

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.

The Wallenpaupack Area School District's Board Policies/Procedures are available online at <http://www.wallenpaupack.org>. Hard copies of the policies/procedures are available in the District Office.

The 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.

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DISTRICT INFORMATION

DIRECTORY INFORMATION

Board of Education

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

District Phone: (570) 226-4557 - District Website: <http://www.wallenzaupack.org>

Wallenzaupack Area Administration

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

Wallenzaupack Area Special Education

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

Wallenzaupack North Primary School

Principal	Mr. Anthony Cavallaro
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Wallenzaupack North Intermediate School

Principal	Mr. William Walker
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Wallenzaupack South Elementary School

Principal.....	Dr. Nancy Simon
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Wallenzaupack Area Middle School

Principal	Ms. Diane Szader
Assistant Principal	Mr. Keith Gunuskey

Wallenzaupack Area High School

Principal.....	Mr. Jay Starnes
Assistant Principal/Athletic Director	Mr. Mark Kirsten
Assistant Principal.....	Mrs. Amanda Cykosky

Wallenzaupack Hawley Center

Alternative Education Coordinator	Mr. Frank Williams
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SCHOOL CALENDAR 2009 – 2010

Wednesday	September 2, 2009	Teacher In-Service – No School for Pupils
Thursday	September 3, 2009	Teacher In-Service – No School for Pupils
Tuesday	September 8, 2009	Teacher In-Service – No School for Pupils
Wednesday	September 9, 2009	School Opens – Full Day for Pupils and Faculty
Tuesday	November 24, 2009	Parent Conferences – Early Dismissal for Pupils
Wednesday	November 25, 2009	Early Dismissal
Thursday	November 26, 2009	Thanksgiving Recess – School Closed
Monday	November 30, 2009	Thanksgiving Recess – School Closed
Tuesday	December 1, 2009	School Re-opens
Wednesday	December 23, 2009	Early Dismissal – Christmas Recess Begins (1:00 H.S.)
Monday	January 4, 2010	School Re-opens
Friday	January 22, 2010	Teacher In-Service – No School for Pupils
Monday	February 15, 2010	Presidents’ Day – School Closed
Friday	April 2, 2010	Easter Recess – School Closed
Monday	April 5, 2010	Easter Recess – School Closed
Tuesday	April 6, 2010	School Re-opens
April 7 through April 16		PSSA Reading and Mathematics Grades 3, 4, 5, 6, 7, 8, and 11
April 19 through 23		PSSA Writing Grades 5, 8, and 11
April 26 through 30		PSSA Science Grades 4, 8, and 11
Monday	May 31, 2010	Memorial Day – School Closed
Thursday	June 17, 2010	Teacher In-Service – No School for Pupils
Friday	June 18, 2010	Last Day of School
Friday	June 18, 2010	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 also contains this information - www.wallenzaupack.org. 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 could occur because of a number 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 their child knows that 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 POLICY AND PRIVACY ACT

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 are:

- The right to inspect and review the student’s education records
- The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failure by Wallenzaupack Area School District to comply with the requirements of FERPA.
- The right to obtain a copy of Wallenzaupack Area School Districts’ student records policy. You can obtain a copy of the policy from the principal’s office in each school within the district.

Paragraph (1) of Section 9528 of the No Child Left Behind Act of 2001 requires that “schools shall provide, on request made by military recruiters or an institution of higher education, access to secondary school students’ names, addresses and telephone listings.” State law requires that students be given notice that the district will disclose directory information if

requested. Each student has to be given at least 21 calendar days to respond in writing and ask to be excluded from the disclosure.

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

- Name under appropriate circumstances
- Address and telephone listings
- 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 30, 2009.

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.

GENERAL INFORMATION

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.

At the August, 2009 School Board meeting, the district's Acceptable Use of the Computers, Networks, Internet, Electronic Communications and Information Systems (AUP) was revised to reflect the broader range of district responsibilities and liabilities.

All users are now required to sign an acknowledgement and consent form in order to use and access the district's IT systems. Below is a summary of the revised AUP policy. The entire policy is located on the district's webpage (www.wallenzaupack.org) or to receive a paper copy contact the building's main office. The following is a summary of the approved board policy.

The Wallenzaupack Area School District ("WASD") provides employees, students, and guests with access to the WASD's electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. Computers, network, Internet, electronic communications and information systems (collectively "IT systems") provide vast, diverse and unique resources. If there is a specific educational purpose to access information, the District will provide users access to the WASD'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.

Users are important and critical players in protecting these WASD assets and in lessening the risks that can destroy these important and critical assets. Consequently, users are required to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent and/or designee. Conduct otherwise will result in actions further described in Consequences for Inappropriate Unauthorized and Illegal Use.

Educational Purpose - Includes use of the IT systems for appropriate classroom activities, professional development programs, and to support the WASD's curriculum, policies and mission statement.

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 files server 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. Expedited review and resolution of a claim that the policy is denying a student or adult to access material will be enforced by an administrator, supervisor, or their designee upon the receipt of written consent from a parent or guardian of a student, and upon

the written request from an adult.

WASD has the right, but not the duty, to monitor, track, log, access and /or report all aspects of its computer information, technology and related systems of all users and of any user's personal computers, network, Internet, electronic communication systems, and media that they bring onto WASD property, or to WASD events, that were connected to the WASD network.

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the WASD cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of school resources and will result in actions explained further in Consequences for Inappropriate, Unauthorized and Illegal Use.

Users must be capable and able to use the WASD's IT systems and software relevant to their responsibilities. In addition, users must practice proper etiquette, WASD ethics, and agree to the requirements of this policy.

WASD LIMITATION OF LIABILITY

The WASD makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the WASD's IT systems will be error-free or without defect. The WASD does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the WASD, nor is the WASD responsible for the accuracy or quality of the information obtained through or stored on the IT systems. The WASD shall not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the computers, network and electronic communications systems.

PROHIBITIONS

The use of the WASD's IT systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Students are prohibited from visually possessing and using their personal computers, as defined in this policy, on WASD premises and property (including but not limited to, buses and other vehicles), at WASD events, or through connection to the WASD IT systems, unless expressed permission has been granted by an administrator, who will then in formal all necessary staff.

Users are prohibited from using WASD IT systems to:

- Send non-work or non-school related communications.
- Use cell phones or other communication devices shall be restricted during the educational day; such devices shall be turned off or made inoperable. Exceptions to this rule may be made upon the approval of the building principal or designee.
- Cyberbully another individual or entity. See WASD Bullying Policy #249.
- Communicate through e-mail for non-educational purposes or activities. The use of mass e-mail for non-educational or non-work related information is expressly prohibited (for example, the use of the "everyone distribution list, building level distribution lists, or other e-mail distributions lists to offer personal items for sale is prohibited).
- Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable WASD policies); conduct unauthorized fund raising or advertising on behalf of the WASD and non-school WASD organizations; resale of WASD computer resources to individuals or organizations; or use the WASD's name in any unauthorized manner that would reflect negatively on the WASD, its employees, or students. Commercial purpose is defined as offering or providing goods or services or purchasing goods or services for personal use. WASD acquisition policies will be followed for WASD purchase of goods or supplies through the WASD system.
- Engage in political lobbying.

- Install, distribute, reproduce or use copyrighted software on WASD computers, or copy WASD software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright.
- Install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on WASD computers is restricted to the Director of Information Services or designee.
- Send any WASD information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the WASD's business, or educational interest.
- Send unsolicited commercial electronic mail messages, also known as spam.
- Post personal or professional web pages without administrative approval.
- Use the name of the "Wallenpaupack Area School District" or "WASD" in any form in web blogs ("blogs"), on WASD Internet pages or websites not owned or related to the WASD, or in forums/discussion boards to express or imply the position of the WASD without the expressed, written permission of the Superintendent. When such permission is granted, the posting must state that the statement does not represent the position of the WASD.

ACCESS AND SECURITY PROHIBITIONS

Users must immediately notify the Director of Information Services and/or designee if they have identified a possible security problem. Users must read, understand, provide a signed acknowledgement form(s), and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, non-disclosure and physical and information security policies.

CONTENT GUIDELINES

Information electronically published on the WASD's IT systems shall be subject to the following guidelines:

- a. Published documents including but not limited to audio and video clips or conferences, may not include a student's date of birth, Social Security number, driver's license number, financial information, credit card number, health information, phone number(s), street address, or box number, name (other than first name) or the names of other family members without parental consent.
- b. Documents, web pages, electronic communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without parental consent.
- c. Documents, web pages, electronic communications, or videoconferences may not contain objectionable materials or point directly or indirectly to objectionable materials.
- d. Documents, web pages and electronic communications, must conform to all WASD policies and guidelines, including the WASD's Copyright Policy, #814.
- e. Documents to be published on the Internet must be edited and approved according to WASD procedures before publication.

DUE PROCESS

- a. The WASD will cooperate with the WASD's ISP rules, local, state, and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the WASD's IT systems.
- b. If students or employees possess due process rights for discipline resulting from the violation of this policy, they will be provided such rights.
- c. The WASD may terminate the account privileges by providing notice to the user.

SEARCH AND SEIZURE

- a. Users' violations of this Policy, any other WASD policy, or the law may be discovered by routine maintenance and monitoring of the WASD system, or any method stated in this policy, or pursuant to any legal means.
- b. The WASD reserves the right to monitor, track, log and access any electronic

communications, including but not limited to, Internet access and e-mails at any time for any reason. Users should not have the expectation of privacy in their use of the WASD's IT systems, and other WASD technology, even if they use the IT system for personal reasons. Further, the WASD reserves the right, but not the obligation, to legally access any personal technology device of students and employees brought onto the WASD's property or to WASD events, or connected to the WASD network, containing WASD programs or WASD or student data (including images, files, and other information) to insure compliance with this policy and other WASD policies, to protect the WASD's resources, to obtain information/data that the WASD reasonably believes involves criminal activity.

- c. Everything that users place in their personal files should be written as if a third party will review it.

COPYRIGHT INFRINGEMENT AND PLAGIARISM

- a. Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the WASD resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct users to respect copyrights, request permission when appropriate, and comply with license agreements. Employees will respect and comply as well.
- b. Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The WASD does not permit illegal acts pertaining to the copyright law. Therefore, any user violating the copyright law does so at their own risk and assumes all liability.
- c. Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, and deep-linking and framing into the content of others' web sites. Further, the illegal installation of copyrighted software or files for use on the WASD's computers is expressly prohibited. This includes all forms of licensed software shrink-wrap, clickwrap, browwrap, and electronic software downloaded from the Internet.

WASD guidelines on plagiarism will govern use of material accessed through the WASD's IT systems. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.

