. These restrictions may be waived with the approval of the appropriate administrator(s).

All expulsions require a prior formal hearing in accordance with the procedures on IV.a. "Hearings"

- 1. During the period of the hearing and decision of the Board of School Directors, the student shall be placed in his normal class, except as set forth below.
- 2. If it is determined, after an informal hearing, that a student's presence in his normal class would constitute a threat to the health, safety, morals, or welfare of others, and it is not possible to hold a formal hearing within ten (10) days, the student may be excluded from school for more than ten (10) consecutive school days, provided the formal hearing is not unreasonably delayed. Any student so excluded, shall be provided with alternative education, which may include some home study.
- 3. Students who are less than 17 years of age are still subject to the Compulsory School Attendance Law, even though excluded from school and must be provided an education
- 4. The initial responsibility for providing the required education rests with the student's parents or guardian, either through placement in another school, tutorial or correspondence study, or other educational program approved by the district's superintendent.
- 5. If upon written evidence but in no event longer than thirty (30) instructional days, the parents or guardian are unable to secure an approved education program, the student's School District has the responsibility to make some provision for the child's education.
- 6. If the approved educational program is not complied with, the School district may take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

The following is a list of offenses that may be punishable by exclusion from school:

1. Possession/use/furnishing/selling controlled substances (drugs, alcohol) in school, on school property, on a school bus or at/on a school-sponsored trip or activity.
2. Fighting
3. Smoking
4. Vandalism
5. Assault
6. Extortion
7. Terroristic threats/acts
8. Possession/use/transfer of dangerous weapons
9. Possession/theft/sale of stolen property
10. Arson
11. Repeated disciplinary offenses

#### IV. HEARINGS

The Wayne Highlands School District recognizes that education is a fundamental right and that students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving an exclusion from school in excess of ten (10) days, the student is entitled to a formal hearing which is a fundamental element of due process. In cases involving exclusion from classes or exclusion from school for ten (10) days or less, students are entitled to an Informal Hearing.

##### a. Formal Hearing

A formal hearing is required in all cases of exclusion from school exceeding ten (10) days. This hearing may be held before the Board of School Directors or a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board. A majority vote of the entire School Board is required to expel a student.

The following due process requirements are to be observed with regard to the formal hearing:

- i. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
- ii. Sufficient notice of the time and place of the hearing must be given.
- iii. The hearing shall be held in private unless the student or his/her parents or guardian request a public hearing.
- iv. The right of the student to be represented by counsel.
- v. The right of the student to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
- vi. The right of the student to request that any such witnesses appear in person and answer questions or be cross-examined.
- vii. The right of the student to testify and present witnesses on his own behalf.
- viii. A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
- ix. The proceeding must be held with reasonable speed.

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal court.

##### b. Informal Hearing

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being excluded from school, or to show why the student should not be excluded from school.

The informal hearing is meant to encourage the student's parent or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

The following due process requirements are to be observed in regard to the informal hearing:

- i. Notification of the reasons for the exclusion shall be given, in writing, to the parents or guardian and to the student.
- ii. Sufficient notice of the time and place of the informal hearing must be given.
- iii. The right of the student to question any witnesses present at the hearing.
- iv. The right of the student to speak and produce witnesses on his own behalf.
- v. The district shall offer to hold the informal hearing within the first five (5) days of the exclusion.

#### V. ALCOHOL AND OTHER DRUGS POLICY

##### Preface

This policy, including the rules, regulations and guidelines, is a concerted effort by the Wayne Highlands School District to openly and effectively respond to the current uses and abuses of drugs, alcohol, and mood-altering substances by the members of our student population.

### Statement of Policy

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Wayne Highlands School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the student population.

### Definition of Terms

*Drug/Mood-Altering Substance/Alcohol*-shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include, but are not limited to, beer, wine, liquor, marijuana, cocaine, crack, hashish, chemical solvents, glue, depressants, stimulants, steroid, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record, and given in accordance with the school district's policy for the administration of medication to students in school.

