

Wallenpaupack Area School District

High School Handbook

2014-2015



Administration Office
2552 Route 6
Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Silsby, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone-(570) 226-4557 x3000.

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DISTRICT INFORMATION

Mission Statement

The Wallenpaupack Area School District's mission is to provide an educational environment that promotes excellence for all students, thereby developing life-long learners who are responsible citizens.

Introduction

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

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

This handbook is arranged with general district information and policies first, followed by information specific to the grade level and/or building. Any policies referenced in this handbook can be found on the district web site, <http://www.wallenpaupack.org>.

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

District Phone: (570) 226-4557

District Website: <http://www.wallenpaupack.org>

Board of Education

Mr. John F. Spall, President	Mr. John Drake	Mr. Michael Spencer
Mr. John Kiesendahl, Vice-President	Mr. Michael Romeo	Mr. Robert Schwartz
Mr. Gary Beilman, Treasurer	Mrs. Lisa Smith	
Mrs. Jennie Hildebrand, Secretary (Non-Member)		

Wallenpaupack Area Administration

Superintendent.....	Mr. Michael R. Silsby
Assistant Superintendent	Dr. Lorraine Kloss
Assistant Superintendent	Dr. Joann Hudak
Director of Information Services	Mr. Steven T. Nalesnik
Director of Educational Technology	Dr. Diane Szader
Reading Supervisor	Dr. Linda Fedor
Director of Food Services	Mrs. Brenda Zeiler
Business Manager	Mrs. Kerriann Horan
Solicitor	Mr. R. Anthony Waldron III

Wallenpaupack Area Special Education

Director of Special Education	Mrs. Gwyn Devendorf
Assistant Supervisor of Special Education	Mrs. Donna O'Neill

Wallenpaupack North Primary School

Principal	Mr. Anthony Cavallaro
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Wallenpaupack North Intermediate School

Principal	Ms. Amanda Cykosky
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Wallenpaupack South Elementary School

Principal	Mr. Mark Kirsten
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Wallenpaupack Area Middle School

Principal	Mr. Keith Gunuskey
Assistant Principal	Mr. William Theobald
Alternative Education Coordinator.....	Mr. Frank Williams

Wallenpaupack Area High School

Principal	Dr. Jay Starnes
Assistant Principal.....	Ms. Lisa Tait
Assistant Principal.....	Mr. Jim Kane

School Calendar 2014-2015

Wednesday	August 27, 2014	Teacher In-Service – No School for Pupils
Thursday	August 28, 2014	Teacher In-Service – No School for Pupils
Tuesday	September 2, 2014	School Opens – Full Day for Pupils and Faculty
Friday	October 17, 2014	Teacher In-Service – No School for Pupils
Tuesday	November 25, 2014	Parent Conferences – Early Dismissal for Pupils
Wednesday	November 26, 2014	Early Dismissal – Thanksgiving Recess Begins
Thursday	November 27, 2014	Thanksgiving Recess – School Closed
Monday	December 1, 2014	Thanksgiving Recess – School Closed
Tuesday	December 2, 2014	School Re-opens
Tuesday	December 23, 2014	Early Dismissal – Christmas Recess Begins
Monday	January 5, 2015	School Re-opens
Friday	January 23, 2015	Teacher In-Service – No School for Pupils
Monday	February 16, 2015	Presidents' Day– School Closed
PSSA/Keystone Exam Testing Dates Winter Keystone Exams: December 3-17, 2014 and January 7-21, 2015 Grades 3-8 English/Language Arts: April 13-17, 2015 Grades 3-8 Mathematics: April 20-24, 2015 Grades 4 and 8 Science: April 27-May 1 Spring Keystone Exams: May 13-27, 2015		
Friday	April 3, 2015	Easter Recess – School Closed
Monday	April 6, 2015	Easter Recess – School Closed
Tuesday	April 7, 2015	School Re-opens
Monday	May 25, 2015	Memorial Day – School Closed
Thursday	June 11, 2015	Teacher In-Service – No School for Pupils
Friday	June 12, 2015	Last Day of School
Friday	June 12, 2015	Graduation

Emergency School Closings

At times during the school year, the District has to consider the possibility of inclement weather and the potential for early snow dismissals and late starts. Listed below are some of the radio and television stations that will carry information regarding late starts and early dismissals. The District website (<http://www.wallenzaupack.org>) will also post emergency school closing information. Please consider tuning to one of these stations in order to receive up-to-date information. School closing information is also available by calling the district office at (570) 226-4557.

RADIO	RADIO	RADIO	TELEVISION
WDGD – 94.3 FM	WARM – 93.0 FM	WSUL – 98.0 FM	WYOU – TV – 22
WKRZ – 98.5 FM	WEJL – 63.0 FM	WDLC – 96.7 FM	WNEP – TV – 16
WDNH – 95.3 FM	WVPO – 84.0 AM	WVOS – 95.9 FM	WBRE – TV – 28
WYCY – 105.3 FM			

A one hour late start means your child will get picked up at his/her bus stop one hour later than the normal hour. A two-hour late start indicates that your child will be picked up two hours later than the normal pick up time.

Please be aware that early dismissals may occur for a variety of reasons – snow, flooding, heating malfunctions, bomb threats, or other “local state of emergency” situations. When a “state of emergency” is declared, all authority rests with the fire department and state police. School personnel are no longer in charge. All personnel and procedures will be directed to ensure the students’ safety. ALL STUDENTS WILL BE BUSSED ACCORDING TO P.M. DISMISSAL INSTRUCTIONS. The school will not be following normal dismissal procedures, i.e., no pick-ups, walkers, bus changes. ALL PARENTS SHOULD DISCUSS AN EMERGENCY PLAN WITH THEIR CHILDREN AND EXPLAIN TO THEM WHAT TO DO IN CASE SCHOOL IS DISMISSED AND NO ONE IS HOME TO WELCOME THEM. Again, each parent, not the school, is responsible for assuring that his/her child knows what they should do and where they should go if dismissed early. In homes where parents work, the family should make special arrangements with a neighbor or have some other safe back-up arrangements.

Family Educational Rights and Privacy Act

The Wallenzaupack Area School District Board of Education Policy, “Student Confidential Records – Family Educational Rights and Privacy Act,” is available for review at all school locations and the administration building.

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children’s education records. They include:

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

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failure by Wallenpaupack Area School District to comply with the requirements of FERPA.
- The right to obtain a copy of Wallenpaupack Area School District's student records policy. You can obtain a copy of the policy from the principal's office in each school within the district.

The district may disclose "Directory Information" from the educational records of a student. The district designates "Directory Information" as:

- Name under appropriate circumstances
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Awards
- Photographic, film or video images created by the school district in conjunction with school sponsored activities/awards

The district may disclose any items listed above without prior written consent unless the building administrator is notified to the contrary in writing by Wednesday, September 24, 2014.

Each building administrator maintains a list of students' names wherein disclosure has been refused. These lists are reviewed and students must be excluded from Directory Information disclosures.

Community Education

Wallenpaupack Area School District offers an extensive community education program year-round, with courses in many diverse areas, including financial management, local history, CPR, fitness, cooking, foreign language, and dog obedience training, to name a few. These courses are offered after regular school hours in one of the district's buildings, typically at a nominal fee or free of charge. Although fall and spring programs are typically geared to adult participants, many of the summer courses are specifically designed for children. Community Education bulletins are sent home with WASD students and offerings are also advertised in local newspapers. Further information may be found on the district's website: <http://www.wallenpaupack.org> - Community Education link. Our instructors are typically teachers and members of the community with special skills and areas of expertise they wish to share with others. Adults interested in offering a course are welcome to contact the district office.

Special Education

Wallenpaupack Area School District, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability.

Child find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education can be made available. The types of disabilities that if found cause a child to need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness, and developmental delay for preschool age children. In addition, school age individuals with IEPs in correctional facilities are entitled to Free Appropriate Public Education, as are "Gifted" students, within the Commonwealth.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called screening activities. The activities include: Review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. Parents who suspect their child is eligible for special education services and programs may request an evaluation at any time through a written request to the building principal. After a child is identified as a suspected child with a disability, he or she is evaluated after parental permission.

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible for and in need of special education supports and services. An individualized educational program is developed and implemented only after parental approval.

All information gathered about your child is subject to the confidentiality provisions contained in federal and state laws. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, the building principal.

If you believe that your school-age child may be in need of special education services and related programs, or your young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the

District's public school program. Requests for evaluation and screening are to be made in writing to the appropriate building principal.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), the building principal may be contacted.

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

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

DISTRICT PROCEDURES AND GUIDELINES

Custody

It is the intent of the Wallenpaupack Area School District to remain neutral toward families split by divorce or separation. If you have a court decree that establishes you as legal guardian, please submit a copy for inclusion in the child's permanent record. This document will be used as a base for working with the custodial parent. In the absence of a specific court order, we cannot deny either parent access to his/her child.

Educational Trips/College Visitation

Upon written request with prior approval, the school district will consider requests for educational trips if the student has maintained a 90% attendance rate prior to the date of the trip during the current school year. This guideline may also be applied to school sponsored educational field trips. Exceptions to the 90% rule will be considered for medical reasons. College visitations are considered educational trips. Students will be permitted up to three college visitations per school year not to exceed a total of five school days. Approval of the length of the trip will be based on the location of the college and the nature of the program the student is attending. Applications for educational travel may be secured in the high school main office or from the school's website.

Field Trips

The administration reserves the right to exclude any student from a field trip based upon a review of his/her academic, behavior, and attendance records.

While on class trips, students are expected to conform strictly to behavioral guidelines as if they were in school. Chaperones have the authority to send home any student involved in a disciplinary offense at parents' expense. In addition to consequences while on the trip, students may be subject to further disciplinary consequences upon their return to school. Participation in the following may be restricted.

- Extracurricular activities
- Class Officer or Student Council
- National Honor Society
- Assemblies
- Senior year activities (i.e. Commencement, Class Night, Prom)

Refund Policy for Class Trips

The school cannot guarantee a refund to a student who fails to meet the school criteria to go on a class trip. Every attempt will be made to return the student's money if he/she fails to meet the criteria, but it should be understood that circumstances may arise which are beyond the school's control, and which may prohibit guaranteeing the return of the money.

Financial Obligations

Students are obligated to return or make restitution for all borrowed books, materials, and equipment. Restitution is also required for damage caused by student carelessness or vandalism. The penalty for failure to resolve obligations by the end of the school year includes the withholding of student privileges and graduation tickets for seniors.

Flag Salute

Opening of school activities includes the recitation of the Pledge of Allegiance and/or playing of the National Anthem. All students will be encouraged to participate in this patriotic activity. Students whose personal beliefs prohibit such actions are not required to participate in this activity provided the school is notified of such, in writing, by the parents or legal guardians. However, non-participating students must not disrupt or otherwise infringe upon the rights of others to participate in this action. Disruption of this ceremony, by any student, will result in disciplinary action.