WASD WEB SITE

The WASD will establish and maintain a Web Site and will develop and modify its Web pages that will present information about the WASD under the direction of the Director of Information Systems and/or designee. Publishers must comply with this policy, and other WASD policies.

CONSEQUENCES FOR INAPPROPRIATE, UNAUTHORIZED AND ILLEGAL USE

- a. General rules for behavior, ethics, and communications apply when using the IT systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or for unlawful use of the IT systems may result in loss of IT access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissals, expulsions, and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant WASD policies, such as, but not limited to, the student and professional employee discipline policies, copyright policy, property policy, curriculum policies, terroristic threat policy, and harassment policies.
- b. The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from negligent, deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from negligent, willful or deliberate violations of this policy. For example, users will be

responsible for payments related to lost or stolen computers and/or WASD equipment and recovery and/or breach of data contained on them.

- c. Violations as described in this policy may be reported to the WASD, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. The WASD will cooperate to the extent legally required with authorities in all such investigations.
- d. Vandalism will result in cancellation of access to the WASD's IT systems and resources and is subject to discipline.

The entire policy is located on the district's webpage (www.wallenzaupack.org) or to receive a paper copy contact the building's main office.

ARRIVAL PROCEDURES

1. Students driving to or being driven to school by a parent should plan on arriving before 7:45 a.m. to alleviate traffic congestion.
2. Arriving students must use the designated entrances to the building.
3. Students are NOT to open any outside doors and admit ANYONE into the building, whether or not the students know the person or persons.
4. Under no circumstances are students permitted to visit other buildings on campus without written permission for visitation.
5. Students must conduct themselves in a safe, orderly manner and use walkways and steps provided.
6. Unless granted prior permission by a staff member, students must not enter any classroom prior to 8:00 a.m.
7. Students are not allowed to visit unscheduled rooms or teachers unless the student has a pass from the teacher they wish to visit.
8. Beginning at 8:00 a.m., students must report directly to their lockers and then proceed to their period one (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.
9. All students must have a pass signed by a teacher or administrator when not in their assigned area.
10. All students must be seated in their period one (1) class by 8:09 a.m.

BACKPACKS, BOOK BAGS AND BOOK SACKS

Students shall be allowed to carry a sensibly sized backpack or book bag for purposes of bringing books, supplies and other appropriate items to and from school. In an effort to promote safe and efficient travel through hallways and to provide better control of items that are unauthorized, all backpacks or book bags must be stored at all times in the student's locker. Purses are allowed, but must be of sensible size (approximately 8 ½" x 11").

BUS ACCIDENT INSURANCE PROVISIONS

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 Wallenzaupack 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.

CAFETERIA PROCEDURES

BREAKFAST

Students wishing to eat breakfast at school should report directly to the cafeteria starting at 7:45 a.m. Student breakfast costs \$1.50. Reduced breakfast cost is \$.30.

1. The above lunch procedures also apply to those students wishing to eat breakfast before

- school.
2. 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.

LUNCH

In the daily schedule, four lunch periods are provided. Hot lunches and a la carte lunches are available. Student lunches cost \$2.25, milk included. Additional milk is \$.50. A la carte prices are posted in the cafeteria. Reduced lunch cost is \$.40

1. Students may report to lockers on the way to the cafeteria, or upon leaving the cafeteria on the way to their next class.
2. Upon entering the cafeteria, students should form a single file line. There is no cutting in the lunch lines.
3. Students should properly discard trash and return trays to the appropriate cafeteria area.
4. All food and drinks must be consumed within the cafeteria.
5. Screaming, yelling or other loud noises will not be tolerated.
6. Students are expected to keep their eating area clean. When it is impossible to determine the specific individual responsible for a condition in need of attention, all students seated in the area will share the responsibility.
7. Students may be assigned clean up duty or disciplinary action may be taken in order to correct student conduct within the cafeteria. School staff does have the right to assign seats in the cafeteria if student behavior is not acceptable.
8. Students are not permitted to bring glass containers into school.
9. Students who throw food or any object in the cafeteria may be considered guilty of disorderly conduct.
10. Upon finishing their lunch, students will bring trays to the disposal area and then return to their tables.
11. Students are to abide by the directives of the cafeteria staff.
12. Students wishing to leave the cafeteria for any reason must sign out in the appropriate area. Students who need to use the lavatory must use the lavatories next to the cafeteria.
13. 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.
14. All students must submit to scanning procedures in order to facilitate the student lunch accountability system.

CLASS PROCEDURES

PROMPTNESS TO CLASS

1. Students are required to arrive to class and be seated in their assigned area by the time designated for the beginning of class.
2. Students who may arrive late for class must obtain a note from the staff person who detained them. This note must be presented to the teacher upon late arrival.
3. Except in emergencies, students will report to class before using the phone in student waiting, visiting the nurse, counselor, office personnel or any other non-scheduled area. The teachers will issue a pass if leaving the class is judged to be necessary and/or appropriate.
4. Students who miss any class work for unexcused reasons may be given a failing grade for the missed work.
5. If a student fails to report to class during the scheduled class period and has not been excused from the class, the absence must be reported on a cut slip.

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

1. Except in extreme emergencies, students must obtain permission from a teacher or other adult school authority before leaving class.
2. Any student leaving a class during the class period must have the proper documentation to leave class. The student must also sign out of the classroom on the sign-out sheet provided indicating the student's full name, time of departure, and time arrival returning to class.
3. Lavatories are to be used for their intended purposes only.
4. Students should request permission to leave class early only for emergency reasons and should make a sincere effort not to disrupt the learning environment.
5. Students who, in the judgment of an administrator, have demonstrated a high frequency of emergency requests for leaving class may be required to present a note from a medical authority indicating a need for such frequent requests.

CORRIDOR COURTESY

- Do not block traffic by standing in groups. Students are not permitted to loiter in the halls.
- Pass through the halls quietly. Yelling in the halls is not permitted.
- Discard trash in containers: place chewing gum in a piece of paper and discard in trash container.
- At the end of the day, leave the building unless under the supervision of a teacher, coach, activity sponsor or administrator.

CUSTODY

It is the intent of the Wallenpaupack Area School District to remain neutral toward families split by divorce or separation. The District does not want to take sides with one parent against the other where there may be possible conflict over children attending school in this district. If you have a court decree that establishes you as legal guardian, please submit a copy of such a document for attachment to 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, you must be aware that the child's school cannot deny either parent access to his/her child. The school cannot withhold information or refuse to see or work with the other parent, nor will the other parent be prohibited from picking up his/her child from school.

The Wallenpaupack Area School District wants to protect all children from emotionally upsetting situations. Whatever the parents can settle outside school to forestall these confrontations should be pursued. The guidance counselors will work with you toward this end if you so desire.

DISMISSAL PROCEDURES

1. Upon dismissal, all students, after visiting their lockers, will proceed immediately to their bus or after school activity.
2. Students are not permitted to cross Route 6 without a crossing guard present.
3. Students scheduled for detention or any after school activity must visit their lockers following the last period and report directly to the area of the detention or other after school activity.
4. Walkways provided must be used when traveling to the bus loading area.
5. Loitering in the bus loading area is not permitted. Students are required to proceed immediately to their buses.
6. Parents or legal guardians may pick-up their child from school by following normal visitor sign-in procedures. The office will notify the classroom teacher and the child will be called to the pick-up area. Other adults or acquaintances can not pickup students unless the parents or guardians grant permission and this information is provided, in writing, to the main office.
7. All rules and regulations in effect within the school are also in effect on all school property and on the way to and from school.

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.

PROPOSED PENALTIES FOR MAJOR DISCIPLINARY PROBLEMS ON CLASS TRIPS

While on class trips, students are expected to conform strictly to behavioral guidelines explained to them in an assembly approximately one week prior to departure. Chaperones have the authority to send home, at parents' expense, any student involved in a major disciplinary offense. Upon return, there will be no participation in the following:

1. Extracurricular activities
2. Class Officer or Student Council
3. National Honor Society
4. Band Concerts
5. Choral Concerts
6. Assemblies

The above will be in addition to the appropriate suspension, with the possibility of expulsion for the more serious offenses.

POLICY ON REFUNDS 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 OBLIGATION

At times students become indebted to the school for library fines, textbook assessments, lost athletic equipment, etc. Normal courtesies direct that these obligations be paid without delay. Students who fail to satisfy their financial obligations place their student privileges or other student services in jeopardy. All financial obligations must be satisfied. Arrangements are to be made with the main office.

FIRE DRILL PROCEDURES

1. All students are to evacuate the building when the fire alarm is sounded or when directed to do so by P.A. announcement or by a teacher.
2. Students are to walk, not run, to the nearest exit, as posted in each classroom. Students are not to stop at the lavatory or locker en route to an exit.
3. Once outside, students are to remain with their class under teacher supervision. They may not re-enter the building until a teacher directs them to do so. Students should then proceed directly to their assigned class or activity.

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

There are to be no fundraising programs in Wallenpaupack Area High School unless authorized by the administration. Traditionally, individual grade levels sponsor one fundraising program a year to secure monies for class activities. Request for fundraising must be submitted to the Athletic Director/Assistant Principal.

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 first twenty minutes of block one and the last twenty minutes of block four except for extreme

emergencies. 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 unless there is an emergency.

HEALTH SERVICES

The school nurse is in the Health Suite daily from 8:06 A.M. to 2:55 PM. At this time pupils may consult about illness or may be scheduled for state-mandated physical examinations. Students becoming ill during school hours are to report to their classroom teacher who will issue a pass to the school nurse. Students must then report to the nurse. They are not to call home and ask for someone to get them from school without the knowledge of the school nurse. Students who call home without permission from the nurse or the office will be subject to disciplinary action. Students who require the use of crutches, wheelchairs, or elevators must provide a doctor's note to the office substantiating such a need.

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 administrators are the only people who may excuse a student from class or detention for health reasons.

HEALTH CARE AND CONFIDENTIALITY OF STUDENT HEALTH INFORMATION

- A full-time nurse is available for emergency health care. For non-emergencies, students must secure a written pass from their teacher before visiting the nurse.
- Other than administrators, the school nurse is the only member of the school staff who can excuse a student from school during the day because of illness or injury.
- The student should report immediately any illnesses or injuries that occur during the school day to his/her teacher or to the school nurse.
- On-going health care for student illness or injury is the responsibility of the student's personal physician.
- 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, and weight 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. 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.
- 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

Drugs and medicines brought to school must be registered with the school nurse, or delegated secretary and taken in her presence or returned to the student for self-administration if in the judgment of the nurse the situation warrants this action. When medication absolutely must be given during school hours, all medications must be brought to the school nurse or designated

individuals by the parent or guardian. Students will not be given non-prescription medications on a routine bases, unless a written order from the attending physician is on file. Students are not permitted to carry non-prescription medication to school unless absolutely necessary, and must report to the nurse's office with parental consent and the medication. Any medication to be given during school hours must be delivered directly to the school nurse or person assigned responsibility. 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.

