

# Wallenpaupack Area School District

2024 – 2025

## High School Handbook



Administration Office

2552 Route 6

Hawley, PA 18428

The Wallenpaupack Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies. Mr. Keith E. Gunuskey, Superintendent, 2552 Rt. 6, Hawley, PA, 18428. Telephone: (570)226-4557 ext. 3000

# Table of Contents

<b>District Information.....</b>	<b>1</b>
<b>Mission Statement.....</b>	<b>1</b>
<b>Introduction .....</b>	<b>1</b>
<b>Board of Education .....</b>	<b>2</b>
<b>Administration .....</b>	<b>2</b>
<b>Wallenpaupack Area Special Education .....</b>	<b>2</b>
<b>Wallenpaupack North Primary School .....</b>	<b>2</b>
<b>Wallenpaupack North Intermediate School .....</b>	<b>2</b>
<b>Wallenpaupack South Elementary School.....</b>	<b>2</b>
<b>Wallenpaupack Area Middle School.....</b>	<b>2</b>
<b>Wallenpaupack Area High School.....</b>	<b>2</b>
<b>2024-25 SCHOOL CALENDAR .....</b>	<b>3</b>
<b>Emergency School Closings .....</b>	<b>4</b>
<b>Family Educational Rights and Privacy Act (FERPA).....</b>	<b>4</b>
<b>Student Records Policy Notice .....</b>	<b>4</b>
<b>Amendment of Education Records .....</b>	<b>6</b>
<b>Community Education.....</b>	<b>7</b>
<b>Homeless Students .....</b>	<b>7</b>
<b>School Selection .....</b>	<b>8</b>
<b>Special Education .....</b>	<b>9</b>
<b>District Procedures and Guidelines.....</b>	<b>10</b>
<b>Custody.....</b>	<b>10</b>
<b>Educational Trips/College Visitation .....</b>	<b>10</b>
<b>Field Trips .....</b>	<b>10</b>
<b>Refund Policy for Class Trips.....</b>	<b>10</b>
<b>Financial Obligations .....</b>	<b>10</b>
<b>Flag Salute .....</b>	<b>10</b>
<b>Fundraising/Selling.....</b>	<b>11</b>

<b>Health Services</b> .....	<b>11</b>
<b>Health Care and Confidentiality of Student Health Information</b> .....	<b>11</b>
<b>Medication Guidelines</b> .....	<b>11</b>
<b>Asthma/Allergies</b> .....	<b>12</b>
<b>BMI</b> .....	<b>12</b>
<b>Immunizations</b> .....	<b>12</b>
<b>Insurance-Bus Accident</b> .....	<b>12</b>
<b>Insurance - Children’s Health Insurance Program (CHIP)</b> .....	<b>12</b>
<b>Insurance - Student Accident</b> .....	<b>12</b>
<b>Library Books</b> .....	<b>12</b>
<b>Loud, Abusive, Discriminatory and/or Profane Language or Behavior</b> .....	<b>12</b>
<b>Procedures Involving Law Enforcement</b> .....	<b>12</b>
<b>Reasonable Physical Force</b> .....	<b>12</b>
<b>Search on School Property</b> .....	<b>12</b>
<b>School Equipment and Property</b> .....	<b>13</b>
<b>Student Contact</b> .....	<b>13</b>
<b>Students Leaving School Property - Restrictions</b> .....	<b>13</b>
<b>Translation and/or Interpretation Services</b> .....	<b>13</b>
<b>Transportation/Busing</b> .....	<b>13</b>
<b>Conduct and Regulations</b> .....	<b>13</b>
<b>Discipline Procedures</b> .....	<b>14</b>
<b>Bus Transfers</b> .....	<b>15</b>
<b>Bus Accidents</b> .....	<b>15</b>
<b>Unauthorized Group Procedures</b> .....	<b>15</b>
<b>Video Surveillance</b> .....	<b>15</b>
<b>High School Student Services</b> .....	<b>16</b>
<b>Cafeteria Procedures</b> .....	<b>16</b>
<b>High School Breakfast</b> .....	<b>16</b>
<b>High School Lunch</b> .....	<b>16</b>
<b>School Counseling</b> .....	<b>16</b>
<b>School Police Officer (SPO)</b> .....	<b>17</b>
<b>Student Assistance Program (SAP)</b> .....	<b>17</b>
<b>High School Attendance Policy</b> .....	<b>18</b>