Fundraising / Selling

Students and student groups are not allowed to sell any items on school grounds without the Principal's permission.

Health Services

Students becoming ill during school hours are to report to their classroom teacher who will issue a pass to the school nurse. If the nurse is not available, the student should report to the high school office. Reporting anywhere else will be considered a class cut. The school nurse, or an administrator, will excuse students from school when necessary. Students

should not call home and ask for someone to excuse them from school without the knowledge of the school nurse.

Students who require the use of crutches, wheelchairs or elevators should provide a note to the office substantiating such a need.

Health Care and Confidentiality of Student Health Information

- The school nurse maintains health records for each student. Parents or guardians are responsible for notifying the school nurse, in writing, for medical needs that may affect a student while in school. Parents/guardians are expected to update this information regularly, especially when a student's needs change. In accordance with School Code Section 14-1409, to the extent necessary to protect the health and safety of a student, staff members will be notified of health conditions that may adversely affect student learning or present a danger to the students. Medical information will only be disclosed by the nurse's office to school staff to the extent necessary to ensure the safety of a student.
- The nurse will administer student vision, hearing, height, weight and dental screenings each school year without parental consent. Parents will be notified if results are below normal as defined by the Pennsylvania Department of Health.
- Physical examinations are required by the state for students at initial entry, at sixth grade and at eleventh grade. Dental exams are required on initial entry into school and in third and seventh grade. If physical and dental examinations are done privately, reports/forms are to be returned to the school nurse by the first week of October. If completed in school, parent/guardian will be informed of any abnormal results.
- Students are encouraged to consult with the school nurse about health concerns and interests, however, ongoing health concerns should be directed to the student's primary health care provider.
- Accurate emergency contact information must be submitted to the school and kept current. It is the responsibility of the student, parent/guardian to notify the school if and when this information changes during the school year.
- When it appears that emergency medical attention is necessary, the student shall be taken immediately to the nearest medical facility deemed appropriate by the emergency medical team.

Medication Guidelines

- All medications (prescription and non-prescription) must be registered with, kept and administered by the school nurse.
- Parents/guardians should transport all medications to school and deliver them to the school nurse. The container must be properly labeled with the amount of medication to be dispensed, the exact time of medication and route of administration of drug.
- Students will not be given non-prescription medications on a routine bases, unless a written order from the attending physician is on file.
- Medications must be picked up by a parent/guardian by the last day of school. Any medications left in the nurse's office will be properly disposed.

- Ingestion of any prescribed or legal drugs or proprietary materials to the point of observable disorientation or physical harm is prohibited for all pupils on school property or at school functions.
- Students who do not follow the medication guidelines may be subject to disciplinary action under the school's drug and alcohol procedures.

Asthma/Allergies

For children with asthma and/or allergies – special treatment is available, if needed. Please contact the school nurse for more information.

BMI

Pennsylvania mandates schools to participate in a Growth Screening Program. As part of this program, all children enrolled in Pennsylvania schools will have their weight and height measured. This information will be used to calculate the child's Body Mass Index (BMI). BMI information will be mailed to parents/guardians each spring.

Immunizations

State law requires evidence of immunization for diphtheria, tetanus, polio, mumps, measles, rubella, hepatitis B and varicella upon the child's initial entry into Pennsylvania schools. The MCV vaccination is required by seventh grade.

Insurance

Bus Accident

In the Commonwealth of Pennsylvania, insurance regulations are established under the no-fault provisions. Therefore, in the event of a school bus accident, you will be required to contact your individual automobile insurance agent or carrier to submit a claim. This will include accidents in which the school bus and another vehicle are involved or which just the school bus itself is involved. There are no options to permit filing a claim directly with the Wallenpaupack Area School District. Your insurance agent or carrier is required to file against the correct individuals on the basis of the claim, which you submit. If you have any questions concerning the no-fault provisions of the law as it pertains to school bus accidents, please contact your automobile insurance agent or carrier.

Children's Health Insurance Program (CHIP)

All uninsured children and teens not eligible for Medical Assistance have access to health insurance in the state of Pennsylvania. The name of the program to apply for is called CHIP—or *Children's Health Insurance Program*. It does not matter how much money your family makes. Many will get it free--others, at a low-cost. Your child may be enrolled in Medical Assistance if family income is below CHIP guidelines. To learn more about the CHIP program, please visit the website: <http://www.chipcoverspakids.com/>

Student Accident

Students are not covered by the school district in the event of an accident. School insurance is available for purchase at a reasonable price for both school-time coverage and 24-hour coverage. This information will be sent home with the student early in the school year. If interested, parents/guardians may purchase this insurance coverage.

Loud, Abusive and/or Profane Language or Behavior

It is the policy of the Wallenpaupack School District to prevent disruptions to school district operations, school-sponsored functions, and the instructional process. Thus, all persons, including but not limited to students, parents, employees, visitors, and members of the general public are prohibited from the use of loud, foul, profane, and abusive language, whether spoken or written, or for behavior portrayed in any manner in the school building or upon school grounds which is intended, or is reasonably viewed by school officials, as being disruptive or causing annoyance, harassment, or inconvenience to others.

All persons are therefore warned that violation of this policy may result in removal from school district property by appropriate school district authorities. Students and employees may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

Procedures Involving Law Enforcement

A cooperative effort shall be maintained between the officials of the School District and law enforcement agencies. It is paramount that rights of the school, the home, the civil authorities and of the individual be clearly understood and protected.

When a law enforcement officer wishes to speak to a student, the officer shall request to confer with the student at a time when he/she is not under school jurisdiction, if at all possible. However, when it is impractical for the law officer to do otherwise, based upon the facts of the case or the nature of the contact, an officer may confer with the student during school hours.

If a member of a law enforcement agency requests an interview with a student during school hours, district personnel will cooperate with the agency but must also protect the rights of the student involved. To that end the following guidelines are established:

- a. An attempt will be made by the school to contact the parents or guardians of the student to be interviewed and advise them of the circumstances.
- b. If the parent or guardian cannot be present for the interview and should they not wish their child be interviewed at school, the administration will so advise the officer.
- c. In the event that a parent or guardian cannot be present, school officials may act "in loco parentis."
- d. School authorities shall not permit a student to leave the school with an officer of the law unless the student's parent or guardian is present and consents or unless a formal arrest is made.

If a warrant for the arrest of a student has been issued, and a constable or other law enforcement official has been sent to locate that student to execute the warrant, the student may be removed from school grounds so as to not cause unnecessary delay to the issuing authority. The school will attempt, as a courtesy, to contact the parent or guardian to notify

them of the student's status. The school cannot hold the student or refuse removal of the student from the premises.

Reasonable Physical Force

Reasonable physical force may be used by teachers and school authorities in the following situations: to quell a disturbance, to obtain possession of weapons/other dangerous objects, for the purpose of self-defense, for the protection of persons or property, or when deemed necessary in the judgment of the principal or assistant principal. Examples of the use of reasonable physical force to quell a disturbance or for protection of persons or property would include, among others: for direct defiance of a reasonable request and to cease obscenities or abusive language directed at another person.

Search on School Property

The District supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use of or possession of illegal substances.

School lockers, desks, roadways, and parking areas are the property of the school district. The use of such property by students is a privilege, not a right. The reasonable expectation of privacy does not extend to lockers, desks, or vehicles parked or driven on school property. The school district expressly reserves the right to search lockers, desks, and vehicles on school property whenever deemed necessary or reasonable for the protection of health, welfare, and maintenance of discipline in the classroom or on school grounds. This may include random, blanket, periodic or sweeping searches and may include the use of animals or mechanical means in an effort to detect the presence of illegal substances, weapons, or other prohibited articles or materials. Random, periodic or sweeping searches of all lockers will be conducted without regard for any individual suspicion.

Searches of students, student clothing, and student possessions may be conducted if the administration determines that a reasonable level of suspicion exists that a violation of school policy has occurred.

Students found in possession of illegal substances or look-alike, weapons or look-alike, or other prohibited articles or materials in their lockers, desks, or vehicles, and/or on their persons shall be subject to discipline in accordance with the rules, policies, and regulations of the district and shall further be subject to any fines, penalties or legal actions as may be provided for by State and Federal laws and regulations. Such evidence may be used against the student in disciplinary proceedings.

School Equipment and Property

Any student who vandalizes school equipment and/or property will be required to pay replacement costs.

Student Contact

Parents/Guardians should call the school for any emergency situation. The school will in turn contact the student as is possible and appropriate. Parents/Guardians shall not contact student by cell phone, text message or other device.

Students Leaving School Property - Restrictions

No student, for illness or any other reason, is permitted to leave the building during the school day without permission from the office. Violators may be subject to disciplinary consequences.

Translation and/or Interpretation Services

All students in the WASD will be provided translation/interpretations services when necessary. Requests for these services should be completed in a timely manner to provide the necessary time for the district to request and arrange for the services.

Communication with parents will be in the parent's preferred language. WASD will provide translation and/or interpretation services to parents of all children identified for participation in, or participating in Title III and/or special education programs. Notification of identification for and placement in a language instruction educational program and/or a special education program will be provided to parents in the most commonly spoken languages of English learner student families. Interpretation services will be arranged, when necessary, by the building guidance department.

Transportation/Busing

The school will assign each child to a specific bus. Pupils are expected to conform to normal standards of acceptable behavior when riding on a school bus and all school rules apply "door to door." **Video cameras may be placed on all district transportation. All students are subject to being audio and videotaped on district transportation at any time. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action. Any student willfully attempting to block the view of a camera will be subject to disciplinary consequences.**

Questions regarding transportation should be directed to the District Administration Office at (570)226-4557 ext. 3006.

Conduct and Regulations

Each pupil transported on a school bus, van or automobile under contract to the Wallenpaupack Area School District shall comply with the following regulations:

- The pupil 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.
- Personal audio/video players or cell phones are permitted on buses. These devices may not interfere with other students or the driver.
- The pupil shall not at any time use foul, loud or offensive language, nor be involved in rude or discourteous conduct.
- The pupil shall promptly observe instructions given by the school bus driver.
- The pupil 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.