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. 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.

WELLNESS PLAN

The primary goals of the WASD Wellness Plan are: 1) to promote a healthy environment; 2) to facilitate student learning of lifelong healthy habits; and 3) 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.

INSURANCE

A student accident insurance program is available, and forms are distributed at the beginning of each school year. The school-time protection plan provides protection for a student while attending school, on the school grounds, or on the way to and from school. Purchase of insurance is voluntary; however, no one will be permitted to participate in interscholastic sports unless he or she is covered by some form of accident insurance. The high cost of medical insurance makes it fiscally impossible for the school district to provide coverage for every student enrolled at Wallenpaupack. Injuries (in and out of school) do occur, and it behooves every parent to have proper and sufficient coverage for these occasions.

All accidents that occur while in school must be reported immediately to the teacher or other school official. Simplified forms will be furnished for filing an accident report. Parents should be aware that there is no automatic "school district insurance."

LIBRARY / MEDIA CENTER

The high school media center is an important part of the high school experience. The library is a place for quiet study and reading along with being the main research center for over 300 classes a year. The school's block-schedule includes many immediate and long-range assignments that are completed in a media center, which supports the school's curriculum. The district budget allows for the continuous purchase of current materials including books, on-line databases, magazines and audio/video tapes. A paperback library and fiction section are also available for recreational reading. Along with the various forms of media found in any modern media center, additional services are provided to make the use of the center as meaningful as possible. These services include: computers which are available for specific internet searches, a television and VCR for student assignments, a conference room for group work, and back issues of magazines in hard copy and on microfiche.

The library is also a member of "Access Pennsylvania" which provides our schools with the "Access Pennsylvania Power Library." The "Power Library" is an online database that is accessed through the Internet. The school district provides additional online databases for student usage. All the online databases strongly support the curriculum of our schools. All computers are used for educational purposes related to classroom assignments.

The library security system deters library material from being taken without proper sign-out procedures. The purposeful setting off of the security system will lead to disciplinary action by the school administration.

LOCKERS

The administration acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property. Therefore, 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.

LOST AND FOUND

Lost and found articles should be turned in to the student waiting office where owners may claim them. Students who have lost property may check there before or after school. Items that are not claimed by the last school day will be discarded.

Lost books should be turned in to the main office where owners may claim them. Owners of lost books should report the loss to the classroom teacher. Lost gym apparel should be returned to the physical education offices.

MAKE-UP WORK

1. 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 they return and not counting any days they are subsequently absent.
2. 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.
3. Students who have unexcused absences are to receive a zero for the day and are not allowed to make up work.

PARENT RESPONSIBILITIES

A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship, parents are urged to:

1. Exemplify an enthusiastic and supportive attitude toward school and education.
2. Build a good working relationship between themselves and their child, his or her teachers and the school.
3. Teach their child self-respect, respect for the law and respect for others and public property.
4. Insist on prompt and regular attendance.
5. Listen to views and observations of all parties concerned, before making a decision.
6. Recognize that teachers deserve the same consideration and respect that parents expect from their children.
7. Encourage their child to take pride in his/her appearance.
8. Insist that their child promptly bring home all communications from school.
9. Cooperate with the school in jointly resolving any school-related problems.
10. Set realistic standards of behavior for their children and be firm, fair, and consistent in applying them.
11. Help their child learn to deal effectively with negative peer pressure.
12. Provide a place conducive for study and completion of homework assignments.
13. Use PowerSchool on a consistent basis and communicate with teachers, as needed.

Parents should be aware that they are responsible for any financial obligation incurred by their child in school. This includes lost books, damage to property, etc.

PARKING AND DRIVING REGULATIONS

1. 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. Due to the limited number of parking spaces, only grades 12 and 11 are offered parking permits. Grade 12 students are accommodated first. Any remaining spaces, if available, will then be given to grade 11 students. Other students will not be permitted to drive to school.
2. Student drivers should plan to arrive at school before 7:45 a.m. and enter the school immediately upon arrival – no loitering is permitted in the parking lot. Students should enter by way of the student lot entrance.
3. Student drivers must observe directional arrows on parking lot blacktop. Drive only on paved parking areas – never on grass or walkways.
4. Students, when arriving to school in the morning, may not leave school property and then return.
5. Park only between the lines provided on the parking lot and never block the passage of buses or students. Park only in the area designated for student parking. Do not park in the faculty/visitors' parking lot, the main driveway, or handicapped areas.
6. Students may not return to their vehicle without office permission after 8:00 a.m. unless leaving school for the day.
7. The speed limit will not exceed 10 miles per hour on school grounds at all times.
8. Keys must be removed and cars must be locked.
9. Even the slightest auto accident on school grounds must be reported to the office at once.
10. All general school rules apply to the parking lot. (Example: no smoking in cars)
11. Cars not properly registered in the school office are subject to being towed away at owners' expense.
12. ALWAYS YIELD THE RIGHT OF WAY TO BUSES WHEN ON SCHOOL GROUNDS.
13. Student drivers should leave cautiously as soon as possible after being dismissed – no loitering. However, once buses begin to leave, all cars must stop movement except to clear the exit route. Students must leave the lot by 3:15 p.m.
14. All safety rules of the road will apply when driving to and from school and on school grounds. Reckless driving at any time will result in suspension of driving privileges.
15. The parking lot is school property and the space where you park is provided to you free of charge. School officials reserve the right to search cars in the parking lot if necessary.
16. All student cars must be registered in the office. Each car that a student may park in the student lot must have his/her WAHS parking permit easily observable.
17. Only cars with permits are allowed to park in the student parking lot. Visitors or parents dropping off students must do so in the parking lot next to the main office.
18. Driving to school is a privilege. This privilege will be denied to any student owing an obligation.
19. Any student who is suspended for the second time may lose his/her driving privilege.
20. Any student who is excessively tardy may lose his/her driving privilege.
21. Any student with a permit who leaves school property without permission may lose his/her driving privilege and be subject to disciplinary action.
22. Any student who gives or lends his/her permit to someone else will have his/her parking privileges suspended.
23. Any car found with drug paraphernalia or any illegal substances will be subject to impoundment by the state police.
24. The state police do periodically patrol the lot. All vehicles should comply with state law. (This includes the law on tinted glass.) The school district will act "in loco parentis" should law enforcement need assistance.

STUDENT PARKING PERMIT INFORMATION

- 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.

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.

POSTINGS AND OTHER MEDIA RELEASES

All materials to be posted in the building must have attached the name of the student or student group sponsoring the material. The school principal or his/her designee must approve all material to be posted. It is the responsibility of the sponsoring group to remove material in a timely fashion.

RESTRICTIONS ON LEAVING SCHOOL PROPERTY BY STUDENTS

No student, for illness or any other reason is permitted to leave the building without proper permission. Violators may be suspended and driving privileges may be suspended temporarily or permanently. The administration shall not permit a pupil to leave school in the custody of anyone other than the person or persons in position of *loco parentis*. Students may not cross Route 6 during school hours without administrative approval.

SOLICITATION

Wallenpaupack Area High School does not allow any form of solicitation (including flyers, handouts, and newspapers) to be distributed on school property without prior administrative approval.

STUDENT RIGHTS AND RESPONSIBILITIES

BASIC UNDERSTANDINGS

The Wallenpaupack Area School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.

The teacher has the responsibility to maintain a suitable environment for learning, and the administrators have the responsibility for maintaining and facilitating educational programs. The principal is authorized by statute to suspend students for cause. Rules and regulations shall be published and reviewed with students at the opening of each school year. Copies will be made available to students and parents upon request.

RESPONSIBILITIES REQUIRED BY SCHOOL CODE

1. Student responsibilities include regular attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to create a climate within the school that is conducive to wholesome learning and living.
2. 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.
3. Students should express their ideas and opinions in a respectful manner.
4. 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 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 process.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make-up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Report accurately and not use indecent or obscene language in student newspapers or publications.

SCHOOL PROCEDURES

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. The school shall first contact the parents or guardians of the student to be interviewed and advise them of the circumstances. Request that the parent or guardian be present at the interview.
- b. If the parent or guardian cannot be present for the interview and should they not wish their child be interviewed at school, then so advise the officer.
- c. In the event that a parent or guardian cannot be contacted, school officials will 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.
- e. If a parent or guardian cannot be present but agrees, school officials will act "in loco parentis."

STUDY HALL PROCEDURES

1. Students are given an assigned seat.
2. No students may leave the study hall without a signed hall pass or library pass.
3. In most cases, the study hall teacher will excuse a student from study hall only when the student presents evidence that the desire to leave is legitimate. A student scheduled for Math Lab, Band or Chorus sections, a scheduled meeting or assembly, or who presents a pass from another teacher, would meet the legitimacy test. The exception to this rule is students wishing to go to the Guidance Office during study hall time.
4. Only one boy and one girl will be excused to the lavatories at any one time, except in emergencies.
5. Students excused to the Training Room must present a pass from the Athletic Trainer.
6. Study halls are to be quiet so that students can study. Repeated failure to stay quiet may result in detention.
7. Study halls are most productive when students study by themselves, instead of in small groups or in pairs.

STUDENT VISITATIONS

Student visitations and guests are not permitted in the high school unless there are extenuating circumstances. These circumstances must be presented in writing by the

parent/guardian to the administration. A visitor's form must be completed 24 hours in advance of the requested visit. Please note that circumstances such as: "No one will be home and (the visitor) would like to see the school, etc." are not extenuating.

TAPING/AUDIO-VIDEO

Students are not permitted to video tape and/or audio tape any person or class without administrative permission.

VISITORS TO SCHOOL

In order to protect the interests and safety of students and staff, all visitors must report to the Main Office. Visitors may not be in the school building or on the school grounds unless they have permission from the school administrators. Student visitation during the school day is not permitted.