*Crisis Intervention Counselor*-is a certified program specialist with an expertise in the area of social restoration and student high-risk behaviors.

*Distribution*-deliver, sell, pass, share or give any alcohol, drug, or mood-altering substance, as defined in this policy, from one person to another or to aid therein.

*Possession*-Possess or hold, without any attempt to distribute, any alcohol, drug, or mood-altering substance determined to be illegal or as defined in this policy.

*Cooperative Behavior*-Shall be defined as the willingness of a student to work with the staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the staff and school personnel

*Uncooperative Behavior*-is resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and truancy shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

*Drug Paraphernalia*-includes any utensil or item which, in the school's judgement, can be associated with the use of drugs, alcohol, or mood-altering substances. Examples included, but are not limited to: roach clips, pipes and bowls

### Rules and Regulations

A student who, on school grounds, during a school session, or anywhere at a school-sponsored activity, demonstrates behavioral evidence of, or admits to being under the influence of alcohol, drugs, or mood-altering substances, or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug, shall be subject to discipline pursuant to the provision and procedures outlined in the Wayne Highlands School District's Discipline Code.

### School Guidelines

An integral part of the Wayne Highlands School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood-altering substance, and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent, minimum disciplinary means to respond to drug, mood-altering substances, and alcohol related events. The Wayne Highlands School District will provide a safe and healthy environment for students, with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse, even if the same is not provided for specifically in any rule or regulation enumerated herein.

### Penalty-Alcohol and Other Drugs Policy

If it is verified by the building administrator that a student has violated the above policy in regard to alcohol and other controlled (drug) use, or behavior, the following steps shall be taken:

1. The parents or guardian shall be notified immediately.
2. The local or State Police may be notified, and a juvenile petition will be filed as a minimum.
3. The Wayne Highlands School District Student Support Team or Wayne Highlands School District Crisis Intervention Counselor will be notified immediately.
4. The student shall initially be excluded from school for a ten day period following an informal hearing. During this ten day period the parent may, if they wish, request a formal hearing. It is the general intent of the Wayne Highlands School District Board of Education to exclude from school for one full year (180 days) any student who has violated the drug policy and for 45 days any student who has violated the alcohol policy. The formal hearing may also be required to consolidate agency recommendations, consider additional disciplinary measures, the student's school program and the potential conditions of a return to school.

VI. In order to insure the safety of all students riding on district buses, the following rules have been initiated:

- a. The student shall at all times sit in the seat assigned by the school bus driver and shall not leave that seat while the bus is in motion.
- b. The student shall not at any time use foul or offensive language or interfere with the rights of other students.
- c. The student shall promptly observe reasonable and logical instructions given by the school bus driver.
- d. The student shall wait for the school bus to come to a full stop before boarding the bus and shall then immediately proceed to his/her assigned seat.
- e. At dismissal time, the students shall wait on the walkways behind the curb for their assigned buses. The bus driver will not open the doors to permit students to board the buses unless they are in single file.
- f. The student shall not project any part of his body out of the school bus window nor throw any objects from a school bus. Throwing of any object within the school bus is prohibited. Spitting is also prohibited on or from the bus.
- g. The student shall not at any time place books, bookcases, musical instruments or other obstructions in the school bus aisle.
- h. The student shall not interfere with, or tamper with any mechanical equipment of the school bus.
- i. The student shall at all times observe accepted standards of health and cleanliness, and shall assist the school bus driver in keeping the bus neat and orderly.
- j. Use or possession of Tobacco Products or Alcoholic Beverages or Controlled Substances will NOT BE PERMITTED.
- k. Students shall board and exit buses at assigned stops only.
- l. Students visitor requests must be pre-approved verbally by the bus driver or Contractor 24-48 hours in advance. If the driver says he or she has room, a parental permission slip must be presented directly to the driver on the day requested by an student in grades 5-12. Students in grades K-4 should follow the same procedures except that they must have permission slips signed by the School Office prior to presenting it to the bus driver. It should be noted that the bus driver has the final say regarding available room on the bus.
- m. Only students who have a properly completed late bus pass will be allowed to ride the late bus.