- The pupil shall not project any part of his/her body out of the school bus window nor throw any object from a school bus.
- Throwing of any object within the school bus is prohibited.
- The pupil shall not at any time place books, musical instruments or other obstructions in the school bus aisle, nor shall the pupil bring articles aboard the school bus that pose a threat to the health, safety, or welfare of the driver or other students.
- No pets or animals on the bus.
- The pupil shall not interfere with nor tamper with any equipment on or off the school bus, or destroy any property on the school bus. In the event that property is damaged, repair costs must be paid by offender.
- The pupil 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.
- The pupil shall not at any time fight, push or engage in any form of horseplay.
- The student is not at any time to light matches or use tobacco products or smoke on the bus. No alcoholic beverages or controlled substances will be permitted.
- Water guns, pistols and balloons are prohibited.
- Bus drivers are not obligated to wait for a student who habitually runs to the bus at the last minute. Students must be at the bus stop **five** minutes before pick-up time.
- Students are not to eat or drink on the bus.
- Students are expected to meet proper standards of behavior while at the bus stop. They are to wait in an orderly manner and refrain from running, or other such horseplay.
- Late buses leave from the middle school loading area at 5:20 and the high school at 5:30 P.M. Only students participating in a school activity are eligible to ride a late bus. Students remaining after school for extra-curricular activities, clubs, intramurals, academic work, library, or detention, may ride home on an activity bus. Students are not permitted to stay after school as spectators or observers for any event or activity without a parent present or without being in the direct charge of a staff member.
- Students who wish to temporarily ride a bus other than their assigned bus must request permission to do so. Written parent request, indicating the reason, should be given to the homeroom teacher one day in advance. The Principal or the Assistant Principal will review the request; permission may be denied based on bus capacity, urgency of reason, etc.
- All transportation discipline problems should be referred to the Principal's office at the appropriate school.
- Parents are not allowed on the school bus at any time.

Discipline Procedures

- For minor infractions, the bus driver will:
 - warn the student – driver documents the incident/date
 - change the student's seat, if possible – driver documents the incident/date

- contact the parent/guardian – driver files an incident report
- For major or repeated minor infractions, the bus driver will turn the offense in to the Discipline Committee/Principal immediately. In keeping with the school discipline code, each case will be handled accordingly by the Discipline committee/Principal. Consequences for inappropriate behavior on the school bus will be determined by an administrator or designee and may include bus suspension, suspension from school, detention, community service, citations, expulsion, or any other consequence deemed appropriate by the administrator or designee. Citations filed with the district magistrate will be issued for smoking or possession of tobacco products, disorderly conduct, vandalism, and any other applicable offense. In addition, the administrator or designee will notify the parent/guardian a copy of the misconduct report will be mailed to the student's parent/guardian. A copy of the misconduct report will be sent to the supervisor of transportation.
- In the event of serious or repeated violation of bus regulations, the district may suspend the student's bus riding privilege for a period of 1 to 10 days or permanently remove the student's bus riding privilege without going through the previous steps. Also, inappropriate behavior or conduct on the bus can result not only in suspension of the bus riding privileges but in suspension from school as well.
- During any suspension of bus privileges, it will be the parents' responsibility to transport the children to and from school. Student absence from school because of suspension of bus privileges is under Pennsylvania law considered illegal/unexcused.
- If students are behaving inappropriately at the bus stop, parents and/or others should refer incidents to the appropriate police agency.

Bus Transfers

Be advised that your child will always be picked up and dropped off at the designated bus stop unless the school approves a properly executed bus transfer. Bus transfers will be allowed *for emergency only*.

Bus Accidents

In the event of a school bus accident, students are not to leave the scene of the accident unless they are being transported for emergency medical care. School officials, other than the bus driver, may release students to their parents only after the students have been accounted for and examined. Students will not be released to neighbors and/or friends. It is normal school district procedure for all students on the bus/van to be examined by EMT personnel on the scene. EMT personnel will determine which, if any, students should be transported to the school, unless released to their parents at the scene, and rechecked by the school nurse. Parents will be notified of the accident, as well as the location and condition of their child. If parents wish to, they may accompany their child for additional medical examinations. The cost incurred for all medical expenses will be addressed by the parents' automobile accident insurance. Should the parents not have insurance, or incur expenses beyond their coverage, they should contact the school district's Business Manager.

Unauthorized Group Procedures

Membership or affiliation in gangs or clubs not sponsored by established agencies or organizations and recognized by the school district is strictly prohibited. Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property and which disrupt the school environment are harmful to the educational process and will be dealt with as a disciplinary offense.

Video Surveillance

Video cameras are placed throughout the building. All students are subject to being videotaped on school property at any time. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action. Any student willfully attempting to block the view of a camera will be subject to disciplinary consequences.

HIGH SCHOOL STUDENT SERVICES

Cafeteria Procedures

In the high school, hot lunches and a la carte lunches are available. Student lunches cost \$2.75 and breakfast cost \$1.90, milk included. Additional milk is \$.50. Reduced lunch is \$.40. A la carte prices are posted in the cafeteria. Applications and eligibility information for free and reduced breakfast/lunch will be forwarded to all parents at the start of the school year. Parents may examine this information to determine their qualifications. Applications are also available on the district website at <http://www.wallenzaupack.org>.

High School Breakfast

Students wishing to eat breakfast at school should report directly to the cafeteria starting at 7:45 a.m.

- All food and drinks must be consumed within the cafeteria.
- Lunch procedures also apply to those students wishing to eat breakfast before school.
- Students arriving to school after 8:00 a.m. do not have adequate time to eat breakfast and should report directly to homeroom. Eating breakfast is not an acceptable excuse for lateness.

High School Lunch

Hot lunches and a la carte lunches are available. A la carte prices are posted in the cafeteria.

- Students must report to their assigned mandatory lunch period.
- Students are not allowed to be in the cafeteria during lunch periods other than their assigned lunch.
- Students may report to lockers on the way to the cafeteria, or upon leaving the cafeteria on the way to their next class.
- All food and drinks must be consumed within the cafeteria.
- Students are expected to conduct themselves in an orderly, respectful manner in

the cafeteria. Screaming, yelling or other loud noises, cutting in line and disrespectful conduct will not be tolerated.

- Students are expected to keep their eating area clean. Students may be assigned clean up duty.
- School staff has the right to assign seats in the cafeteria.
- Throwing food or any object in the cafeteria may be considered disorderly conduct.
- Students are responsible for bringing trays and refuse to the disposal area.
- Students are to abide by the directives of the cafeteria staff.
- Students wishing to leave the cafeteria for any reason must obtain a pass. Students who need to use the lavatory must sign out and use the lavatories next to the cafeteria.
- Students will be dismissed from the cafeteria one table at a time by the teacher in charge.
- Students are not to leave the building during their lunch period.
- Scanning procedures will be used by all students in order to facilitate the student lunch accountability system.

Guidance Services

The WAHS Guidance Staff assists all students in obtaining the educational background necessary for future success in life. The guidance personnel provide students with many services including:

- counsel individual students with educational, vocational or personal concerns
- schedule students for classes
- provide financial assistance forms and scholarship information to students interested in higher education
- prepare high school transcripts for seniors and past graduates
- provide information bulletins to juniors and seniors
- process student enrollments and withdrawals
- work with referral agencies such as Mental Health/Mental Retardation and drug/alcohol treatment programs

You may contact the Guidance Department at (570)226-4557, ext. 3041.

School Resource Officer (SRO)

To maintain the safety and order of district buildings, SROs are assigned to each building, and are therefore, considered a part of the school faculty. Students and parents should anticipate SROs to interact with the student body on a daily basis. SROs will implement the SRO Triad, including law enforcement, teacher/guest instructor, and informal counselor.

Student Assistance Program (FAME)

The WAHS Student Assistance Program is known as FAME (Faculty Advisors Maintaining Effectiveness). This program provides a means of identifying and helping students who have serious problems, which interfere with their success at school. The following areas of concern are the focus of the FAME program:

- Child Abuse
- Chemical Substance Abuse
- Pregnancy
- Suicide/Depression
- Eating Disorders
- Other Personal Problems

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

Students can be referred to the Student Assistance Program by parents, peers, administration, faculty or staff, and self-referral. Fill out the [Student Referral Form](#) and return to the WAHS Guidance Department.

The members of the FAME Team are:

- Dr. Jay Starnes, High School Principal
- Mrs. Lisa Tait, High School Assistant Principal
- Mr. Jim Kane, High School Assistant Principal
- Mr. John Tobey, Crisis Intervention Counselor
- Mrs. Denise Morgan, Guidance
- Mrs. Elizabeth Kromko, Special Education Teacher
- Mr. Steve Krushnowski, English Teacher
- Mr. Kevin Pfohl, Social Studies Teacher
- Mr. Brett Buselli, Math Teacher
- Ms. Katie Schkolenko, Special Education Teacher
- Mrs. Kelly Obermiller, English Teacher
- Mrs. Laurie Graham, Consultant

High School Attendance Policy

Student Absence

Parents should call the school (570)226-4557 x3036 between 7:30 a.m. and 8:30 a.m. when their son/daughter is absent. Parents may also fax the High School at (570)251-3156 or send an email to the attendance officer (wasdhsattend@wallenpaupack.org). Parents are responsible for providing excuses for each day that a student is absent from school. All excuses must be received in the office within five school days of the absence. **When a student has been excessively absent during a semester, the school shall notify parents that all additional absences shall require a written doctor's note.** Excessive absences beyond ten (10) days shall be considered unexcused absences.

Excused Absence

After an absence, parents/guardians must provide an excuse or doctor's note to the office within five school days, or the absence will be changed to an unexcused absence. Acceptable forms of excuse documentation include: written note, telephone call, email, fax, or excuse card.

"Excused" absence includes the absence of a student for reasons such as:

- Illness
- Quarantine
- Death in the immediate family
- Impassable roads
- Pre-approved observance of religious holidays

Excessive Absence

Any absence beyond ten days in a semester is considered unexcused unless accompanied by a doctor's note.

Unexcused Absence

"Unexcused" absence includes the absence of a student for such reasons as:

- Truancy
- Shopping
- Absence through parental neglect (i.e. car trouble, oversleeping, etc.)
- Employment

Students who have unexcused absences may receive a zero for the day and may not be allowed to make up work.

Unlawful Absence

"Unlawful" absence is unexcused absence for all students under 17 years of age. All unexcused absences after the third unexcused absence become subject to fines and court costs.

Attendance Procedures

Unexcused Absences

After **three unexcused absences**, a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **five unexcused absences**, an administrator or designee will call the parents/guardians. He/she will invite the parents/guardians to a School and Family Conference to develop a Truancy Elimination Plan (TEP) and will inform the parent of:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance

In addition, a letter will be mailed home, serving as official notice of their child's fifth unexcused absence. A copy of the letter will be sent to the Student Support Team (SST, SAP, etc.). The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **seven unexcused absences**, an administrator or designee will call the parents/guardians and mail home a letter. He/she will apprise them of the severity of the situation and invite them to a School and Family Conference to develop a TEP. If a parent refuses a meeting, the student's attendance information will be forwarded to the magistrate's office. The letter will serve as official notice of his/her child's seventh unexcused absence. The letter will state that the parent has five school days to respond and set up a School and Family Conference, or the student's attendance information will be forwarded to the magistrate's office. A copy of the letter will be sent to Children and Youth Services.