WORKING PAPERS

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

1. Obtain an "Application for Employment Certificate or Transferable Work Permit" from the main office staff or download the form off of the High School's website. Take this application to the following in this order:
2. **Your prospective employer- They must fill out Part "C"** (no one under the age of 16 can work where alcohol is served).
3. **Your Private Physician- Have your physician fill out Part "D"** verifying that the applicant is capable of performing the job. *NOTE: If a student had a free sports physical or an 11th grade physical within 365 days, **given at the school**, the nurse can sign this section **during the school year**. School nurses are not available during the summer months.
4. **Parent/Guardian must complete Part "B" in the presence of the main office staff and the student must be present as well.** Applicants must provide proof of age in the form of a copy of birth certificate, baptismal certificate, passport, driver permit or license, etc. Students will then receive **the actual working permit**. Parent/Guardian will need to sign the permit in front of the main desk staff and the student must be present at the time.
5. **If the parent/guardian does not** sign this form in front of school staff, an Attestation Document must signed in the presence of a notary public for a fee. This form may be downloaded off of the High School's website.

HIGH SCHOOL ACADEMIC GUIDELINES

ASSESSMENT

ACADEMIC GRADING KEY

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. The student will pass the course but did not have a passing average. It is generally used for learning support students.

The school year is divided into four marking periods of 9 weeks duration and report cards are issued at the end of each 9 weeks. During the marking period, a student's academic progress may be monitored by accessing Power School, the district's online communication system.

CLASS RANK

Class rank is computed at the end of each semester. All final grades for 9th, 10th, 11th and 12th are included.

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.

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. Year long 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:

1. Must accept responsibility for meeting graduation requirements and be proficient on the Pennsylvania State System of Assessment.
2. 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.
3. May not participate in winter or spring interscholastic athletic teams or co-curricular activities.
4. Should contact Social Security to determine continued student benefit eligibility.
5. Must leave school grounds at the close of scheduled classes unless given permission to remain by an administrator or staff member.
6. 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.

AIDS

Chapter IV of the Pennsylvania School Code requires all school districts to provide instruction about Acquired Immune Deficiency Syndrome (AIDS) and related issues to its students at least once in the elementary grades, at least once in the middle school grades and at least once in the high school grades. This instruction is included in the health curriculum and includes information about the nature of the disease, the lack of a cure, the ways the disease is transmitted and how infection can be prevented.

The Wallenpaupack Area School District will excuse a pupil from AIDS instruction when it conflicts with the religious beliefs or moral principles of the pupil or his/her parent or guardian. This request must be in writing to the principal of the child's school. Detailed curriculum outlines and material used in the instruction are available for review during normal school hours or at parent/teacher conferences.

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.

COMPULSORY SCHOOL AGE

The term "compulsory school age" shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than at the age of eight years, until the age of 17 years. All students, however, are still bound by school regulations and must fulfill the responsibilities of a full time student.

STUDENT ABSENCE

Parents are to call the school when their son/daughter is absent from school. Parents should call the school (226-4557 x3036) between 7:30 A.M. and 8:30 A.M. Parents may also fax the High School (251-3187) or send an email to our attendance officer (hsattend@wallenpaupack.org). Parents are responsible for providing excuses for each day that a student is absent from school. All excuses must be received in our office within five school days of the absence. **When a student has missed twenty (20) days of school during the school year, the school shall notify parents that all additional absences shall require a written doctor's note.** Absences in excess of twenty (20) days that are not covered by a doctor's note shall be considered unexcused absences.

AUTHORITY

Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical or other urgent conditions which may reasonably cause the student's absence.

All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or at the place where the student is receiving approved tutorial instruction or health care, or at the place where the student is engaged in an approved and properly supervised work-study or career education program, or at home when the student is receiving homebound instruction.

Students who are alternatively placed must adhere to the alternative school's calendar. Alternatively placed students will remain accountable for the attendance policies and procedures set forth by the Wallenpaupack Area School District.

Repeated infractions of Board policy requiring the attendance of enrolled student may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.

The Board shall excuse the following students from the requirement of attendance at the schools of this district:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons so urgent as to preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the schools of this district shall be counted as being in attendance in this district.
3. Students sixteen (16) or seventeen (17) years of age whose enrollment in a private trade or business school has been approved.
4. Children fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade who are engaged in farm work or private domestic service under duly issued permits.
5. Children sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The School may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The School shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

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

Any absence, whether excused or unexcused, beyond ten days is considered excessive.

UNEXCUSED ABSENCE

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

- Truancy
- Shopping
- Absence through parental neglect
- Illegal employment

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

A. 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 non compliance

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.

B. EXCESSIVE ABSENCES

After **ten 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 **fifteen absences**, 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 fifteen 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 20th absence, a doctor's note is required for each additional absence
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **twenty absences**, 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 20th 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 homeroom teacher during homeroom on the day that early dismissal is requested. This request should contain:

1. Student's name and homeroom
2. Specific reason for request
3. 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. Any student who leaves after

lunch will be credited for a full day. 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 rule.

ATTENDANCE AT ACTIVITIES

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

COMMENCEMENT

Violation(s) of the school's discipline code may result in a student not participating in the graduation ceremony. Seniors will be informed of regulations pertaining to the graduation ceremony. Commencement practice is mandatory for all those participating in Commencement.

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.

EDUCATIONAL TRIPS/COLLEGE VISITATION

Upon written request with prior approval, the school district will consider requests for educational trips up to a maximum of 5 school days, providing 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 (3) college visitations per school year not to exceed a total of five (5) 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.

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, which will keep the student out of classes for at least ten (10) school days. All homebound instruction placements must be reviewed/revised every 30 days by a doctor, with all supporting documentation provided to the school. Due to the nature of homebound instruction, there may be limits to the type and weighting structure of each course offered. A Request for Homebound form may be obtained from 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.

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 Computer Applications
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 graduates in Pennsylvania must complete a graduation project to insure 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 PSSA assessments. Students who are basic or below basic on these state assessments may take a retest during their senior year. Students will also have the opportunity to show proficiency on a locally designed standards aligned assessment in order to meet this graduation requirement.

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.

GUIDANCE SERVICES

Each school day the students of W.A.H.S. come into contact with a variety of professional educators ranging from teachers and administrators to activity advisors and coaches. Somewhat less visible, is the role fulfilled by the high school guidance counselor. At W.A.H.S. the responsibilities of the guidance program are carried out by Mr. Shawn Knisely, Mrs. Diane Lanthier, Mr. Jeffrey Miller, Mrs. Denise Morgan, Mr. Gerard Wierbowski, and Guidance Secretaries Mrs. Terri Brown and Mrs. Kathy Smyth.

The Guidance Staff is responsible for a large number of widely diversified activities all of which have a common goal: to assist all students in obtaining the educational background necessary for future success in life. At W.A.H.S. guidance personnel counsel individual students with educational, vocational or personal concerns; interpret standardized test results to students and parents; 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; process student enrollments and withdrawals; and provide weekly information bulletins to juniors and seniors. In addition, the Guidance Department works in concert with referral agencies such as Mental Health/Mental Retardation, drug and alcohol treatment programs and arranging visitations by representatives of colleges, trade and technical schools, business schools, military recruiters and nursing schools.

The counselors believe that knowing the student as an individual and addressing his or her needs in a personalized manner is the single most important aspect of maintaining a successful guidance program. Crisis Intervention Counselor, John P. Tobey, provides further evidence of the District's continuing commitment to assisting the individual student with any problems he may have. Mr. Tobey works with students at all grade levels that are experiencing crisis related problems.

Students are not permitted to go to the Guidance Office during a scheduled class except in an emergency. The high school Guidance Staff welcomes any request for information and may be contacted by calling the Guidance Department at 226-4557, ext. 3041.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program of Wallenpaupack Area High School provides ways for educators to identify and help students who have serious problems that interfere with their achieving success in school. This support system is not a treatment program. Rather, its purposes are to recognize students in crisis, provide direction and support for them, refer them to appropriate community agencies or support groups, provide communication lines among teachers, parents and students, create a school environment where all students can learn, and help to assist in minimizing the disruptions in school caused by a student's serious personal crisis.

The heart of the program is the F.A.M.E. Team (Faculty Advisors Maintaining Effectiveness), a core group of school personnel who are specially trained to work with these students in the following crisis areas: chemical substance abuse, suicide, child abuse, and pregnancy.

If you have a concern about yourself, or any other student in Wallenpaupack Area High School, you can talk to a member of the F.A.M.E. team. Referral forms (which may be picked up in guidance, the library or online) may be placed in the library or guidance drop box. They are there to help you. F.A.M.E. Team Members:

Elizabeth Kromko	Kevin Pfohl	Shawn Knisely
Ellen Jagger	Stephen Krushnowski	Jay Starnes
Denise Morgan	George Werthmuller	John Tobey
Mark Kirsten	Amanda Cykosky	Laurie Graham

F.A.M.E

The Wallenpaupack Area School District recognizes that a wide range of problems not directly associated with school can have an effect on a student's school performance. In many instances, the student will overcome such personal problems independently and the effect on school performance will be negligible. In other instances, minimal assistance from teachers or other school personnel will serve either as motivation or guidance by which such problems can be resolved so the student's performance will return to an acceptable level. In some cases, however, neither the efforts of the student nor school personnel will have the desired effect of resolving the student's problems and unsatisfactory performance will persist over a period of time, either constantly or intermittently.

The Wallenpaupack Area School District believes it is in the interest of the student, the student's family and the school to provide a student assistance program that deals with such persistent problems. It is the policy of this School District to handle student problems within the following framework:

- The school recognizes that almost any human problem can be successfully treated provided it is identified in its early stages and referral is made to an appropriate modality of care. This applies whether the problem is one of psychological or emotional illness, family distress, alcohol and drug abuse, alcoholism or other concerns.
- The purpose of this program is to assure students that if such personal problems are the cause of unsatisfactory school performance, that they will receive careful consideration and an offer of assistance to help resolve such problems in an effective and confidential manner.
- The substance abuse problems causing unsatisfactory school performance will be handled in a forthright manner within the school's established administrative procedures, and all Student Assistance Program records will remain confidential except with full written consent of the student and/or family.
- Students who have a substance abuse problem which they feel may affect school performance are encouraged to voluntarily seek counseling and information on a CONFIDENTIAL basis by contacting the designated diagnostic and referral resource – The Crisis Intervention Counselor or a member of the Student Assistance Program.
- Students referred to the S.A.P. by school personnel may be required to secure adequate medical, rehabilitative counseling or other services as may be necessary to resolve their problems.
- It will be the responsibility of the student to comply with the referrals for diagnosis of his/her substance abuse problem and to cooperate and follow the recommendations of the diagnostician or counseling agent.
- In cases involving administrative discipline action, a student's failure to seek or accept diagnosis and treatment for a substance abuse problem will be brought to the attention of the principal for appropriate administrative action.

For further information regarding the student assistance program and services please contact John P. Tobey, Coordinator, at 226-4557 x3041.