When one or more of the above regulations have been violated, the following procedure shall be followed:

1. A misconduct report will be filed with the building principal of the school the student attends, by the bus driver. The building principal will, on the first reported offense, mail a copy of the bus conduct report to the student's parents or guardian. The exception to this rule is the possession or use of controlled substances, smoking, or alcohol beverages on the bus which shall result in immediate suspension from the bus.
2. If a second misconduct report is filed by the bus driver, the building principal will take appropriate corrective action which may result in taking away the student's privilege of riding the school bus for up to three (3) school days. The building principal will notify the parent or guardian of his/her decision by phone followed by a letter to the student's parent or guardian, with a copy of the bus conduct report attached. A copy of this letter is to be sent to the supervisor of transportation.
3. If a student is suspended from riding a bus a second time, the student and his/her parent or guardian will be required to meet with the principal and bus driver before his/her privilege of riding the bus will be restored.
4. If a third suspension is invoked, the student may lose bus privileges for the remainder of the school year.
5. During any suspension from bus riding privileges, it will be the parent's responsibility to transport the student to and from school.
6. The cost to repair vandalism shall be paid to the bus owner by the responsible student or the student's parents or guardian. Failure to reimburse the owner or make suitable arrangements with the owner within thirty (30) days, may result in the loss of riding privileges until settlement is made.

## VII. FIGHTING

Fighting on school property is not permitted at any time. This includes the time when students leave home in the morning until the time it normally takes them to return home after school each day. In addition, fighting is prohibited during any school-sponsored activity. Disciplinary action shall be at the discretion of the appropriate administrator.

## VIII. ATTENDANCE POLICY

### Absence

After an absence, a student must present an excuse to his homeroom teacher signed by a parent or guardian within three (3) school days following his return. Absences will then be marked as "excused" or "unexcused". Students who are truant shall be disciplined according to guidelines established in each school. A student who is illegally absent more than three (3) days in a particular school year, shall receive a warning issued by the School District. This warning shall inform the parents or guardian that, on the next and subsequent absences, the School District may file a petition with the District Magistrate in order to ensure that the student complies with attendance regulations.

### Excessive Absence

Regular school attendance is of the utmost importance regarding satisfactory promotion and course completion or award of credit. Successful completion of tests does not totally indicate that a student has mastered a particular grade or course. Excessive Absenteeism extremely inhibits students from gaining information covered in class lectures and discussions and, consequently, may prevent students from being promoted or from receiving credit for particular courses. Respective schools within the Wayne Highlands School District shall develop appropriate procedures for dealing with students who are excessively absent. At a minimum, these procedures shall result in school/parent conferences.



IX. VANDALISM OF SCHOOL PROPERTY

Students who vandalize school property, school buildings, equipment, grounds, or busses, shall be required to repair or make restitution to damaged property. In addition, students may be excluded from classes or school and may also be reported to the local police for prosecution.

X. TOBACCO USE POLICY

PURPOSE-Wayne Highlands School District recognizes that use of tobacco by students presents a health and safety hazard which can have serious consequences for both users and nonusers.

DEFINITION-For purpose of this policy, tobacco shall be defined as a lighted or unlighted cigarette, cigar and pipe; other lighted smoking products; and smokeless tobacco in any form . (Definition-Act 145, December 4, 1996)

AUTHORITY-Students are prohibited from possessing and using tobacco products or look-alike products at any time in a school building, on a school bus, and on school property. The school district shall initiate prosecution of a student who violates the tobacco use policy. (Authority-Act 145, December 4, 1996)

GUIDELINES-A student convicted of possessing or using tobacco in a school building or on a school bus or school property shall face disciplinary action and may be fined up to \$50 plus court costs or admitted to alternative adjudication. (Guidelines-Act 145, December 4, 1996)

XI. LOCKER SEARCHES

School searches by administrators are allowed by law (People vs. Jackson-New York). A New Jersey Court said, "Privacy rights of public school students must give way to the overriding governmental interest in investigating reasonable suspicions".