Excessive Absences

After **five absences in a semester**, a letter will be mailed home. This letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **seven absences in a semester**, an administrator or designee will call the parents/guardians. He/she will invite the parents/guardians in for a School and Family Conference to develop a Truancy Elimination Plan (TEP) and will inform the parents/guardians of:

- The student's attendance record
- State and district policy on compulsory attendance law
- The possible consequences of noncompliance

In addition, a letter will be mailed home. The letter will serve as official notice of their child's seven absences. A copy of the letter will be sent to the Student Support Team (SST, SAP, etc.). The letter will include:

- The student's attendance record
- State and district policy on compulsory attendance law
- District policy on excessive absences, including information that after the 10th absence, a doctor's note is required for each additional absence
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **ten absences in a semester**, an administrator or designee will call the parents/guardians. He/she will apprise them of the severity of the situation and invite them to a School and Family Conference to develop a TEP. A letter will be mailed home. The letter will serve as official notice of their child's 10th absence. It will be strongly

recommended that the parent/guardian set up a School and Family Conference to address this issue. The letter will also state that any subsequent absence without a doctor's note will be considered unexcused and after three unexcused absences the student's attendance information will be forwarded to the magistrate's office. A copy of this letter will be mailed to Children and Youth Services, authorized by the building administrator.

Student Early Dismissal

Students should schedule medical and other appointments after school hours. If it is necessary to request an early dismissal on any given day, a written parental request **MUST** be submitted to the first block teacher on the day that early dismissal is requested.

Appropriate documentation must be submitted for the excusal to be considered excused, i.e. a doctor's note. This request should contain:

- Student's name
- Specific reason for request
- Time and date of requested excusal

Parents will be required to sign the student out at the office when he/she is picked up. No student may sign himself/herself out without parental permission. It is understood that students who have an early excusal from school due to illness are not to return to the school building or property for the remainder of the day. That includes during school time, when school dismisses, or at night to participate in, or be a spectator at an extra-curricular activity or sporting event.

Tardiness

The school day begins at 8:00 a.m. Students who report to their first period class after 8:09 a.m. are considered to be tardy. Unexcused tardiness includes lateness due to parental neglect, oversleeping, shopping, employment, or truancy. Excused tardiness includes family emergency, verifiable medical or dental appointment, illness, attendance at funerals, impassable roads, or participation in religious services/holidays. **Only unexcused tardiness** will be recorded on the student's report card. **Upon the third unexcused tardy, an after-school detention will be assigned. Further disciplinary action may be taken if tardiness becomes excessive.** Students who arrive before 8:00 a.m. should report directly to the cafeteria or auxiliary gym. Any student who arrives to school after 11:16 a.m. will be charged with a half-day absence. Any student who leaves before 11:16 a.m. will be charged with a half-day absence. If a student arrives in school after 11:16 a.m. on the day of an activity, he or she will be ineligible to participate. Only an absolute emergency will prevent the enforcement of this procedure.

Attendance at Activities

Any student absent or excused from school due to illness or suspension will not be allowed to attend any after school functions on that day.

Arrival Procedures

- Students are encouraged to arrive after 7:45 a.m. If arriving to school prior to 7:30 a.m. enter through the main office.
- Students are NOT to open any outside doors and admit ANYONE into the building, whether or not the students know the person or persons.
- Prior to 8:00 a.m. students may not visit classrooms without a pass from the

teacher.

- Beginning at 8:00 a.m. students must report directly to their lockers and then proceed to their Block 1 class. Loitering is not permitted in the corridors or any other area of the school. All coats, hats, backpacks, and book bags must be deposited in the student's locker. No student is permitted to go to class with these items.
- All students must be seated in their Block 1 class by 8:09 a.m.

HIGH SCHOOL BUILDING PROCEDURES

Student Responsibilities & Rights

Student responsibilities include regular attendance, conscientious effort in classroom work and conformance to school rules and regulations. Students, administration and faculty share the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

- 1) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- 2) Students should express their ideas and opinions in a respectful manner.
- 3) It is the responsibility of the students to conform with the following:
 - Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
 - Assist the school staff in operating a safe school for all students enrolled therein.
 - Comply with Commonwealth and local laws.
 - Exercise proper care when using public facilities and equipment.
 - Attend school daily and be on time at all classes and other school functions.
 - Make up work when absent from school.
 - Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
 - Report accurately and not use indecent or obscene language in student newspapers or publications.

Backpacks, Book Bags and Book Sacks

Students shall be allowed to carry a sensibly sized and appropriate backpack or book bag for purposes of bringing books, supplies and other allowed and appropriate items to and from school. All backpacks or book bags must be stored in the student's locker at all times.

Class Cutting

Students are required to attend all scheduled classes, study halls and lunch, unless properly excused. "Cutting" is defined as being absent, for any period of time, from an assigned area or class without the knowledge of the person(s) charged with responsibility for that area. A "cut" of any class may result in a grade of zero for all work missed, a denial of school privileges and a detention and/or suspension.

Class Procedures

Promptness to Class

- Students are required to arrive to class and be seated in their assigned area by the time designated for the beginning of class.
- Students who arrive late for class must obtain a pass from the staff person who detained them. This pass must be presented to the teacher upon late arrival.
- Students will report to class before using the phone in student waiting, visiting the nurse, counselor, office personnel or any other non-scheduled area.
- Students who miss any class for unexcused reasons may be given a failing grade for the missed work and be disciplined for cutting class.
- A student who is late to class three times will receive a detention. Chronic late arrival to class may result in further disciplinary action.

Conduct in Class

Courtesy must be observed at all times and in all situations. Disruptions in class, or in any other areas in and around school, will result in disciplinary action.

Procedure for Leaving Class

Students must obtain a pass before leaving class and must sign out/in on the form provided in each class.

Dismissal Procedures

- Students should leave school property or report directly to a supervised after-school activity at dismissal.
- Students are not permitted to cross Route 6 without a crossing guard present.
- Parents or legal guardians may pick-up their child from school by following normal visitor sign-in procedures.
- Students being picked up by an adult other than parents or guardians must have permission in writing submitted to the main office.
- Photo identification is required when picking up a student.

Dress Code and Grooming

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

The following items are allowed:

- Shirts with collars (including golf-style and button down), turtlenecks, and t-shirts with (finished) long or short-sleeves. All shirts are to completely cover the torso from the waistline to the collarbone.
- Jeans or pants (any style), that are worn at the waistline and that do not expose the undergarments.
- Shorts, skorts, skirts, or dresses (must conform to the above) with a tailored (finished) hem no shorter than fingertip length and that do not expose undergarments.

The following items also apply:

- All items permitted in this dress code must be clean and in good repair (without holes, tears, rips) and made of material that is not sheer or see-through.
- Footwear must be worn at all times. Any footwear that poses a safety hazard is not permitted.
- Students' heads must be uncovered during the instructional day. Hats, caps, hoods, bandanas, kerchiefs, sunglasses (unless prescribed by a physician), visors, and/or sweatbands (any head covering) are not permitted to be worn during the instructional day.
- Clothing, patches, buttons, pins, and/or jewelry are permitted but they must not do any of the following; display sexually suggestive writing/pictures; advocate violence; advertise and/or promote the use of tobacco, alcohol and/or drugs; display double-meaning wording and/or obscene language; use disrespectful language; suggest gang affiliation or activities.

Dress code violations may require a change of clothing, removal from class or removal from school. Students may call home for proper clothing.

Elevator Usage

Students who require the use of crutches, wheelchairs, and/or the elevator must submit a doctor's note to the office substantiating such a need. The office will issue an elevator key to those students possessing a medical excuse. Student's friends are not permitted to "go along for the ride."

Emergency/Evacuation Procedures

Fire Drills

Teachers should direct students to leave the building and students should remain with their teachers during the entire drill. Teachers will carry attendance roster and Go-Kits with them during the evacuation. Windows and doors should be closed before exiting the classroom. Leave the lights on and door closed. Missing students or additional students from other classrooms should be documented on the evacuation form and delivered to the secretary stationed at the flag pole areas. All students are to remain at least 100 feet from the building.

To verify safety of all staff, teachers not assigned a class during the time of the evacuation must report to the flagpole to check in or add their name to another teacher’s attendance. Use of cell phones is prohibited during drills and evacuations.

Evacuation While Classes Are Switching

Students should exit the building at the nearest exit and report to their next block teacher on the football field. Teachers will be lined up alphabetically on the field (Table 1).

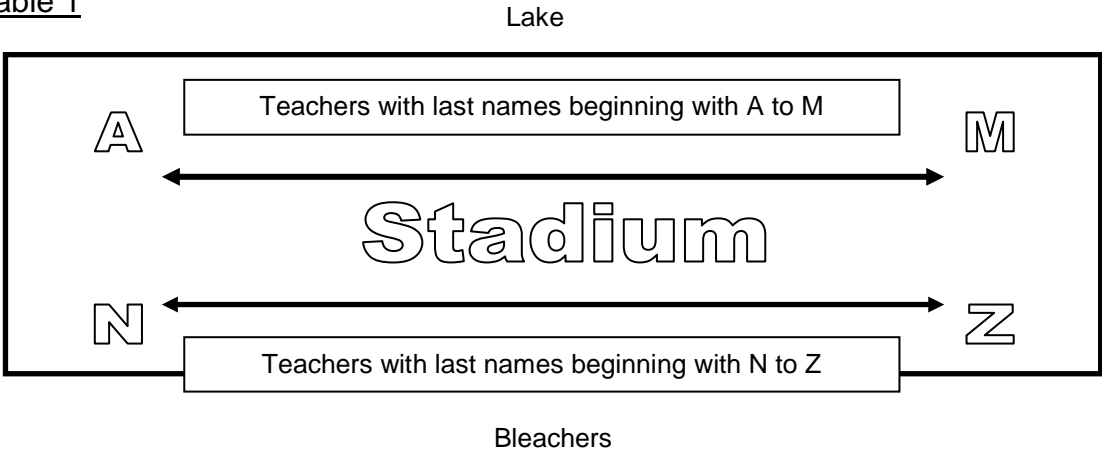
Evacuation During Lunches

Students in the cafeteria should exit the building at the gym locker room foyer and student lot and report to the football field. Third block teachers whose students are at lunch will meet their third block class on the football field (Table 1).

Evacuation Before or After School

Students should exit the building at the nearest exit and report to the football field. During evacuations before school, students should report to their first block teachers. During evacuations after school, students should report to the advisor supervising their activity. Teachers will be lined up alphabetically on the field. (Table 1)

Table 1



Severe Weather Emergency

In the event of severe weather emergency, please follow the map posted near the classroom door and follow announced directions.

Lock Down Procedures

- Code Green – Secure your room and do not allow students in the hallway until notified. However, teachers should continue to teach.
- Code Red – Secure your room and move students to a safe position. No one should leave the room until notified.
- Bomb Threat – In the event of a bomb threat, a PA announcement will be made instructing teachers where to take students.
- Suspicious Package in the Classroom – If you suspect a bomb in the classroom adhere to the following procedure:
 - Do not touch the object
 - Take your class to the library
 - Leave everything as is
 - Dial “0” to reach the office switchboard to report the situation

Fighting

All students, no matter what the circumstances, should make every effort to avoid fighting. Instead, students should seek help from the professional staff of the school, including the FAME Team. Law enforcement will be notified when fights occur. Students involved in fights will be suspended from school and school-related activities and may face further disciplinary action including placement in an alternative setting or expulsion.