<b>Student Absence</b> .....	<b>18</b>
<b>Excused Absence</b> .....	<b>18</b>
<b>Excessive Absence</b> .....	<b>18</b>
<b>Unexcused Absence</b> .....	<b>18</b>
<b>Unlawful Absence</b> .....	<b>18</b>
<b>Unexcused Absences</b> .....	<b>18</b>
<b>Excessive Absences</b> .....	<b>19</b>
<b>Student Early Dismissal</b> .....	<b>20</b>
<b>Tardiness</b> .....	<b>20</b>
<b>Attendance at Activities</b> .....	<b>20</b>
<b>Arrival Procedures</b> .....	<b>20</b>
<b>High School Building Procedures</b> .....	<b>21</b>
<b>Student Responsibilities &amp; Rights</b> .....	<b>21</b>
<b>Backpacks, Book Bags and Book Sacks</b> .....	<b>21</b>
<b>Class Cutting</b> .....	<b>21</b>
<b>Class Procedures</b> .....	<b>21</b>
<b>Promptness to Class</b> .....	<b>21</b>
<b>Conduct in Class</b> .....	<b>22</b>
<b>Procedure for Leaving Class</b> .....	<b>22</b>
<b>Dismissal Procedures</b> .....	<b>22</b>
<b>Dress Code and Grooming</b> .....	<b>22</b>
<b>Electronic Devices</b> .....	<b>23</b>
<b>Elevator Usage</b> .....	<b>23</b>
<b>Emergency/Evacuation Procedures</b> .....	<b>23</b>
<b>Fighting</b> .....	<b>23</b>
<b>Gambling / Games</b> .....	<b>23</b>
<b>Hall Passes</b> .....	<b>23</b>
<b>Leaving School Property</b> .....	<b>23</b>
<b>Lockers</b> .....	<b>24</b>
<b>Name Changes</b> .....	<b>24</b>
<b>Personal Property</b> .....	<b>24</b>
<b>Show of Affection (Public Display of Affection - PDA)</b> .....	<b>24</b>
<b>Restrooms</b> .....	<b>24</b>

Student Parking Permit Information.....	24
Student Technology Participation.....	25
Textbooks .....	26
Tobacco .....	26
Working Papers .....	26
High School Academics .....	26
Academic Integrity.....	26
Expectations of Students.....	26
Violations of Academic Integrity .....	27
Assessment.....	27
Purposes of Assessment and Grading.....	27
Core Beliefs .....	27
WASD Academic Grading Key.....	27
PowerSchool®/Schoology®.....	28
Graduation Requirements .....	28
Accelerated Graduation.....	29
Commencement .....	30
Latin Honors .....	30
Make-Up Work.....	30
Physical Education Regulations.....	30
Progress Reports .....	31
Parent Conferences .....	31
Grade Point Average .....	31
Honor Roll .....	31
National Honor Society .....	31
Senior Release Program .....	32
Promotion .....	32
Request for School Records.....	32
Student Schedules .....	33
Dual Enrollment.....	33
Summer School .....	33
High School Student Activities .....	33
After School and Extra-Curricular Activities .....	33

<b>Extra-Curricular Eligibility</b> .....	<b>33</b>
<b>Co-Curricular and Extra-Curricular Activities Drug and Alcohol Policy</b> .....	<b>33</b>
<b>Athletics</b> .....	<b>34</b>
<b>Athletic Regulations</b> .....	<b>34</b>
<b>Athletic Transportation Policy</b> .....	<b>35</b>
<b>Athletic Policy</b> .....	<b>35</b>
<b>Consent of Parent</b> .....	<b>35</b>
<b>Physical Examination</b> .....	<b>35</b>
<b>Clubs and Activities</b> .....	<b>35</b>
<b>High School Discipline</b> .....	<b>36</b>
<b>Student Misconduct</b> .....	<b>36</b>
<b>Referral and Administrative Actions</b> .....	<b>36</b>
<b>Referral Procedure</b> .....	<b>36</b>
<b>Discipline Committee</b> .....	<b>37</b>
<b>Consequences</b> .....	<b>37</b>
<b>Detention Procedures</b> .....	<b>37</b>
<b>Exclusion from School - Suspensions and Expulsions</b> .....	<b>38</b>
<b>In-School Suspension Procedures</b> .....	<b>39</b>
<b>Rules</b> .....	<b>40</b>
<b>Appendix – Board Policies</b> .....	<b>42</b>
<b>Acceptable Use of the Computers, Networks, Internet, Electronic Communications and Information System</b> .....	<b>42</b>
<b>Attendance</b> .....	<b>42</b>
<b>Bullying/Cyberbullying</b> .....	<b>42</b>
<b>Communication Devices</b> .....	<b>42</b>
<b>Destruction of Property</b> .....	<b>43</b>
<b>Drug and Alcohol Abuse</b> .....	<b>43</b>
<b>Flag Salute</b> .....	<b>43</b>
<b>Freedom of Expression</b> .....	<b>43</b>
<b>Fundraising/Selling</b> .....	<b>43</b>
<b>Gang Activity</b> .....	<b>43</b>
<b>Hazing</b> .....	<b>44</b>
<b>Homebound Instruction</b> .....	<b>44</b>