Administrators of the Wayne Highlands School District may, in the course of their normal duties, conduct a search of student lockers if there is reasonable suspicion for the search. It is recommended that a witness be present during the search as well as the student whose locker is being searched; however, it is recognized that this is not always possible.

Students will not be allowed to use backpacks or book bags during school. These items may be used to transport materials to and from school, but may not be used during the day.

When students enter upon school property, they should not have any reasonable expectation to privacy for their lockers, their book bags, or other personal belongings. In the interest of safety of all students, these items may be searched if there is reasonable suspicion.

XII. DANGEROUS WEAPONS

Carrying, bringing, using or possession of any dangerous or deadly weapon in any school building, or on school grounds, in any school vehicle or at any school sponsored activity is prohibited. The intent of this paragraph includes transporting weapons in privately owned vehicles used to transport students to school. Violation of this policy shall require that the proceedings for the expulsion of the student involved shall be initiated immediately by the appropriate administrator, as well as possible criminal or juvenile delinquency prosecution. Exceptions to this policy can be made on a case by case basis due to mitigating circumstances.

DEFINITION-Weapons-an instrument of any kind that can be used to cause harm to an individual. While not inclusive, weapons include handguns; rifles, shotguns, spring gun, air gun, slingshot, bludgeons or clubs, brass knuckles or artificial knuckles, knives or swords, any explosive; including ammunition, dangerous chemicals, razors, or any instrument which, in the judgment of the administration, could be used as weapon or mistaken for one. Thus, imitation weapons are included.

PENALTY-The penalty for possessing a dangerous weapon as noted above is a 180-school day expulsion.

XIII. VISITORS

The Board welcomes and encourages visits to school by parents or guardians or by other taxpayers of the community or interested educators. To insure order in the schools, it is necessary for the Board to establish guidelines governing such school visitations.

The School Code provides that the sole responsibility to make regular visits to the various schools of the district and to report to the Board concerning such visits is vested by the District Superintendent. Therefore, the District Superintendent has the authority and responsibility to implement these guidelines.

The District Superintendent or Building Principal shall have the authority to prohibit entry of any person to a school of this district unless or until the following procedures have been complied with:

- a. If the visitation is for a parent or teacher-initiated parent conference, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting school for this purpose shall register at the office of the Principal prior to proceeding to the conference site.
- b. If the visitation is for any other purpose, arrangements must be made in advance through the office of the Building Principal.
- c. All visitors must register at the office of the Building Principal upon arrival.
- d. No visitor may confer with a student in school, other than a student of whom he/she is the parent or guardian, without prior permission of the Building Principal.

- e. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the Building Principal and the District Superintendent.

#### XIV. CLASSROOM VISITATION

Visitation of classrooms by persons other than school employees while a class is in progress invariably leads to disruption of the learning process. Accordingly, such visitations are not encouraged. Such visitations may be specifically subject to the preceding and to the following additional guidelines:

1. When the classroom teacher of a student requests that a parent or guardian be allowed to observe a class for a specified period and approval is obtained from the building principal.
2. When a specified period of observation by the parent or a recognized professional on behalf of the parent or guardian is approved by the Director of Special Education and District Superintendent as a necessary part of the evaluation or reevaluation of an exceptional or thought to be exceptional student.

#### XV. STUDENT SEXUAL HARASSMENT

**PURPOSE-**Sexual harassment is a form of sex discrimination which violates Section 703 of the Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. SC2000e, et seq.

It is the policy of the Wayne Highlands School District to maintain a learning and working environment that is free from sexual harassment. The Wayne Highlands School District prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of the Wayne Highlands School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The Wayne Highlands School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school district.

Each year the Wayne Highlands School District will review with its student body, the district's sexual harassment policy as well as continue to educate its students about sexual harassment. A variety of grade/age appropriate methods such as review of student handbook, assemblies, guidance classes and classroom instruction will be used.