Gambling / Games

All forms of gambling are not allowed in school, on school buses or during any school sponsored activity. Dice, playing/trading cards are not allowed in school. Students who violate this rule will be subject to disciplinary action.

Hall Passes

For lavatory and other errands when class is in session, students must secure a color-coded hall pass and sign out and in on the designated form. **No hall passes will be issued the last twenty minutes of block four.** There will be no group passes. Each individual student must carry his/her own pass. Chronic abuse of hall passes will result in the student being placed on restrictive movement. While on restrictive movement, the student is allowed to move freely during the change of classes. Once in class, the student may not leave without an escort.

Leaving School Property

Once present on school property, students are not permitted to leave school property without signing out in the main office, with parental consent. Parents/guardians should come into the main office to pick up students for early dismissal. Dismissals will be categorized as “excused” for legal absences and “unexcused” for illegal absences.

Students who are ill, will only be marked as “excused” if they are dismissed by the school nurse. Students who leave school property without following procedure may receive up to three (3) days of in-school suspension. Students will not be dismissed to leave school with other student drivers, with the exception of emergency situations and written parental consent from both parties.

Lockers

Students will be assigned a hall locker with a combination lock. Locker combinations will not be given out to anyone other than the person to whom the locker is assigned. Personal locks will be removed. Students are not allowed to share lockers. All lockers are and shall remain the property of the Wallenpaupack Area School District. As such, students shall have no expectation of privacy regarding their lockers. The administration has the right to search locker contents at any time. Students are responsible for maintaining the condition of the locker issued to them, and they are to report problems to the office immediately. Students will be assessed appropriately for repair or replacement for acts of vandalism, graffiti, or other damage. Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.

Personal Property

Students should refrain from bringing valuable personal property or large quantities of money to school. Students are not permitted to buy, sell or trade personal property on school grounds or buses. The school and its employees are not responsible for personal property brought to school by students.

Show of Affection (Public Display of Affection - PDA)

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

Restrooms

The restrooms are provided for convenience and comfort, not as a lounge. Students should use the restroom closest to the classroom they are leaving. The school will make every reasonable attempt to keep them clean and functioning as well as maintain the proper supplies for use. Please help us keep these areas clean and as pleasant as possible. Smoking, writing on walls and partitions, and other actions that damage property will result in disciplinary action.

Student Parking Permit Information

- Eligible students who wish to drive to school must complete an application and return it to the high school office prior to driving to school. Grade 12 students are accommodated first. Any remaining spaces, if available, will then be given to underclassmen. Students without parking permits will not be allowed to drive to school.

- Misplaced or lost parking permits may result in a \$15.00 charge for a new one.
- A completed registration form and new permit will be required every school year.
- It is absolutely necessary to register cars properly and to display the WAHS Student Parking Permit in order to have the privilege of driving to school and using the school's parking lot.
- Parking privileges may be revoked due to driving violations, tardiness, truancy or discipline issues.
- Parking permits are issued to individual student drivers; therefore, students who loan their assigned permit to another driver will face discipline consequences, including loss of parking privileges.

Textbooks

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable depreciation is expected as a result of daily use. Unreasonable damage to textbooks or any school issued materials will result in a fine. Lost textbooks or any school issued materials must be paid for and replaced immediately. In the event books are lost and/or damaged, students will receive a second copy. Cost for the additional and/or damaged textbook must be absorbed by the student. Any monies paid must be verified by a receipt. Book value is based on replacement cost.

Tobacco

The Wallenpaupack Area School District is a tobacco-free environment. Use of tobacco on a school campus or on school property is against the policy of this district and against the laws of the Commonwealth of Pennsylvania.

Possession or use of any tobacco product or paraphernalia, including E-cigarettes, vapor pens, or hookah pens, etc. is not allowed. Students violating this policy may be disciplined and referred to law enforcement.

Working Papers

Pennsylvania state law requires that all students under eighteen (18) obtain working papers before beginning work. Working papers cannot be filled out for students under the age of fourteen (14).

Follow these steps to receive working papers as required by the State of Pennsylvania:

- Obtain an "Application for Employment Certificate or Transferable Work Permit" from the main office staff or [download the form](http://www.wallenpaupack.org/wahs) from the High School's website at <http://www.wallenpaupack.org/wahs>.

HIGH SCHOOL ACADEMICS

Academic Integrity

Academic Integrity is essential to the success of an educational community. Students are responsible for learning and upholding professional standards of research, writing,

assessment and ethics in their areas of study. Written or other work which students submit **MUST** be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, multiple submissions and other forms of dishonest or unethical behavior, is prohibited. Any form of academic dishonesty may be subject to disciplinary consequences, change in grade or both.

Expectations of Students

Each student will maintain academic integrity by the following:

- Students will complete all assigned work, activities, and assessments in a responsible manner that avoids all cheating, lying, and stealing.
- Students will consult with their teacher regarding any concerns or questions when the student is unclear about expectations or requirements of an assignment.

Violations of Academic Integrity

Cheat: “To deprive of something through fraud or deceit; to violate rules dishonestly” “Cheat.” *The Merriam-Webster Dictionary*. 2004. Print.

- Students will not utilize any form of communication to provide or prompt answers during assessments (i.e., cheat sheets, marks/writing on body or clothing, electronic devices).
- Students will not send nor receive any verbal, nonverbal, or electronic forms of communication during assessments (i.e., texting, showing/looking at another’s assessment, hand gestures, facial gestures, or signals such as tapping or coughing).

Plagiarize: “To present the ideas or words of another as one’s own.” “Plagiarize.” *The Merriam-Webster Dictionary*. 2004. Print.

- Students will not copy the language, ideas, thoughts, opinions, theories or images of another without providing proper acknowledgements or citations.
- Students will not purchase another’s work or partial work and submit it as their own.

Misconduct: “Intentional wrongdoing; improper behavior.” “Misconduct.” *The Merriam-Webster Dictionary*. 2004. Print.

Students will not commit dishonest acts or academic misconduct or assist other students in the committing any of the following acts.

- Stealing, giving, buying, or selling any portion of an exam or assignment (including answers and essay topics)
- Fabricating an excuse to receive an extension on an assignment/assessment
- Compromising the integrity of an assignment/assessment by revealing questions or topics to students who have not yet be given the assignment/assessment

Assessment

Purposes of Assessment and Grading

The primary purpose of any system of reporting to parents is to strengthen the home-school partnership and to inform parents concerning the child and his/her progress. Frequently, school districts are also required to report student achievement to post-secondary institutions

and employers. Secondary purposes for assessment/grading include: 1) providing teachers with information for instructional planning; and 2) providing teachers, administrators, parents and students with information for placement and selection.

Core Beliefs

Three issues must be considered before determining assessment practices and grades. They are fairness, motivation, and accuracy and consistency (O'Connor, 2007).

- Fairness – is about “equity of opportunity” (O'Connor, 2007). All students should be given an equal opportunity to demonstrate what they know and can do.
- Motivation – best classroom practices maximize intrinsic motivation and minimize extrinsic motivation. Teachers help students understand that what matters is what you learn and how you use it (O'Connor, 2007).
- Accuracy and Consistency – assessment and grading must reflect a shared understanding of PDE’s academic standards which results in defensible and credible assessments (O'Connor, 2007).

WASD Academic Grading Key

Grades 6-12 all area	
Numeric Grading	Letter Conversion
96 – 100	A+
90 – 95	A
86 – 89	B+
80 – 85	B
76 – 79	C+
70 – 75	C
67 – 69	D
66 or below	F
I – Incomplete	Incomplete reports that a grade could not be assigned due to missing assignments. The student will be given a specific timeframe in which to make up work. After that time, missing assignments will become zeros if the teacher has not changed the grade.
W - Working to Potential	Working to potential is used for students who are working to the best of their ability. Students will receive credit for the course.

21st Century Skills

The Twenty-First Century Skills are measures of the skills necessary for students to develop into life-long learners and responsible citizens.

	PD4	PD3	PD2	PD1
Productivity	Routinely uses time well; meets deadlines	Usually uses time well	Tends to procrastinate	Rarely gets work done on time
	WO4	WO3	WO2	WO1
Working with Others	Consistently listens, shares, contributes and supports efforts of others	Usually listens, shares, contributes and supports efforts of others	Occasionally listens, shares, contributes and supports efforts of others	Rarely listens, shares, contributes or supports efforts of others
	PP4	PP3	PP2	PP1
Preparedness	Always brings materials/homework and is ready to work	Often brings materials/homework and is ready to work	Occasionally brings materials/homework and is ready to work	Rarely brings homework or is ready to work
	WE4	WE3	WE2	WE1
Work Ethic	Effective and sustained effort	Occasionally needs direction	Often off task	Unfocused and frequently off task
	C4	C3	C2	C1
Citizenship	Consistently respects the rights of others	Usually respects the rights of others	Frequently needs guidance in appropriate behavior	Rarely exhibits appropriate behavior
	O4	O3	O2	O1
Organizational Skills	Consistently collects and organizes information	Usually collects and organizes information	Frequently needs assistance in organizing information	Information is disorganized

PowerSchool®

The Wallenpaupack Area School District believes it is extremely important that parents and teachers work together to provide the best educational experience possible for our students. As such, the District offers an on-line home/school communications service, *PowerSchool®*, available via the district's website. Through a secure login and password provided by WASD, parents and students may view schedules, grades, daily/weekly bulletins and menus, and upcoming tests and projects. Information regarding

PowerSchool[®] is provided during school open-houses, parent meetings and through your child's homeroom teacher.

Graduation Requirements

A student must acquire a minimum of 27 credits to graduate. These credits must include the following:

- 4 classes of English (one required each year)
- 4 classes of Math
- 4 classes of Social Studies
- 3 classes of Science
- 1 class of ICT in the 21st Century
- 4 classes of Physical Education/Wellness/Driver Education
- 8.5 credits of Electives (2 credits must be Arts and/or Humanities)
- Graduation Project

All high school students must complete a graduation project to ensure that the graduates know how to select a topic of interest, research it, show creativity and successfully explain what they have learned (.5 *elective* credit).

In addition, students are required to be proficient on the Pennsylvania State Assessments. Students who are not proficient on these state assessments may take a retest. Students will also have the opportunity to show proficiency on a project based assessment.

A student may repeat a course to improve understanding of the material or to raise a grade, but will not receive a second credit if he/she received credit the first time. All freshmen, sophomores, and juniors must schedule at least 7 credits every year. Students are not permitted to schedule in excess of one study hall every other day.

Accelerated Graduation

Seniors who have completed all courses required for graduation by the end of the fall semester will be excused from school attendance for the spring semester preceding graduation. Seniors will be required to schedule a minimum of 3.5 credits for the fall semester. During the spring semester seniors may elect to schedule only those courses required for graduation and then be excused.