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. Students with persistent discipline problems will not be considered.
- 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 will be placed on probation for one semester. If the deficiency is not improved, the student will be dismissed. Any drug or alcohol violation will result in removal from the National Honor Society.

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 in 2008 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 three weeks notice in order for the guidance office to prepare either an official or an unofficial transcript.

SENIOR RELEASE PROGRAM

1. Early dismissal is a privilege for seniors who meet academic, attendance and citizenship responsibilities.
2. Seniors who are not proficient on the PSSA may be required to schedule remedial courses, which may impact their ability to qualify for senior early excusal.
3. The school is under no obligation to make adjustments on individual student schedules to accommodate early dismissal.
4. 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.**
5. 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.)
6. Students may not leave and then come back to the campus for sports, meetings, bus, etc.
7. Seniors participating in co-curricular activities do not qualify for senior early release until the completion of their season.
8. 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
9. Seniors who lose this privilege will be assigned to a study hall.
10. Application for this privilege may be made after the school year has begun and must be approved by both parent and administration.

SPECIAL EDUCATION

In compliance with state and federal law, notice is hereby given by the Wallenpaupack Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If a student is identified by the District to possibly need such services, the parent/guardian will be notified of applicable procedures. Individualized services and programs are available for students who are determined to need specially designed instruction due to the following conditions:

Autism/pervasive development disorder	Neurological impairment
Blindness or visual impairment	Other health impairments
Deafness or hearing impairment	Physical disability
Developmental delay	Serious emotional disturbance
Mentally gifted	Specific learning disability
Mental retardation	Speech and language impairment
Multi-handicapped	

If the parent/guardian believes that his/her school-age child may be in need of special education services and related programs, or 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 the parent/guardian at no cost, upon written request. The parent/guardian may request screening and evaluation at any time, whether or not his/her child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to Dr. Lorraine Kloss, Assistant Superintendent.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time, and location), the Assistant Superintendent or any building principal may be contacted *in writing*.

Confidentiality: *All information gathered about a child is subject to the confidentiality provisions contained in federal and state law.* The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, the parent/guardian may contact *in writing* the Assistant Superintendent or any building principal.

In compliance with state and federal law, the Wallenpaupack Area 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 of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact Dr. Lorraine Kloss, Assistant Superintendent at (570) 226-4557 x 3000.

STUDENT SCHEDULES

Scheduling is one of the most important aspects of a student's academic development. Students and their parents are encouraged to review the Course Selection Guide when it becomes available in order to assess their educational goals. Students will have the opportunity to develop a career plan with their counselor. 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.

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.

TEXTBOOKS

The Wallenpaupack Area School District provides all of its students with textbooks, workbooks, and paperbacks. Students are required to cover all textbooks to protect them from physical damage. When textbooks are distributed, the condition will be recorded with the following designations: 1 (new), 2 (good), 3 (fair), 4 (poor) and 5 (barely usable). The following rules should govern the condition in which textbooks should be returned. A depreciation of one number on the above scale is allowed when the book is returned. For example, a new book may be returned in condition 2. However, if a book has depreciated two numbers on the scale, a fine of 25% of the book value must be paid. Students must be given a written slip containing the publisher, title and condition of the book. Present this information to the main office; from this a cost will be determined. When a student presents payment, a receipt will be given for presentation to the subject area teacher proving payment has been made.

USE OF SPECIAL TOOLS, EQUIPMENT, AND MATERIALS

In some curricular areas the use of specialized tools, equipment, and materials is required. 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 more specific classroom rules will result in disciplinary action.

VIDEO CONFERENCING/INTERNET2

The Wallenpaupack Area School District will use video conferencing and Internet2 programs, whereby a student's image will be transmitted over the Internet to the other participating entities, such as schools, museums, universities, or other educational institutions.

STUDENT ACTIVITIES

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:

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

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 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 5 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 5 that the student must be medically cleared by a physician the **Section 6** 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.
- Tobacco, alcohol and other controlled substances are injurious and have no place in competitive sports, and their use will not be tolerated. 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. Only an absolute emergency will prevent the enforcement of this rule.
- A student will be ineligible to compete if he or she arrives in school after 11:13 on the day of the game. The same holds true for practice. Only an absolute emergency will prevent the enforcement of this rule.
- A student must ride to and from school games in school provided transportation, unless given special permission from the coach to ride with parents. A form is available on-line for parent's to complete granting permission in such a case.
- It is expected that the student body will demonstrate good sportsmanship.
Unsportsmanlike conduct will not be tolerated.
- The W.A.H.S. Athletic Program is a member of the Pennsylvania Interscholastic Athletic Association, Inc. and all P.I.A.A. rules will be followed.

ATHLETIC TRANSPORTATION POLICY

- All transportation to and from games and practices will be provided by the school district. EXCEPTION: The golf coaches will transport all golfers to and from practices and games.
- No student will be permitted to drive his/her vehicle to any practice or game without special 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 per sport program will be responsible to chaperone the bus to and from practice. All coaches 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.
- Coaches and students will return from Hawley by late bus to the High School.
- Students will not be allowed to leave a practice or game with anyone except a parent, guardian, or designated school personnel. A note from a parent/guardian is not acceptable.
- Teams using the Middle School athletic facilities will be supervised by their coach to and from games or practices. The team may pick up the late bus at the Middle School.

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.

Clubs/Activities for the 2009-2010 school year are:

Art Club	Humanity United	Science Olympiad
Chamber Choir	Jazz Band	Show Choir
Chess Club	Literary Magazine	Spring Musical Pit Orchestra
Culinary Club	Local History Club	Student Council
Dance Squad	National Honor Society	Volunteers In Paupack
Emission Free Vehicles	National Jr. Honor Society	W.A.H.S. Players
Environmental Activities	Newspaper	Web Design Team
Foreign Language Club	S.A.D.D.	Weight Training
Forensics	Scholastic Team	Yearbook

EXTRA-CURRICULAR ACTIVITIES

The school administration reserves the right to exclude a student from participation or attendance at an extra-curricular activity such as assemblies, dances, proms or field trips. Exclusion will be determined by a review of a student's discipline and academic records.

EXTRA-CURRICULAR ELIGIBILITY

- A weekly check will be made by each teacher of the grades of each student participating in extra-curricular activities. If the student/athlete is failing one full credit, or the equivalent, he/she will be ineligible.
- When a student is ineligible for the period of one week, he/she must attend one supervised study as well as bringing the failing grade up to passing, in order to become eligible for the next week.
- Students applying for leadership positions (student council, class officers, etc.) must have an overall average of C+ and these students should have previously displayed good citizenship characteristics and continue to display these characteristics during their term in office. This means good attendance and no suspensions. Also, students must have been active in class activities the year before. Proper student school citizenship is required for participation in any activity.
- 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 fails, he shall become eligible.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES DRUG AND ALCOHOL POLICY

Students involved in school activities must adhere to the Wallenpaupack Area School District Drug and Alcohol Policy while in and out of school (when students are not under the jurisdiction of the school). 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 violation of the student's drug and alcohol policy, he/she will be subject to the following consequences (a student attending a party, but not consuming will be subject to the same penalties unless the student leaves the party immediately):

- *First Offense:* Fourteen (14) calendar days of ineligibility and FAME referral. A student may attend practice if the student follows the recommendations of the FAME team.
- *Second Offense:* Minimum of one (1) year of ineligibility from participation in any co-curricular or extra-curricular activity if the second offense occurs within one calendar year of the first offense, otherwise, the violation shall be thirty (30) days of ineligibility from participation.
- *Third Offense:* When it is determined that any student is in violation of the school's drug and alcohol policy for the third time, then he/she shall be permanently ineligible for participation in any co-curricular or extra-curricular activity.

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.

HIGH/MIDDLE SCHOOL DISCIPLINE

ASSEMBLIES/AUDIENCE CONDUCT

During an assembly or class meeting, students should conduct themselves as ladies and gentlemen. Respect should always be shown for speakers, visitors and performers.

BULLYING/CYBER BULLYING

DEFINITIONS

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. A bullying situation creates an imbalance of power in a relationship.

Bullying, as defined in this policy, includes cyber bullying.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting instant messages, text messages, digital pictures or images, or website postings (including blogs, twitters, and wikis).

This policy and its procedures shall also be posted on the school district’s publicly accessible web site and is required to be posted at a prominent location within each school building where such notices usually are posted and made available in every classroom. The Student Code of Conduct (Handbook), which contains this policy, shall be disseminated annually to all students.

GUIDELINES

Complaint Procedure

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.

1. A student shall report a complaint of bullying to the school principal or a school district employee, who shall inform the student of his/her rights and of the complaint process. It is recommended that the student “save” any evidence of the bullying, such as text messages, e-mail, etc. and make this evidence available to the school principal or designee.
2. The school principal or designee shall immediately conduct an impartial, thorough and confidential investigation of the alleged bullying behavior, which should include interviewing the bully and the potential victim. Since harassment and bullying are closely related types of behavior, if it is determined that, as per Board Policy 248, the student is being harassed rather than bullied, the investigation and other applicable procedures should proceed within the framework of Board Policy 248.
3. The school principal or designee shall summarize the investigation as per school procedures, recommending disposition of the complaint.

If the investigation results in a substantiated charge of bullying, the school district shall take prompt corrective action to ensure the bullying ceases and will not recur. Such action may include educational activities, guidance counseling, parental conference, change of seating, change of class or schedule, other method for separation of the bully and victim, involuntary transfer to another school or bus, recommending outside of school therapy, detention, suspension, expulsion, or other appropriate forms of disciplinary consequence consistent with the school Code of Conduct and any other applicable Board policies. Depending on the severity of the

incident, the school principal or designee may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents/guardians.

If it is concluded that a student has made a false accusation, such student shall be subject to disciplinary action consistent with the school Code of Conduct.

APPEAL PROCEDURE

If the complainant or accused is not satisfied with the school principal's decision, he/she may file a written appeal to the Superintendent or designee.