<b>Homework</b> .....	<b>44</b>
<b>Search of School Property</b> .....	<b>44</b>
<b>School Visitors</b> .....	<b>44</b>
<b>Student Expression/Distribution and Posting of Materials</b> .....	<b>44</b>
<b>Terroristic Threats/Acts</b> .....	<b>45</b>
<b>Tobacco Use/Possession</b> .....	<b>45</b>
<b>Unlawful Harassment</b> .....	<b>45</b>
<b>Weapons</b> .....	<b>45</b>
<b>Wellness Plan</b> .....	<b>45</b>

## **District Information**

### **Mission Statement**

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

### **Introduction**

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

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

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

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

**District Phone** (570) 226-4557

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





**WALLENPAUPACK AREA SCHOOL DISTRICT  
2024-25 SCHOOL CALENDAR**

Wednesday	August 28, 2024	Teacher In-Service – No School for Pupils
Thursday	August 29, 2024	Teacher In-Service – No School for Pupils
Tuesday	September 3, 2024	School Opens – Full Day for Pupils and Faculty
Monday	October 14, 2024	Teacher In-Service – No School for Pupils
Tuesday	November 26, 2024	*Parent Conferences – Early Dismissal for Pupils
Wednesday	November 27, 2024	Early Dismissal – Thanksgiving Recess Begins
Tuesday	December 3, 2024	School Re-opens
Monday	December 23, 2024	Early Dismissal – Winter Recess Begins
Thursday	January 2, 2025	School Re-opens
Monday	January 20, 2025	Martin Luther King, Jr. Day—School Closed
Friday	January 24, 2025	Teacher In-Service – No School for Pupils
Monday	February 17, 2025	President’s Day – School Closed
Friday	April 18, 2025	Spring Recess – School Closed
Tuesday	April 22, 2025	School Re-opens
<p><b>PSSA Testing Dates:</b>            April 21-25, 2025: ELA Grades 3-8            April 28-May 9, 2025: Mathematics Grades 3-8, Science Grades 4 and 8, and Make Ups</p> <p><b>Keystone Exam Testing Dates:</b>            Winter: January 6-17, 2025: Grades 9-11            Spring: May 12-23, 2025: Grades 9-11 and Grade 8 Algebra</p>		
Monday	May 26, 2025	Memorial Day – School Closed
Thursday	June 12, 2025	Teacher In-Service – No School for Pupils
Friday	June 13, 2025	Early Dismissal-Last Day of School
Friday	June 13, 2025	Graduation

Includes 6 Snow days

\*Note: If there is a need for a delayed start on November 26<sup>th</sup>, it will become a full day of school for students and conferences will be re-scheduled for a later date.

**The Board of Education will review the calendar, monthly, beginning in January, to amend if necessary**

## Emergency School Closings

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

RADIO	TELEVISION	SOCIAL MEDIA
WDNH – 95.3 FM	BRC – TV – 13	<a href="#">High School Facebook</a>
	WNEP – TV – 16	<a href="#">Middle School Facebook</a>
	WYOU – TV – 22	<a href="#">Elementary Facebook</a>
	WBRE – TV – 28	

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

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

## Family Educational Rights and Privacy Act (FERPA)

### Student Records Policy Notice

The Board of Education (Board) of the Wallenzaupack Area District (District) recognizes the need to protect the confidentiality of personally identifiable information in the educational records of students. It is the intent of this Annual Notice and policy to inform both parent(s)/guardian(s) and eligible children (i.e. students 18 and older) of their rights relevant to their privacy rights in the collection, maintenance, release and destruction of these records as required by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.'1232g, 34 C.F.R. Part 99 and the No Child Left Behind Act of 2001. For more information, see also the District’s student records Policy.