Requests for participation in the accelerated graduation program must have parental approval and will be processed on space available basis. Course availability and class size limitations may require students to schedule courses in the spring semester. Yearlong part-time attendance will not be permitted. If the Senior Class trip is scheduled for the spring semester, students who have been excused from attendance for the spring semester preceding graduation are not eligible to attend the class trip. Program participants:

- Must accept responsibility for meeting graduation requirements and be proficient on the Pennsylvania State System of Assessment.
- Are responsible for obtaining information on scholarship opportunities, Senior Class activities, and end of the year functions such as the Junior/Senior Prom, Class Night,

Baccalaureate and Commencement. All students wishing to participate in Commencement must attend all scheduled Commencement practices.

- May not participate in spring interscholastic athletic teams or co-curricular activities.
- Should contact Social Security to determine continued student benefit eligibility.
- Must leave school grounds at the close of scheduled classes unless given permission to remain by an administrator or staff member.
- Must demonstrate continued good citizenship during the Spring Semester preceding graduation as determined by the School Administration or participation in Commencement ceremonies may be denied. Students who choose to withdraw from high school prior to graduation may earn a Wallenpaupack Area High School Diploma by completing courses required for graduation at an accredited post-secondary institution. All courses taken for high school credit must be pre-approved by the High School Administration. Students wishing to participate in Commencement activities must be certain that official transcripts of completed work are received by the High School Guidance Office ten days prior to the WAHS graduation date. Grades received from outside institutions will not be included in G.P.A. calculations for class rank. Students must attend WAHS for at least one semester during the academic year of graduation in order to be eligible for local scholarship awards.

Commencement

Violation(s) of the school's discipline code may exclude a student from participating in the graduation ceremony. Seniors will be informed of regulations pertaining to the graduation ceremony. Attendance at all Commencement practices is mandatory for those participating in Commencement.

Physical Education Regulations

The State of Pennsylvania's laws require that each student participate in physical education class. If there is any reason for a student to be excused from participating on a particular day, the student must report to the Nurse's Office before 8:10 a.m. with a written excuse. A doctor's excuse is necessary for a student to be *completely* excused from participation. A note from a parent/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 would be excused. Any student who repeatedly refuses to participate in physical education class without an acceptable excuse will be subject to failure of the class. Please see course syllabus for physical education attire.

In some curricular areas the use of specialized tools, equipment, and materials is required. To ensure the safety of all students and staff, detailed rules regarding the use and maintenance of these items shall be enforced. It is the responsibility of the student to be familiar with these classroom-specific rules and to follow the procedures as outlined by the teacher. Although they may differ slightly per curricular area, the policies regarding these items state:

- No tool or equipment is to be removed from a classroom by a student.

- Students must use tools and equipment of a sharp or potentially dangerous nature in a safe manner and requires teacher supervision.

Violation(s) of these and rules will result in disciplinary action.

Make-Up Work

- Students who miss school for legal reasons will be allowed as many days to make up any missed work as they were absent. As an example: If a student misses five days of school, he or she will have five school days to make up the work beginning when he or she returns and not counting any days he or she is subsequently absent.
- Students who are on homebound are generally expected to be current with their schoolwork upon their return, but some latitude may be given in individual circumstances.
- Students who have unexcused absences may receive a zero for the day and may not be allowed to make up work.

Progress Reports

Parents are strongly encouraged to use PowerSchool[®], the District's web-based grading/homework/project network, throughout the school year, to better ascertain student performance and upcoming projects/assignments.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors or the principal by contacting the school office. Conferences can be arranged by calling the Guidance Office; however, several days' notice is generally required to arrange joint conferences with teachers. Fall and spring conferences will be scheduled and announced.

Grade Point Average

Numeric averages will be converted to a grade point average (GPA) on a weighted 4.0 scale for college applications. Courses are weighted for the purpose of calculating a numeric grade average that is utilized to determine honor roll, National Honor Society, and class rank

Standard Challenge	100 = 4.0
College Prep	100 = 4.25
Honors Challenge	100 = 4.75
Advanced Placement Challenge	100 = 5.0

Additional information concerning weight of courses and calculation can be obtained in the Guidance Office.

Honor Roll

An honor roll is posted each semester and is based on the student's weighted final grade average for the semester. Students with a grade average of 96 and above earn High Honor Roll status. Students with a grade average of 86 to 95.99 earn Honor Roll Status. Please note that being on high honor roll/honor roll does not guarantee membership to the National Junior Honor Society/Honor Society.

Any student who achieves High Honor Roll for both semesters in a school year earns a Gold Academic Award. A student who achieves any honor roll for both semesters earns a Silver Academic Award.

National Honor Society

Membership in the Wallenpaupack Area High School Chapter of the National Honor Society is based upon Scholarship, Service, Leadership, and Character. Membership in the National Honor Society is a privilege, not a right. Members of the sophomore, junior or senior classes may be chosen as members if they satisfy the following requirements:

- Maintain a cumulative, weighted, 9-12 grade average above 90.
- Show a positive attitude toward the school and its regulations.
- Document the performance of at least 12 hours of community service per school year. See the National Honor Society faculty advisor for the guidelines regarding community service.

Students who meet the above requirements will be inducted into the National Honor Society in the next school year. Seniors may not earn membership after the end of the first semester of their senior year.

Any member who falls below the eligibility requirements or has disciplinary action may be placed on probation for one semester. If the deficiency is not improved, the student will be dismissed. Drug/alcohol, weapons, violent or disorderly behavior violations will result in removal from the National Honor Society.

Senior Release Program

- Early dismissal is a privilege for seniors who meet academic, attendance and citizenship responsibilities.
- Seniors who are not proficient on Pennsylvania State Assessments may be required to schedule remedial courses, which may impact their ability to qualify for senior early excusal.
- The school is under no obligation to make adjustments on individual student schedules to accommodate early dismissal.
- Students who have early dismissal privileges are expected to stay for special programs or events (assemblies, testing programs, commencement practice, etc.). **Work outside of school will not be considered sufficient reason for leaving school.**
- Revisions in the school schedule will require students to adjust their senior release time. (Example: A two-hour delay would mean senior early dismissal is at 1:54 p.m. instead of 1:17 p.m.)
- Students may not leave and then come back to the campus for sports, meetings, bus, etc. without administrative approval.
- Senior privileges will be revoked for the following reasons:

- Failure to leave school property within five (5) minutes after the student's last scheduled class without prior administrative approval.
 - Excessive tardiness to class or school excessive absenteeism
 - Truancy
 - Violation of school driving regulations
 - Serious or frequent disciplinary infractions
 - Failure to maintain passing grades in all subjects
 - Incomplete grades
 - Misuse of the senior early dismissal system
- Seniors who lose this privilege will be assigned to a study hall.
- Application for this privilege may be made after the school year has begun and must be approved by both parent and administration.

Promotion

Students are responsible for tracking their own progress toward graduation. The accumulated credit count will be printed on the student's report card. The minimum number of credits required for graduation is 27; therefore, students should be acquiring approximately 7 credits per year. Students must reschedule failed required courses until successfully completed.

In the senior year, students will be retained until they meet the minimum graduation requirement of 27 credits. Students who are not eligible for graduation will not be eligible to participate in senior class activities.

Request for School Records

Upon written request, the guidance counselor will forward an official copy of a student's high school transcript to a post-high school institution or prospective employer. Parent permission is required for students who are currently enrolled at Wallenpaupack Area High School. An unofficial transcript may be given to the individual student, but an official transcript must be mailed directly to the school or employer. There is no charge for this service. Please allow a three week notice in order for the guidance office to prepare either an official or an unofficial transcript.

Student Schedules

Scheduling is one of the most important aspects of a student's academic development. Students and their parents are encouraged to review scheduling materials online prior to completing their schedules. Student course requests and a parental signature must be submitted for a schedule to be finalized. All changes must be completed within ten days of the student's receipt of his/her course requests for the upcoming school year.

Dual Enrollment

Dual Enrollment is a locally administered program that allows high school students to concurrently enroll in postsecondary courses and to receive both secondary and postsecondary credit for that coursework. Students must meet certain criteria for participation and will be notified by guidance if eligible.

Summer School

If a student has failed a course and an approved summer school course is available, the student is allowed to take the course for credit if he/she has a grade of 55 or administrative approval. Summer school courses are weighted standard challenge for GPA purposes, and successful completion of a course will result in a maximum grade of 67.

HIGH SCHOOL STUDENT ACTIVITIES

After School and Extracurricular Activities

The school administration reserves the right to restrict a student from participation or attendance at an extracurricular activity such as assemblies, dances, clubs or field trips. Restriction from events will be determined by a review of a student's discipline and academic records.

The co-curricular and extracurricular programs sponsored by the school are designed to supplement academics, provide enrichment experiences, entertainment or service to the student body. In addition, students who participate receive personal enjoyment and satisfaction and develop desirable character traits such as cooperativeness, initiative, self-confidence tolerance and creativeness.

Extra-Curricular Eligibility

- Grades of students participating in extra-curricular activities will be reviewed on a weekly basis. If the student/athlete is failing one full credit, or the equivalent, he/she will be ineligible for a minimum of one week.
- Students applying for leadership positions (student council, class officers, etc.) must have an overall average of C+, demonstrate good citizenship and have been active in class activities. Student leaders must continue to display these positive characteristics during their term in office.
- Student council will oversee class elections.
- If a student fails one credit for the first semester, that student is ineligible for the first fifteen (15) school days of the second semester.
- If a student fails one credit for the second semester, that student shall be ineligible for the first fifteen (15) school days in September.
- If the student makes up the subject that he/she fails, he/she shall become eligible.
- A student will be ineligible to compete or practice if he or she arrives in school after 11:16 a.m. unless approved by the Athletic Director.

Co-Curricular and Extra-Curricular Activities Drug and Alcohol Policy

When it has been determined with reasonable certainty that any student participating in a co-curricular or extra-curricular activity is found to be in possession of, under the influence of or in proximity to underage students consuming drugs or alcohol (a student attending a party, but not consuming will be subject to the same penalties) he/she will be subject to the following consequences:

- *First Offense:* Parental Notification and FAME referral. A student may participate in their activity as long as they follow the recommendations of the FAME team.
- *Second Offense:* Parental Notification, FAME referral, undergo a Drug and Alcohol assessment, and follow the recommendations of the FAME team.
- *Third Offense:* Fourteen calendar days of ineligibility, FAME referral, undergo a Drug and Alcohol assessment required.

In order for any Wallenpaupack Area High School student to participate in a co-curricular or extra-curricular activity, both the student and a parent/guardian must sign the participation form supplied by the advisor or coach and return the form within five (5) school days of the first meeting date.

Athletics

The varsity sports program is designed to help each participant develop an agile, coordinated and healthy body, and appreciation of the need for cooperative effort, and a spirit of competitiveness and fair play.