BUS CONDUCT AND REGULATIONS

1. General Regulations:
 - Students are to obey all requests of the bus driver.
 - Students are not permitted to change stops or board any bus other than the one to which they are assigned.
 - Any student causing a dangerous or unsafe condition on a bus will be immediately disciplined, which could include the suspension of the privilege of being transported on District buses.
 - Students and parents are advised that video cameras may be used on the buses to ensure proper student conduct.
2. Previous to loading:
 - Be at the designated bus stop ten (10) minutes prior to the scheduled pick-up time.
 - Stay off the road at all times while waiting for the bus.
 - Behave in a safe manner while waiting for the bus.
 - Remain at least five (5) feet from the bus when it stops and do not approach it until it has stopped completely and the door is open.
 - Enter the bus in single file.
 - At dismissal time, the bus doors will be closed promptly at 3:00 p.m.
3. While on the bus:
 - At all times, sit in the seat assigned by the driver.
 - Arms, heads, and hands are to be kept inside the bus.
 - Do not throw anything inside the bus or out of the bus windows.
 - Place nothing in the aisle of the bus.
 - Belongings carried onto the bus must fit comfortably at the feet or on the lap of the student.
 - Skateboards, bicycles, skis, balloons, scooters, pets/animals, and water guns/pistols are prohibited on the bus.
 - Sports equipment (i.e. field hockey sticks, baseball or softball bats, etc.) must be encased in a sports bag.
 - Students desiring to leave the bus at another destination, along the same route, must request special permission before first (1st) period from the office by presenting a written note from his/her parent or guardian. The school office may issue a bus pass, which the student will present to the bus driver.
 - Do not use foul, loud or offensive language, nor be involved in rude, discourteous or annoying conduct at any time.
 - If you have a problem on the bus, please inform the bus driver before you leave the bus.
 - Do not participate in horseplay in or around the bus.
 - Help look after the safety and comfort of younger children.
 - Students are 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.
 - Do not interfere with nor tamper with any equipment on or off the school bus, or destroy any property on the school bus. (Repair costs must be paid by offender.)
 - Do not eat, drink, or smoke on the bus.

- Students are to stay in their seats while the bus is moving and not board or leave the bus while it is in motion.
 - Do not carry any object which may be used to inflict injury upon another student.
4. After leaving the bus.
 - Avoid leaving books, lunches, and other articles on the bus.
 - Students who must cross the road are to walk in front of the bus on signal from the bus driver or bus patrol member.
 - Help look after the safety of younger children.
 - Be alert to danger signals from the driver.
 5. School discipline policy: All school rules apply “door to door.” Students and/or parents will be held responsible for any damage done to the bus. Students are responsible for their behavior on the bus. Consequences for inappropriate behavior on the school bus will be determined by an administrator and may include bus suspension, suspension from school, detention, community service, citations, expulsion, or any other consequence deemed appropriate by the administrator. Citations filed with the district magistrate will be issued for smoking or possession of tobacco products, disorderly conduct, vandalism, and any other applicable offense.
 6. Unauthorized School Bus Entry. An individual commits the offense if he/she:
 - Enters a school bus without prior authorization of the driver or a school official with the intent to commit a crime or disrupt or interfere with the driver.
 - Enters a school bus without prior authorization of the driver or a school official and refuses to disembark after being ordered to do so by the driver.
 7. Activity buses run at 5:20 p.m. each school day. Students who remain after school for extra-curricular activities, clubs, intramurals, academic work, library, or detention, may ride home on an activity bus. All students who ride the activity bus must have a valid activity bus pass. Activity bus passes can be obtained from supervisors of activities. When loading activity buses, the following procedures will be followed:
 - Coaches, advisors, etc., will wait with their respective student groups until all students have entered the 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.
 8. Should a school bus accident occur, 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.

NOTICE: Video cameras may be placed in any bus. All students are subject to being videotaped on the school bus at any time. The actual taping may be audio and video or only video. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action.

When one or more of the above regulations has been violated, the following procedures will be followed:

1. 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. A copy of the misconduct report will be sent to the supervisor of transportation.

2. For bus misconduct:
 - 1st offense – warning given
 - 2nd offense – 3 days removal from the bus
 - 3rd offense – 5 days removal from the bus
 - 4th offense – 10 days removal from bus
 - 5th offense – permanent removal from bus

Depending on the severity of the infraction, a student may receive in-school suspension, out-of-school suspension, a bus suspension, permanent removal from the bus, or police notification without following the above steps.
3. 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.
4. If students are behaving inappropriately at the bus stop, parents and/or others should refer incidents to the appropriate police agency.

CLASS CUTTING

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

DESTRUCTION OF PROPERTY

Students should attempt to keep the campus, buildings, and furnishings clean at all times. Students defacing the building, grounds, or equipment, or willfully destroying school property or the property of District employees in any way, may be suspended from school. With an informal hearing, the amount of suspension could be increased for a period of up to ten (10) days and/or referral to law enforcement authorities may be initiated. At the end of the suspension period, the student, parents and/or guardians will receive a bill for all damages. In extreme cases or a repetitious offender, a request for a hearing before the school board for expulsion.

DRUG AND ALCOHOL PROCEDURES AND ADMINISTRATIVE GUIDELINES

PREFACE

This policy including its rules, regulations, and guidelines is a coordinated effort by the Wallenpaupack Area School District to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, mood-altering substances, and performance enhancing substances by members of its entire student population. The guidelines represent one component in a district-wide effort to respond effectively to drug, mood-altering substance, and alcohol related situations that may occur at school or at school sponsored activities. In order for the Wallenpaupack Area School District to provide a safe and healthy environment for students with due consideration for the legal rights and responsibilities, the Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

STATEMENT OF POLICY

Through the use of a revised curriculum, classroom activities, community support and resources, a Student Assistance Program, a strong and consistent administrative and faculty effort and rehabilitative and disciplinary procedures, the Wallenpaupack Area School District will work to educate, prevent and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the entire student population.

DEFINITION OF TERMS

- A. *ASSESSMENT* – An evaluation with recommendations made by a professional drug and alcohol counselor from a local agency; assessment can be done at the agency or at the school.

- B. *CONFISCATION* – The search for and/or seizure of any drug/alcohol or mood-altering substance by school employees.
- C. *COOPERATIVE BEHAVIOR* – The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the staff and school personnel.
- D. *DISTRIBUTING* – Deliver, sell, pass, share or give any alcohol, drug or mood-altering substance, as defined by this policy, from one person to another or to aid therein.
- E. *DRUG/MOOD-ALTERING SUBSTANCE/ALCOHOL* – Shall include any alcohol or malt beverage, any drug listed in Act 64(1972) as a controlled substance, chemical, abuse substance, or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, volatile solvents or inhalants, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with school district's policy for the administration of medication to students in school.
- F. *PERFORMANCE ENHANCING SUBSTANCE* – Any steroid or other substance intended to enhance physical or athletic performance.
- G. *DRUG PARAPHERNALIA* – Any utensil or item which, in the school's reasonable judgment, is commonly associated with the use of drugs, alcohol or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls.
- H. *FORMAL INTERVENTION* – A specific session designed to confront the student who has violated the drug and alcohol policy by presenting data concerning his/her condition. The intervention is designed to motivate the person to seek professional help and is always conducted in a caring, supportive manner.
- I. *SCHOOL PROPERTY* – Includes buildings, facilities and grounds on the school campus, any facility used by a school function, school bus stop, school parking areas, and routes traveled to and from school by any means.
- J. *SCHOOL-SPONSORED ACTIVITY* – Any activity which the school district has approved, either during or after school hours.
- K. *F.A.M.E. TEAM* – A multi-disciplinary team (MDT) composed of school personnel (teachers, administrators, nurse, and counselors), which is trained to understand and work on the issues of adolescent chemical use, abuse, death, suicide, and pregnancy. The team will be involved in the identification and referral process of students, thus providing student assistance services.
- L. *UNCOOPERATIVE BEHAVIOR* – Resistance or refusal, either verbal, physical or passive, on the part of the student to comply with reasonable requests or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

RULES, REGULATIONS AND GUIDELINES

- I. Any student under the jurisdiction of the school anywhere at a school sponsored activity found to be in possession of or under the influence of a mood altering substance, performance enhancing substance, alcoholic beverage, prescription drug (other than something that has been prescribed by a doctor and registered with the nurse according to the school policy), pseudo-drug (look-alike), or drug related paraphernalia is subject to the policy adopted by the Wallenpaupack Area School District Board of Education. This policy is effective regardless of the amount of the substance or paraphernalia in the student's possession.
 - a. Drugs and medicines brought to school must be registered with the school nurse, or delegated secretary and taken in her presence or returned to the student for self-administration if in the judgment of the nurse the situation warrants this action. When medication absolutely must be given during school hours, all medications must be brought to the school nurse or designated individual by the parent or guardian. Students will not be given non-prescription medications on a routine basis, unless a written order

- from the attending physician is on file. Students are not permitted to carry non-prescription medication to school and medications must be in the original container. Students are responsible for reporting to the nurse at the time the medication is to be given. However, ingestion of any 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.
- b. Use or possession (without medical prescription or authorization) of marijuana, addictive or dangerous drugs in any form is prohibited for all pupils.
 - c. School personnel do have a legal right to search a pupil for possession of drugs with reasonable suspicion. Administrative personnel are hereby given the authority to request pupils to exhibit the contents of their pockets and handbags.
 - d. Any unauthorized drugs and/or materials found to be in the possession of a pupil, or in the locker as a consequence of a search, may be confiscated; and such confiscated materials shall be turned over to the enforcement agencies.
 - e. Pupils who willfully commit any act prohibited by this section are subject to administrative punishment up to and including expulsion from school.
 - f. Pupils who willfully associate with individuals whom they know to be in the act of possessing, using or ingesting unauthorized drugs or proprietary materials covered by this section are subject to disciplinary action, including a three-day period of suspension.
 - g. Any pupil having knowledge of the use of drugs by an associate who may need help in a personal drug problem is urged to seek advice from the Crisis Intervention Counselor or a member of the Student Assistance Program. The individual consulted will keep such information confidential and take steps to seek the help of community facilities equipped to deal with such problems.
 - h. Any pupil who suffers from the use of controlled or harmful substances and seeks help may give consent to the furnishing of medical care counseling related to the diagnosis of treatment without the consent of the parents or legal guardians of the pupil even though the pupil may be a minor. The consent of such minor shall be valid and binding as if the minor had achieved his or her majority. Anyone performing such treatment is not obligated to inform parents or legal guardians unless permission is granted by the pupil. Release of any information to a treatment agency shall be preceded by the signing of appropriate release forms by the pupil.
 - i. In cases where there is a strong suspicion of drug use, or in the possession of drugs, or in the sale or distribution of drugs, or when caught in the possession of drugs, parents should be notified.
 - j. A student shall not possess, handle, imbibe, or transmit any alcoholic beverage or container or illegal drugs, including look-alikes, anabolic steroids, and drug paraphernalia (1) on the school grounds during and immediately before or immediately after school hours, (2) on the school grounds any other 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.
 - k. The smell of alcohol shall be interpreted as "under the influence." A student who violates this rule will be suspended and will be subject to possible expulsion.
- II. Any student found to be using, involved in the sale of or distribution of any drug paraphernalia, in possession of drug paraphernalia, in possession of or distributing any look-alike drug, alcohol or controlled substance while under the jurisdiction of the school will be subject to the following procedures:
- a. Student will be immediately suspended and the parents notified.
 - b. A recommendation for an expulsion hearing may be made to the Board of Education.
 - c. All incidents will be reported to the appropriate law enforcement authorities and full prosecution by the school district will follow as permitted by law.
 - d. Students will become ineligible for all extra-curricular activities for a period of forty-five (45) school days. The school year will be divided into three (3) seasons - Fall, Winter & Spring. Dates for these seasons will follow the P.I.A.A. designated starting dates for football, basketball and baseball. Should the forty-five (45) day ineligibility period terminate before the season ends, the student will remain ineligible for the remainder of

that season. In cases where the forty-five (45) day ineligibility period overlaps another season, the coach/advisor will make the determination of the student's eligibility giving consideration to the amount of practice time missed and/or whether the squad has been selected.