**DEFINITIONS-**Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education.
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

In essence, sexual harassment is unwelcome sexual behavior that makes a person feel unsafe or uncomfortable.

**EXAMPLES-**Examples of the various types of sexual harassment may include:

1. Physical-standing in someone's way or standing too close, bumping into someone or brushing against a person on purpose, or patting, hugging, kissing, grabbing, touching or pinching.
2. Verbal-threats, insults, sexual jokes, remarks or suggestions, notes, letters, graffiti, whistling, catcalls, rude noises, and pressure to go out on a date.
3. Non-verbal-sexual pictures or drawings, staring at someone's body parts, gestures or looks (winking or suggestive body movements), mimicking or patronizing in an insulting way.

It is important to remember that an action is probably sexual harassment if it makes a person feel uncomfortable or threatened. It does not matter what the harasser intended.

**COMPLAINT PROCEDURE-**In all instances, the student is expected and encouraged to make an effort to inform his/her harasser that the behavior is unwelcome. He/she may do so either personally or through a third party such as a teacher, school nurse, guidance counselor, or building principal. Failure to do so, however, does not suggest that the behavior is welcome. Should the unwelcome behavior persist, the appropriate course of action shall be taken. Should the complaint involve a district employee, course of action shall follow district policy.

**CONFIDENTIALITY-**The substance of the complaint and the names of the complainant and the harasser will be disclosed only to the extent necessary to conduct an adequate investigation.

**REPRISAL-**The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## XVI. BULLYING

**Purpose:** The Wayne Highlands School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

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

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

Bullying, as defined in this policy, includes cyberbullying and shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Examples of bullying include:

1. Physically harming a student.
2. Damaging, extorting or taking a student's personal property
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**Authority:** The Board prohibits all forms of bullying by district students. The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, during the time students necessarily spend traveling to and from school or school-sponsored activities, or at a designated bus stop

**Delegation of Responsibility:** Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

**Intervention:** Teachers who observe acts of bullying shall take reasonable steps to intervene to stop such conduct, unless intervention would threaten a teacher's personal safety. The nature of the intervention will vary depending upon the age of the student (both the victim and aggressor), the severity of the bullying and the student's involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

**Guidelines:**

**Development of Educational Programs:** The district may develop and implement bullying prevention and intervention programs. Such programs shall increase the awareness of the problems of bullying, provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

**Student, Parent/Guardian and Employee Reporting:** The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.

If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal. Other school employees who observe acts of bullying shall report that conduct to the building principal.

**Investigation procedures**

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians or employees. Any investigation of a report may include meetings with students, parents/guardians or employees; a review of student records and other reasonable efforts to better understand the facts surrounding a reported incident.

## Consequences/Discipline

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities.

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/guardians.

## Dissemination and Training

This policy shall be:

1. Included in the Disciplinary Code and student handbook, which shall be disseminated annually to students.
2. Accessible in every classroom.
3. Conspicuously posted on this district's website and in a prominent location within each school building where notices are usually posted.
4. Discussed as part of the orientation of each new teacher and periodically in staff development workshops.

**Confidentiality:** The Wayne Highlands School District recognizes that both the complaining student and the alleged bully/extorter have strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Education Privacy Rights Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or designee may inform the complaining student/parents/guardians/ of the outcome of the investigation.

## Reprisal

Any student who retaliates against another student for reporting bullying or extortion, or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

## Interplay With Other School District Policies

Nothing in this policy shall prevent school employees from enforcing, imposing discipline or fulfilling their professional responsibilities under other school district policies or student disciplinary rules.

This policy shall not be interpreted as preventing a student or parent/guardians from filing a complaint under the school district's anti-harassment policy.

## References:

School Code-24 P.S. Sec.1302-A, 1303.1-A

State Board of Education Regulations-22 PA Code Sec. 12.3

Family Educational Rights and Privacy Act-20 U.S.C Sec. 1232g

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations-34 CFR Part 99

Board Policy-216, 218, 233, 236, 248