WAHS sponsors varsity sports as follows:

Baseball	Football	Girls' Swimming
Boys' Basketball	Golf	Boys' Tennis
Girls' Basketball	Boys' Soccer	Girls' Tennis
Competitive Cheer	Girls' Soccer	Track
Cross Country	Softball	Wrestling
Field Hockey	Boys' Swimming	

The school also sponsors a number of junior varsity and junior high teams.

Athletic Regulations

The following regulations will govern participation in varsity sports and cheerleading:

- Each student must have on file a Pennsylvania Interscholastic Athletic Association (PIAA) Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) for the current school year. The CIPPE **may not** be performed earlier than **June 1st** of each school year and shall be effective, regardless of when performed during a school year, until the next May 31st. Students involved in subsequent sports in the same school year must complete a **Section 7 of this CIPPE** and submit before being eligible to participate in a subsequent sport. If it is determined by the information supplied in the **Section 7** that the student must be medically cleared by a physician the **Section 8** will need to be completed before the student is eligible to participate in an athletic program.
- Parents should be aware that there is no automatic "school district insurance." **The Wallenpaupack Area School District carries an insurance policy for those students participating in interscholastic sports** including band, cheerleaders, majorettes, student trainers and student managers **during their individual season as established by the Pennsylvania Interscholastic Athletic Association (PIAA)**. This policy is activated only after the family's primary insurance plan is exhausted. Parents are encouraged to enroll students in the Student Accident Insurance

Program offered by the District. This insurance program should be viewed only as an addition to the family's primary medical insurance plan and not as a substitute plan.

- Each student/athlete is required to complete a Co-Curricular Drug & Alcohol Policy Form, which is co-signed by his/her parent/guardian. This form outlines the consequences of violating the District's Policy.
- A student will be ineligible to compete if he or she is absent on the day of the game unless approved by the athletic director.
- A student will be ineligible to compete or practice if he or she arrives in school after 11:16 a.m. unless approved by the Athletic Director.
- It is expected that the student body will demonstrate good sportsmanship.
Unsportsmanlike conduct will not be tolerated.
- The WAHS Athletic Program is a member of the Pennsylvania Interscholastic Athletic Association and all PIAA rules will be followed.

Athletic Transportation Policy

- All transportation to and from games and practices will be provided by the school district.
- No student will be permitted to drive his/her vehicle to any practice or game without permission from the administration.
- Any student who leaves the school in his/her vehicle will be considered leaving for home and, therefore, not allowed to practice.
- At least one coach should ride the bus to and from games. The head coach shall be responsible (along with the bus driver) to see that the bus is cleaned after returning from an away game.
- Students will not be allowed to leave a practice or game with anyone except a parent, guardian, or designated school personnel unless a Travel Release Form (available on the school's website) is completed by the parent/guardian.
- Teams using the Middle School athletic facilities will be supervised by the bus driver to and from games or practices. The team may pick up the late bus at the Middle School.

Athletic Policy

All interscholastic athletic programs shall be conducted in accordance with regulations of the State Board of Education and the Pennsylvania Interscholastic Athletic Association.

Consent of Parent

A pupil shall be eligible for practice or participation in each sport only when there is on file a PIAA Athletic Eligibility Card, which is signed by his/her parent or guardian.

Physical Examination

No pupil shall be eligible to represent his/her school in any interscholastic contest unless a certified physician has examined him/her before his/her first sports season of that academic year. Before each subsequent sports season, a certified physician must recertify the pupil.

Clubs and Activities

The co-curricular and extra-curricular programs sponsored by the school are designed to supplement academics, provide enrichment experiences, entertainment or service to the student body. In addition, students who participate receive personal enjoyment and satisfaction and develop desirable character traits such as cooperativeness, initiative, self-confidence tolerance and creativeness.

Art Club	Forensics	Show Choir
Band Front	Humanity United	Spring Musical Pit
Chamber Choir	Jazz Band	Orchestra
		Student Council
Chess Club	Literary Magazine	Volunteers In Paupack
Culinary Club	Local History Club	WAHS Players
Engineering Club	National Honor Society	Web Design Team
	SADD	
Environmental Activities		Weight Training
FBLA	Scholastic Team	
Foreign Language Club	Science Olympiad	Yearbook

HIGH SCHOOL DISCIPLINE

Student Misconduct

The Wallenpaupack Area School District is committed to the belief that all students are entitled to the best education possible. The Wallenpaupack Area High School has developed the following discipline policy in order to ensure that all students receive their education in an educational environment that is safe, orderly, and conducive to learning.

Authority to act in an administrative capacity regarding disciplinary matters has been delegated to a Discipline Committee composed of teachers directly responsible to the administration. The discipline committee may assign various consequences, or combinations thereof, to students who have violated school regulations.

State police will be notified and charges will be filed for serious violations of school rules. Such offenses include, but are not limited to, fighting, assault, theft, violation of drug and alcohol policy, vandalism, disorderly conduct, possession of weapons and/or look-alikes.

At the Wallenpaupack Area High School the civil rights of students are respected, and students are held accountable for their civil responsibilities. Students who commit criminal offenses while under the jurisdiction of the school will be referred to the appropriate civil authorities. Consequences infractions include, but are not limited to: detention, in-school suspension, out-of-school suspension, expulsion, prosecution and/or fines.

Referral and Administrative Actions

Referral Procedure

- Students referred will be informed of the charges and given an opportunity to state their view(s) of the event(s), which took place.
- In order to further the school investigation, school administrators or designees reserve the right to interview and question students without parents being present or notified beforehand.
- An administrator or faculty member will collect information pertinent to the event and discuss it with the student during their discipline hearing.
- If it is determined that the student has violated the school rules, appropriate disciplinary action will be taken by the administrator.
- Teachers, guidance counselors and administrators have the right to exercise the same authority as to conduct and behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian or persons in parental relation to such pupils may exercise over them.

Discipline Committee

When the principal is unavailable, the discipline committee acts as designee. Authority to act in an administrative capacity regarding disciplinary matters has been delegated to a Discipline Committee who is directly responsible to the administration. The discipline committee may assign various consequences or combination thereof, to students who have violated school regulations.

Consequences

Disciplinary actions which may be taken include but are not limited to:

- Parental conference
- Referral to counselor
- Denial of privileges
- Design of a student behavioral contract
- Restricted movement
- Referral to psychological service staff
- Referral to appropriate local, county, and/or state agencies and/or institutions
- Alternative placement (a reentry meeting is required when student returns from an alternative placement)
- Liability for damages or financial loss
- Civil and/or criminal prosecution
- Lunch detention
- Bus suspension
- Detention
- Conference suspension
- In-school suspension
- Out-of-school suspension
- Expulsion

When referred to an administrator for violating the discipline policy, students should not expect to receive warnings or alternative actions. Students and parents share the responsibility to review the contents of this publication to become familiar with the rules and regulations governing the school.

Detention Procedures

- Detention(s) will be assigned as a consequence of violating school regulations.
- Detention will be held before school from 7:00 a.m. to 8:00 a.m. or after school from 3:05 p.m. to 5:15 p.m.
- A student may choose to serve two morning detentions or one after school detention.
- Students will receive at least 24-hours' notice of all after-school detentions to be served. It is the responsibility of the student to inform parents or guardians of the date(s) of his/her scheduled detention(s).
- Only the Principal or Assistant Principals may excuse a student from detention.
- Students will be excused for medical or dental appointments, but must provide verification from a doctor to the discipline office.
- Serving a detention takes precedence over all school activities.
- Students will not be excused from detention to participate in extra-curricular activities.
- Students who have work responsibilities must make arrangements to serve the detention(s) on the day(s) assigned.
- Students who, without permission, do not report for a scheduled detention will be rescheduled to another detention and are subject to further disciplinary action.
- Students may not visit their lockers during detention.
- Students must report to detention with sufficient school related work for the entire time of detention.
- Any student who is disruptive in detention or who fails to follow the specific instructions of the detention monitor will be considered guilty of insubordination and will receive no credit for detention. The student may be referred to an administrator.
- Detentions missed because of absence from school are served immediately upon return to school by attending the next scheduled detention(s).
- The atmosphere of detention will be one of individual study. Students should use time to complete homework assignments, study notes, or read.
- Disruption in detention will result in dismissal from detention and assignment of in-school suspension.

Exclusion from School - Suspensions and Expulsions

- Exclusion from school may be based on a single incident or a culmination of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion from school can occur in the following forms:

- Suspension - exclusion from school for a period of up to ten (10) school days.
 - Expulsion - exclusion from school by School Board action for a period of over ten (10) days.
- Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective.
 - A hearing is not required prior to a suspension of up to three (3) days.
 - An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student receives a suspension of four (4) or more days.
 - In the event that a student commits a violation that may result in a recommendation to the School Board for expulsion from the Wallenpaupack School District, the student shall have the right to request an administrative review within three (3) school days of the date of the offense. Such requests shall be made in writing to the principal of the school that the student is attending. The purpose of an administrative review is to discuss all relevant information regarding the student, including information related to the offense in question, the student's prior academic, disciplinary and attendance record at the school, and information regarding possible disciplinary action which may be taken against the student including referral to the Board of School Directors with a recommendation for expulsion. Administrative review shall not be deemed to be disciplinary action and shall not be considered action in lieu of suspension or expulsion. In the event that the student fails to elect administrative review, the administration shall proceed with disciplinary action including, if appropriate, a referral to the School Board with a recommendation for expulsion.
 - Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform or supply information requested by the parent or guardian.
 - The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.
 - A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
 - Students who are suspended are not permitted to attend any school functions during or after school hours throughout the period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespass laws.
 - It is the student's responsibility to fill out a Homework Request Form. All out-of-school suspension homework is due the day the suspended student returns to school.
 - All student privileges are revoked when a student is suspended from school.
 - A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.

- Cases of chronic disregard for school rules or student misconduct that is violent or dangerous may result in alternative placement.
- A student will be excluded from school for more than ten (10) consecutive days pending a board hearing when, in the opinion of an administrator, the continued presence of the student represents a threat to the health, safety, morals, or welfare of others. In cases of this nature, alternative instruction will be provided.
- Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school.
- The responsibility for placing the student in school rests with the student's parent(s) or guardian(s).
- If the student is unable to secure an alternative educational placement, the Wallenpaupack Area School District will make provision (s) for some form of education through alternative instruction at the discretion of the school district.
- Initiating a Bomb Scare will result in permanent expulsion from the district.

In-School Suspension

Procedures

- The high school disciplinarian who assigns a student to ISS will notify the parents/guardians of each student assigned to ISS.
- Each student will be given a handout by the high school disciplinarian explaining the ISS rules and procedures.
- Students will report to Student Waiting, rather than homeroom, on a day of assigned ISS.
 - Students assigned to ISS are permitted to eat breakfast in the high school cafeteria.
 - Students assigned to ISS must be in Student Waiting by 8:09 A.M.
- Students will be permitted to bring lunch to ISS, or they may purchase a lunch.