- III. Any student, who while under the school's jurisdiction, is suspected to be under the influence of alcohol or other mood-altering substances shall be subject to the following courses of action:
- a. When it appears that emergency medical attention is necessary, the student shall be taken immediately to the nearest medical facility.
 - b. Students under the influence shall be isolated from other students.
 - c. Parents/guardians shall be contacted immediately by the building administration and the student shall be sent home or removed from school for medical attention. If parents or guardians cannot be contacted, a decision to get medical attention for the student shall be made by the building principal or the superintendent.
 - d. The proper authorities will be notified. Proper authorities may constitute the following:
 - Crisis Intervention Counselor
 - School nurse
 - F.A.M.E. Team
 - Physician
 - Law enforcement agency
 - e. An immediate suspension from school.
 - f. A recommendation for expulsion hearing may be made to the Board of Education.

ENTERTAINMENT DEVICES/COMMUNICATION DEVICES

Students are not permitted to use cell phones or any other communication devices from the beginning of the educational day until the end of the educational day; such devices will be turned off or made inoperable with the exception of in the cafeteria during a student's assigned lunch period.

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 contact students by cell phone, pager, or other device.

Student use of entertainment devices (i.e. iPods, MP3 players, or other devices) is not permitted at any point in the hallways; however, entertainment devices may be used in the cafeteria during a student's assigned lunch period. If a classroom teacher deems the use of entertainment devices educationally appropriate, these devices may be used within the classroom.

The district assumes no responsibility whatsoever for the loss, destruction, or theft of any entertainment/communication device that is brought to school at any time or to any school-sponsored activity.

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. The State Police may be notified when fights occur.

Students involved in fights will be suspended from school and school-related activities.

These students will also be subject to legal prosecution. The principal may recommend that habitual offenders be removed from school temporarily or permanently.

GAMBLING/GAMES

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

HARRASSMENT PROCEDURES

ETHNIC INTIMIDATION

1. In June, 1982, the Ethnic Intimidation and Institutional Vandalism Act was signed into law. The Crime Code provisions regarding institutional vandalism was amended in 1983 and 1988.
2. Pennsylvania considers certain crimes to be more serious when motivated by hatred or malice toward the race, color, religion, or national origin of another individual group. When certain designated underlying offenses are committed and it can be shown that a motive for such crimes was hatred of the race, color, religion, or national origin of the victim, the offense of ethnic intimidation can also be charged, subjecting the perpetrator to more severe penalties. In summary, these underlying offenses include, but are not limited to, crimes against persons like harassment, terroristic threats, assault, and crimes against property like criminal trespass, criminal mischief, and arson.
3. Vandalism causing damage or defacement to a church, synagogue, cemetery, mortuary, memorial to the dead, school, educational facility, community center, municipal building, courthouse, or juvenile detention center grounds surrounding such places, or personal property located within such places, is an offense now punishable as a felony of the third degree if the offender knows that the damage will outrage persons who observe it or if the repair, replacement or other costs exceed \$5,000. Otherwise, the offense is a second degree misdemeanor.

RACIAL HARASSMENT

The Wallenpaupack Area School District seeks to establish and maintain learning environments free from racial intimidation and/or harassment. It seeks also to provide a system of review, should an allegation of such conduct be made. Racial harassment will not be tolerated and will subject the person(s) engaging in such action to disciplinary action.

Unwelcome comments or conduct directed toward a person's race, color or national origin constitute racial harassment of a student when:

1. Such comments or conduct is used as a basis for future student discipline, educational placement, class standing, organizational membership or academic achievement; or
2. Such comments or conduct have the purpose or effect of unreasonable interfering with one's performance or creating an intimidating, hostile or offensive learning environment.

These guidelines are intended to be in compliance with Title VI of the Civil Rights Act of 1964, and within the guidelines adopted by the Pennsylvania Human Rights Commission, current law and current contracts. These guidelines include informing employees, parents and students of their rights under the Civil Rights Act and the Pennsylvania Human Relations Act and developing appropriate sanctions.

These guidelines are intended to protect the rights and obligations of all students and parents and to outline the procedures to be followed should a student be subject to, or charged with racial harassment. In any case involving a student, the parents shall be notified and they shall have the right to attend any conference, meeting or hearing with the student.

The District has developed the following system to address, investigate and resolve complaints involving racial harassment.

Part I - Initial Action

1. Any student who believes she/he has been subject to racial harassment shall orally report the occurrence of all incidents of such conduct to the high school administration.
2. The high school administration will investigate the complaint. The investigation may include an interview with both parties to provide complainant and accused with the opportunity to discuss charges made to explore and evaluate complaints. It is the responsibility of the principal or other immediate supervisor to provide, orally, remedies acceptable to both parties, if possible. The principal will attempt to remedy the situation by bringing the parties to mutual agreement. There shall be a written record that a meeting took place, the subject of the meeting, who was present and the disposition of the matter.

3. Should the high school administration be the complainant or the accused, the student shall report to the Superintendent who will designate the individual who shall conduct the investigation.

Part II - Subsequent Action

1. If the complaint is not resolved to the satisfaction of both parties as described in Part I (initial action), the complainant and the accused will each submit a detailed, written statement of the event to the Superintendent. Upon receiving such written statements, the Superintendent will inform both parties of an administrative conference. Such notice shall be made to each party at least three (3) working days before the date of the conference. The notice shall include the place and time of the conference and the subject of the conference. During such an administrative conference, the complainant and the accused will have the right to be represented by counsel of their choice at their expense. At the administrative conference, the complainant and the accused shall present formal testimony in support of their respective positions and may, at their option, present witnesses.
2. Should the Superintendent be the complainant or the accused, the Board will designate an individual who shall conduct the conference.
3. Should the administrative conference be resolved in favor of the accused, no further action will be necessary, except the charge(s) and resolution may be placed in the accused and accuser's personnel or student files if the accused so requests; otherwise, the charge(s) and any transcript will be sealed and impounded. Release from impounding may be made only upon action of the Superintendent or his/her designee or pursuant to a court order.
4. If the conference is resolved against the accused, appropriate disciplinary action will be taken.
5. Both the complainant and the accused shall receive written notice of the decision rendered within ten (10) working days of the administrative conference.

Part III - Concluding Statement

The procedures contained in the Policy are not intended to supersede or circumvent any procedures outlined in the School Code for determination of competence or any procedures for redress of grievances outlined in collective bargaining agreements made with the Board.

These provisions shall not be construed so as to supersede any section(s) of the School Code of Pennsylvania or any state or federal laws and regulations regarding discipline, certification, separation or termination of employees, nor shall these guidelines in any way be construed so as to limit the intent or operation of other Board Policies.

SEXUAL HARASSMENT PROHIBITED

It is the policy of the Wallenpaupack Area School District to maintain a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Any student in the District, who engages in conduct, which constitutes sexual harassment as defined in this policy, shall be subject to discipline up to and including expulsion. Any student in the District who is subjected to sexual harassment by District employees, agents, or students, or by others in the course of his or her attendance at school, shall have the right to file a complaint under this policy.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for purposes of this policy:

1. Unwelcome sexual advances; or
2. Requests for sexual favors; or
3. Other unwelcome verbal, visual or physical conduct of a sexual nature where:
 - a. Submission to such conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
 - b. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the student.

- c. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for students or School District employees.
- d. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding the benefits and services, honors, programs, or activities available at or through the school.

NATURE OF SEXUAL HARASSMENT

Sexual harassment may occur:

- Student to student
- Staff to student
- Student to staff
- Male to male
- Female to female
- Male to female
- Female to male

CONSEQUENCES OF VIOLATION OF PROCEDURES

Any student in this District who is found to have engaged in conduct constituting sexual harassment may be subject to discipline up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational programs or activities related to sexual harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others:

- severity of the misconduct
- pervasiveness or persistence of the misconduct
- effect on the victim or victims
- intent of the perpetrator

COMPLAINT PROCEDURE

Reporting Procedure/Investigation:

1. The Board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.
2. Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any students regarding sexual harassment of that student or another student by a student or adult in the educational setting must forward that report to the building principal or other designated administrator within twenty-four (24) hours, or within a reasonable extension of time thereafter for good cause.
3. All complaints of sexual harassment will be investigated and promptly resolved.
4. Upon receipt of an allegation of sexual harassment the principal will designate an investigator who will initiate an investigation into the complaint within forty-eight (48) hours.
5. The School District will designate management employees at each school site who are trained to investigate sexual harassment complaints.

HAZING

For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board of School Directors.

Endangering the physical health shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endangering the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from

social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. All forms of hazing are strictly prohibited. Students who violate this rule will be subject to disciplinary action and may be referred to law enforcement authorities.

LOUD, ABUSIVE AND/OR PROFANE LANGUAGE OR BEHAVIOR

It is the policy of the Wallenpaupack Area 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.

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.

REST ROOMS

The rest rooms are provided for convenience and comfort, not as a lounge. 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.

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 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:

- a. The administration shall authorize the search and have a designee on hand while the search is taking place.
- b. All school property such as lockers, classrooms and storage areas may be searched.
- c. Individual(s) shall not be subjected to a search by dogs.
- d. Once this notification has been given to parents and students, the school district will have met its obligation to advertise the searches. Additionally, notices need not be given and actual times or dates of planned searches need not be released in advance.

SHOW OF AFFECTION

Public displays of affection are not appropriate in a High School setting. Kissing and close physical contact in school is not acceptable behavior. Violators may receive disciplinary actions.