Rules

- Students must remain in ISS for the entire school day.
 - Students who normally have senior early dismissal will forfeit this privilege on days they are assigned to ISS.
- The following consequences apply to students who miss assigned time in ISS:
 - If a student is absent for a day of assigned ISS, he/she will serve the assigned day of ISS on the first day that he/she returns to school.
 - If a student arrives late to school on a day that he/she has been assigned ISS, he/she will serve the remaining portion of the assigned day. In addition, the student will be assigned an additional day of ISS.
 - A student may not have early dismissal on a day that he/she is assigned ISS.
 - If a student has a previously scheduled doctor's appointment, the disciplinarian assigning the ISS will work with the parent to schedule the ISS around this appointment.

- No early dismissals will be granted once ISS has been assigned.
 - If the school schedule is disrupted due to inclement weather, the following procedures will be followed:
 - If school is canceled, the student will serve ISS on the first day that school resumes.
 - If there is a delayed opening (2 hour delay), the student will serve ISS on the scheduled day and will follow the amended schedule.
 - If there is an early dismissal, students will not make up time lost due to being released early.
 - Students will be escorted to lavatories once in the morning, once at lunch, and once in the afternoon.
- Students must bring all texts/materials needed to complete assignments.
- All school rules apply in ISS.
- Students are to remain seated in their assigned seats during ISS.
- Students are only permitted to do the following while serving ISS:
 - Complete class work assigned by classroom teachers
 - Complete behavioral assignments associated with the reason ISS is being served
 - Read appropriate materials
- The following behaviors are not permitted:
 - Sleeping
 - Talking
 - Using entertainment/communication devices (will be confiscated)
 - Eating and drinking (with the exception of lunchtime)
- Violation of the ISS rules may result in more ISS time, OSS, or elimination of ISS as an option for disciplinary action.
 - If a student does not successfully complete ISS on a given day due to inappropriate behavior, he/she will be assigned more time in ISS as determined by an administrator.
 - If the student continues to misbehave in ISS, he/she will receive OSS; however, the student will return to ISS following the OSS until his/her ISS assignment has been successfully completed.
- Students assigned ISS may not participate in or attend after school activities on the days of the scheduled ISS.
- Completion of assigned work is a condition of successful ISS program completion. If a student refuses to complete assigned work, he/she will be subject to further disciplinary consequences.
- Students' performance in ISS will be evaluated. Unsatisfactory performance will result in referral to an administrator for possible further disciplinary action.

	4	3	2	1
Productivity	Routinely uses time well	Usually uses time well	Tends to procrastinate	Rarely gets work done on time
Preparedness	Always has materials and is ready to work	Often has materials and is ready to work	Occasionally has materials and is ready to work	Rarely has materials and is rarely ready to work
Citizenship	Consistently respects the rules of ISS, the ISS aid, and the rights of others	Usually respects the rules of ISS, the ISS aid, and the rights of others	Frequently needs guidance in appropriate behavior	Rarely exhibits appropriate behavior

APPENDIX – BOARD POLICIES

Acceptable Use of the Computers, Networks, Internet, Electronic Communications and Information System

The increased use of technology and the district's information technology systems (IT Systems) and the possible misuse, abuse, and increased district liability requires that the district more closely maintain, monitor, and limit the use of the district's IT systems. All users are now required to sign an acknowledgement and consent form in order to use and access the district's IT systems. WASD's IT systems must be used for education-related purposes and performance of district job duties. Users may not use their personal computers or other technology devices to connect to the WASD's intranet, Internet or any other IT System. Access to the WASD's IT systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the WASD, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The WASD will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the IT systems. Users have no privacy expectation in the contents of their personal files or in the use of the WASD's IT systems. The WASD reserves the right to monitor, track, log and access IT systems user accounts and to monitor and allocate fileserver space. WASD reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, the WASD operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. No person may have access to material that is illegal under federal or state law. *For more information, see [Board Policy No. 815](#)*

Attendance

Frequent absences of students from regular classroom attendance disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be regained. Consequently many pupils who miss school frequently experience great difficulty in achieving the benefits of schooling. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of educational benefits for each individual child. *For more information, see [Board Policy No. 204](#)*

Bullying/Cyberbullying

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 or outside a school setting that is severe, persistent, or pervasive. Bullying is a pattern of abuse over time and involves being "picked on." Bullying can take many forms and can include many different behaviors including, but not limited to, intimidation, humiliation, ridicule, defamation, extortion, oral or written threats, teasing, put downs, name-calling, threatening gestures or actions, cruel rumors, false accusations, and social isolation.

When a student believes that she/he is being bullied, intimidated, or in physical danger, the student should immediately inform the bully that his/her behavior is unwelcome, offensive,

or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall follow the established complaint procedure.

For more information, see [Board Policy No. 249](#)

Communication Devices

Student use of communication devices shall be prohibited from the beginning of the educational day to the end of the educational day: such devices shall be turned off or made inoperable. This includes the use of a cell phone or communication device to take photographs and/or audio and/or video recordings. While in the school facility and /or when participating in a school-sponsored event during the educational day, unless otherwise approved by the building principal or designee, it will be a policy violation if a communication device can be seen or heard. A student may not make a call or receive a call, send or receive a text message, and/or take, send or receive an electronic image and the communication device is to be turned off at all times, even if the device is stored in a backpack, locker or other out-of-sight location. Communication devices are prohibited for use in health suites and/or lavatories at all times. Parents/Guardians should call the school for any emergency situation. The school will in turn contact the student in question as is possible and appropriate. Parents/Guardians shall not try to contact students by cell phone, pager, or other device.

For more information, see [Board Policy No. 237](#)

Destruction of Property

Students shall attempt to keep the school campus, buildings and furnishings clean and in good order at all times. Students who deface the building, grounds, or equipment or destroy school property or the property of school district employees or other students in any way will appropriately disciplined and the student and parent(s)/guardian(s) will receive a bill for all damages. In extreme cases or in the case of a repetitious offender, referral to law enforcement authorities may be initiated.

For more information, see [Board Policy No. 224](#)

Drug and Alcohol Abuse

Pupils are prohibited from the use or possession of any unauthorized drugs, controlled substance and/or alcoholic beverages in school buildings or on school property. This includes “look-alikes.” This prohibition includes all school events on or off school grounds, as well as in route to or from school. Any pupil found using, in possession of or under the influence of a controlled substance and/or intoxicating beverage will be subject to disciplinary action, including expulsion.

For more information, see [Board Policy No. 227](#)

Flag Salute

Opening of school activities includes the recitation of the Pledge of Allegiance and/or playing of the National Anthem. All students will be encouraged to participate in this patriotic activity. Students whose personal beliefs prohibit such actions are not required to participate in this activity provided the school is notified of such, in writing, by the parents or legal guardians. However, non-participating students must not disrupt or otherwise infringe upon the rights of others to participate in this action. Disruption of this ceremony, by any student, will result in disciplinary action.

For more information, see [Board Policy No. 807](#)

Freedom of Expression

Students have the right to express themselves in any manner that does not directly interfere with the educational process, threaten harm to the school or community, or encourage unlawful activity. Students have the responsibility to obey the laws regarding obscenity and libel and to be aware of the full meaning of their expression. They also have a responsibility to be sensitive to the feelings and opinions of others and to give others an opportunity to express their views.

For more information, see [Board Policy No. 220](#)

Fundraising/Selling

Students are not allowed to sell any items on school grounds without the Principal's permission.

For more information, see [Board Policy No. 229](#)

Gang Activity

Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process. Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited. Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious type/category.

For more information, see [Board Policy No. 218.3](#)

Homebound Instruction

Students who request homebound education must present evidence supporting the need, such as a doctor's note specifying the need and the duration for homebound or a court placement ordering homebound. Request for Homebound Form may be obtained from the Guidance Office.

For more information, see [Board Policy No. 117](#)

Homework

Homework is defined as written or non-written tasks assigned by teachers to be completed by students outside of class time. The purposes of homework are to practice newly taught skills, to review mastered skills, to develop independent study habits, and to extend and

enrich the curriculum. Homework is related to the curriculum of the school and assignments are made according to the ability of the student. Parents are encouraged to support their children with the homework process. Failure to complete homework is not a disciplinary issue. It is academic in nature and should be addressed by the classroom teacher. Homework should not be used as a form of punishment.

For more information, see [Board Policy No. 130](#)

Search of School Property

The District supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use of or possession of illegal substances.

It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances:

- The administration shall authorize the search and have a designee on hand while the search is taking place.
- Parents and students are notified of this policy through its inclusion in the student and/or parent handbook.
- All school property such as lockers, classrooms and storage areas may be searched.
- Individual(s) shall not be subjected to a search by dogs.

For more information, see [Board Policy No. 226](#)

School Visitors

Any person not a school employee or student is required to report to the office immediately upon entering the building.

For more information, see [Board Policy No. 907](#)

Terroristic Threats/Acts

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

For more information, see [Board Policy No. 218.2](#)

Tobacco Use/Possession

In compliance with the legislated mandate, and pursuant to the authority of the district to develop post and implement policy to regulate tobacco use, it shall be the policy of the District that students are not permitted to possess tobacco, tobacco paraphernalia or to smoke in any school district building, school vehicle, other school district vehicle, or on any school property owned by, leased by, or under the control of the District. The Superintendent is authorized and directed to designate appropriate District Officials to be responsible for the enforcement of this policy. School personnel shall confiscate such products and assign appropriate punishment.

For more information, see [Board Policy No. 222](#)

Unlawful Harassment

All forms of unlawful harassment of students and/or third parties by students are prohibited. Harassment includes: verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion. A student shall report harassment to the school principal and/or school staff. Those witnessing harassment are responsible to report it to the principal and/or school staff.

For more information, see [Board Policy No. 248](#).

Weapons

A student shall not possess, handle, or transmit any "weapon." The definition of "weapon" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, ammunition, any explosive including firecrackers, matches, lighters, mace, pepper spray and any tool, instrument, or implement capable of inflicting serious bodily injury including look-alikes. Weapons and/or any other endangering items are never allowed (1) on school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any time when the school is being used by a school group, (3) off the school grounds at any school activity, function, or event, or (4) on school transportation. A student who violates this rule commits a misdemeanor of the first degree if he/she possesses a weapon and will be subject to suspension, possible expulsion and prosecution under the Crimes Code of Pennsylvania.

For more information, see [Board Policy No. 218.1](#)

Wellness Plan

The primary goals of the WASD Wellness Plan are:

- To promote a healthy environment.
- To facilitate student learning of lifelong healthy habits.
- To increase student achievement.

The plan includes a commitment to physical activity, health education, and proper nutrition. Annual student health screenings require that height, weight, and BMI information be provided for the parents. These reports are mailed to the family each spring.

For more information, see [Board Policy No. 246](#)