STUDENT DRESS AND GROOMING

The Wallenpaupack Area High School administration shall 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, shop, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student. Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

The following are specifics to be followed regarding student dress and grooming in the middle/high school:

- I. General
 - a. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard to the student or others are not permitted.
 - b. Undergarments will not be exposed in any way.
 - c. Purses measuring 8 ½" x 11" or smaller are permitted for personal items only.
- II. Clothing
 - a. Any clothing that is see-through, or allows the midriff, chest, and/or buttocks to be exposed is not permitted.
 - b. Coats, jackets and /or garments designed for protections from the outside weather are not to be worn in school.
 - c. Pants, shorts, skirts and skorts must be secure and worn no lower than the hip.
- III. Offensive Dress
 - a. Clothing, patches, buttons, pins, jewelry, and/or accessories are not permitted if they:
 - i. Have sexually suggestive writing/pictures
 - ii. Advocate violence
 - iii. Advertise and/or promote the use of tobacco, alcohol and/or drugs
 - iv. Have double-meaning wording and/or obscene language
 - v. Are disrespectful
 - vi. Suggest gang affiliation or activities
 - vii. Pose a safety/health risk
- IV. Footwear
 - a. Some sort of shoe or footwear must be worn at all times.
 - b. Any shoe or footwear that poses a safety hazard is not permitted.
- V. Headwear
 - a. Hats, caps, bandanas, kerchiefs, headbands, sunglasses (unless prescribed by a physician), visors, and/or sweatbands (any head covering) are not permitted to be worn in school.

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

1. The adult referring the student will complete a Discipline Referral Form as soon as possible stating, in writing, the reason(s) for the referral.
2. Students referred will be informed of the charges and given an opportunity to state their view(s) of the event(s), which took place.
3. 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.
4. An administrator or faculty member will collect information pertinent to the event and discuss it with the student during their discipline hearing.
5. If it is determined that the student has violated the school rules, appropriate disciplinary action will be taken by the administrator.
6. 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

1. In each incident, the administrator will decide on an individual basis which action will best meet the needs of the student, the School District, and/or the employees of the School District.
2. 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

1. Detention(s) will be assigned as a consequence of violating school regulations.
2. 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.
3. 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).
4. 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 with the exception of a teacher's personal detention.
 - 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.
 - Parents who wish to have students excused from detention must submit a request in writing prior to noon of the day of detention.
 - Students excused from detention must report for detention on the next day detention is held, unless other plans are made with an administrator.
5. Students who, without permission, do not report for a scheduled detention will be rescheduled to another detention and are subject to further disciplinary action.
6. Students scheduled for detention may visit their locker and then report directly to detention.
7. Students arriving late for detention must submit a signed note to the detention monitor. Unexcused lateness for detention will result in further disciplinary action.
8. Students will not be excused from the detention room while detention is in session except in cases of extreme emergency as judged by the detention monitor.
9. Students must report to detention with sufficient school related work for the entire time of detention.
 - Students who report without sufficient work will be assigned work to do by the detention monitor. The amount of work assigned is the sole decision of the detention monitor.
 - All work assigned must be fully completed. Should the work not be completed by the end of the detention, it will be the responsibility of the student to complete the work and submit it to the detention monitor or an administrator during the morning homeroom period the following day.
 - Failure to complete the work as directed will result in the student receiving no credit for the detention served.
 - Failure to follow similar procedures on a second separate occasion will result in the student being guilty of defiance.
10. Any student who is disruptive in detention or who fails to follow the specific instructions of the detention monitor will be considered guilty of defiance and will receive no credit for detention. The student may be referred to an administrator.
11. Detentions missed because of absence from school are served immediately upon return to school by attending the next scheduled detention(s).
12. The atmosphere of detention will be one of individual study. Students should use time to complete homework assignments, study notes, or read.
13. Disruption in detention will result in dismissal from detention and assignment of in-school suspension.

EXCLUSION FROM SCHOOL - SUSPENSIONS AND EXPULSIONS

1. 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.
2. 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 Board of School Directors with a recommendation for expulsion.
3. 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.
4. 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.
5. A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
6. Students who are suspended are not permitted to attend any school functions during or after school hours during period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespass laws.
7. 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.
8. All student privileges are revoked when a student is suspended from school.
9. A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
10. Cases of chronic disregard for school rules or student misconduct that is violent or dangerous may result in alternative placement.
11. 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.
12. 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.

13. Initiating a Bomb Scare will result in permanent expulsion from the district.

IN-SCHOOL SUSPENSION

A. IN-SCHOOL SUSPENSION PROCEDURES

1. The high school disciplinarian who assigns a student to ISS will notify the parents/guardians of each student assigned to ISS.
2. Each student will be given a handout by the high school disciplinarian explaining the ISS rules and procedures.
3. Students will report to Student Waiting, rather than homeroom, on a day of assigned ISS.
 - a. Students assigned to ISS are permitted to eat breakfast in the high school cafeteria.
 - b. Students assigned to ISS must be in Student Waiting by 8:09 a.m.
4. Students will be transported by bus/van to the Hawley Center at 8:15 a.m.
5. Students will be permitted to bring lunch to ISS, or they will be served a bag lunch at the Hawley Center.
6. Students will be transported back to the high school by van/bus at 2:45 p.m.
7. Students will enter the high school main office and will remain in the auditorium lobby until the dismissal bell.

B. IN-SCHOOL SUSPENSION RULES

1. Students must remain in ISS for the entire school day.
 - a. Students who normally have **senior early dismissal** will forfeit this privilege on days they are assigned to ISS.
2. **Student drivers** assigned to ISS are not permitted to drive their vehicles to the Hawley Center. They must leave their vehicles in the student lot at the high school and be transported to and from the Hawley Center by bus/van.
3. The following consequences apply to students who miss assigned time in ISS:
 - a. 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.
 - b. If a student arrives late to school on a day that he/she has been assigned ISS, he/she will be transported to the Hawley Center to serve the remaining portion of the assigned day. In addition, this student will be assigned an additional day of ISS.
 - c. A student may not have early dismissal on a day that he/she is assigned ISS.
 - i. 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.
 - ii. No early dismissals will be granted once ISS has been assigned.
 - d. If the school schedule is disrupted due to inclement weather, the following procedures will be followed:
 - i. If school is canceled, the student will serve ISS on the first day that school resumes.
 - ii. If there is a delayed opening (2 hour delay), the student will serve ISS on the scheduled day and will follow the amended schedule.
 - iii. If there is an early dismissal, students will not make up time lost due to being released early.
4. Students must follow the lavatory use rules established by the Coordinator of Alternative Education.
 - a. Once in the morning, once at lunch, and once in the afternoon.
5. Students must bring all texts/materials needed to complete assignments. Assignments themselves will be sent to the ISS room by classroom teachers.
6. All school rules apply in ISS.
7. Students are to remain seated in their assigned seats during ISS.
8. Students are only permitted to do the following while serving ISS:

- a. Complete class work assigned by classroom teachers
 - b. Complete behavioral assignments associated with the reason ISS is being served
 - c. Read appropriate materials
9. The following behaviors are not permitted:
- a. Sleeping
 - b. Talking
 - c. Using entertainment/communication devices
 - d. Eating and drinking (with the exception of lunchtime)
10. Violation of the ISS rules may result in more ISS time, OSS, or elimination of ISS as an option for disciplinary action.
- a. 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 the Coordinator of Alternative Education.
 - b. 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.
11. Students assigned ISS may not participate in or attend after school activities on the days of the scheduled ISS.
12. 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.
13. Students' performance in ISS will be evaluated. Unsatisfactory performance will result in referral to the Coordinator of Alternative Education 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

TERRORISTIC THREATS AND ACTS

PURPOSE

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.

DEFINITION

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

Terroristic act shall mean an offense against property or involving danger to another person committed for the purpose of achieving the above result(s).

GUIDELINES

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal shall promptly report the incident to the Superintendent.
2. The building administrator shall immediately suspend the student.
3. The building administrator shall report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board. If a student is expelled for making terroristic threats or committing terroristic acts, the Board shall require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to him/herself or to others.

Additionally, if a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches. In the case of an exceptional student, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

TOBACCO USE/POSSESSION PROCEDURES

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:

1. 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.
2. The Superintendent is authorized and directed to designate appropriate District Officials to be responsible for the enforcement of this policy. The Superintendent, or his/her designee(s) shall develop procedures to implement this policy, which includes:
 - a. Informing all students and staff members of the smoking regulations of the District.
 - b. Monitoring school buildings, school buses and school property owned, leased or under the control of the District.
 - c. Utilizing health curriculum instruction on the potential hazards associated with the use of tobacco products.
 - d. Directing building principals and supervisors to post "no smoking" signs in each school building, structure, facility room or place and in all school buses, vans and other district-owned vehicles, and on all school grounds where smoking is prohibited.
 - e. Violation of this policy may result in a referral to the local magistrate. Additional discipline may be administered as defined within each school's student handbook.
 - f. Notification of the enactment of this policy shall be made to all employees, students and parents by publishing it in the student handbooks of the district, the newsletter to the community and through posted signs or other efficient means.
3. Possession of tobacco or tobacco products by students is prohibited. School personnel shall confiscate such products and assign appropriate punishment.
4. Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

UNAUTHORIZED GROUP PROCEDURES

PURPOSE

The Board recognizes that a school campus is a place that has appropriate rules and regulations to ensure a safe and healthy environment, which is conducive to learning for all students. All persons shall be knowledgeable of the conduct and expectations of which this school district operates.

AUTHORITY

It is the policy of this district that membership or affiliation in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations and recognized by this school district is strictly prohibited.

GUIDELINES

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 education process and will be dealt with as an offense of the most serious category.

The use of hand signals, written or oral comments, stances, stares, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue or its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or group, whether real or implied, presents a clear and present danger to the school environment, its staff and students, and the educational objectives of the community and Commonwealth is strictly prohibited.

Any person wearing, carrying, displaying unauthorized group paraphernalia; exhibiting behavior or gestures which symbolize gang/group membership; or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and/or permanent expulsion.

UNAUTHORIZED GROUP ACTIVITIES/AFFILIATION

- Affiliation with an unauthorized group, unauthorized group activities or claiming unauthorized group membership by Wallenpaupack Area School District students is considered exceptional misconduct.
- Unauthorized group affiliation or alleging unauthorized group membership has been found to be a form of intimidation to the student body and is disruptive to the education process.
- Under authority in the Pennsylvania School Code, the Wallenpaupack Area School District will impose corrective action ranging from short-term suspension to long-term suspension. The student could be recommended to the Board of School Directors for expulsion.
- Building administrators of the Wallenpaupack Area School District have the authority to reduce long-term suspension to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in elimination of future involvement with unauthorized group.
- Any student charged with unauthorized group activities or affiliations may be required to sign a negotiated gang/behavior contract between the student, parent and administrator before he/she will be allowed to return to the school he/she attends.

WARRANTS

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.

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, 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.