Annual notice of this policy is given on the District’s website, in building handbooks and hard copies are available in the administration office. Educational Records include records directly related to a student that are maintained by the School District. The Educational Records of the District may include all of the following (this list is not intended to be exhaustive): grades, standardized test results, student evaluation reports, samples of student work, records transferred from sending schools, discipline records, medical records and any other records created and maintained by the school district directly related to the student. Educational records do not include communications with legal counsel that are attorney client privileged. Educational Records do not include records maintained solely by the creator for their personal use, not shared with others. The contents of a student’s educational file shall be determined by the District unless a specific parental request is made or a complaint is made, consistent with this Notice.

The District shall permit the parent/guardian(s) of a student or an eligible special education student, who is or has been in attendance in the District, to inspect and review the education records of the student upon written request. The District will comply with a written request to review records within a reasonable period of time (never to exceed 45 calendar days from the date of written request) after the request has been made. In special cases and where necessary, a parental request to review records will be granted and arranged as soon as possible. Visits to review a student's education records shall be arranged and facilitated by the building principal or designee, or any party selected by the District, for the purposes of security and assistance in explaining or interpreting the data. The right to inspect and review education records includes:

- The right to a response from the District to reasonable requests, made in writing, for explanation and interpretations of the record; and
- The right to obtain copies of records from the District where failure of the District to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the educational records (e.g. where the parent lives too far to come review the records personally).

A reasonable fee of \$0.25 will be charged per page for duplicate copies of documents already provided to Parents.

In accordance with FERPA the District will not produce or compile documentation that does not already exist.

It is presumed by the District that both natural parent/guardian(s) of a student has authority to inspect and review the education records of the student at the school in the child attendance area unless there is evidence that there is a legally binding instrument, or a State law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

Under federal law, parental consent is not required for the release of Directory Information, which is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

The District designates the following as Directory Information: the student's name, address, telephone number (with the exception of unlisted telephone numbers), date and place of birth, grade level, most recent school attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honor rolls, photo and awards received. A written record of this information, or microfilm copy of the same, including grade level completed and year completed, may be maintained at least 100 years after a student attains age 21. A parent/guardian or eligible student may notify the District in writing of their refusal to allow the District to release directory information without prior consent. Such written refusal for consent must be sent to Dr. Jay Starnes, Assistant Superintendent, 2552 Route 6, Hawley, PA 18428.

Pursuant to Section 9528 of the No Child Left Behind Act, the District is required to release student directory information to military recruiters. Any parent/guardian or student who has reached age eighteen may notify the District in writing of their refusal for this information to be released. Letters seeking the withholding of information to military recruiters should be sent to:

Dr. Jay Starnes  
Assistant Superintendent,  
2552 Route 6  
Hawley, PA 18428

Per federal guidance, student medical records, maintained by the nurses' office, are considered educational records and will be shared with staff who the district determines have a legitimate educational interest in the information and a need to know medical information to protect the safety and health of the student. Once provided to the District, specific parental consent will not be sought to share information on a need to know basis. Parental requests to maintain the confidentiality of specific medical information must be made in writing to the nurses' office. Requests for complete confidentiality of medical information will be granted at the discretion of the school nurse and/or the school medical advisor. These requests will be granted unless dangerous to the student.

The District shall obtain the written consent of the parent(s)/guardian(s) of a student or a student age eighteen before disclosing personally identifiable information, other than directory information, from the education

records of a student to a third party. Consent is not required where the disclosure is to the parent/guardian(s) of a student who is not an eligible student or the student himself or herself.

The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian(s) or the student or the eligible student in several situations. See 34 C.F.R. Part 99. Some important examples of when no consent to release information include (list not exhaustive):

- To other school officials, including teachers, school counselors, nurses, and I.U. personnel within the District who have been determined by the District to have legitimate educational interests or are providing instruction or services to students. The District has determined that all school employees involved in the direct supervision of a student (academic or non-academic) (including support staff) have a legitimate education interest in academic and health related student information if the information is necessary to ensure appropriate fulfillment of their professional duties and to ensure the health and safety of the student.
- To officials of another school or school system or post-secondary schools in which the student seeks or intends to enroll, subject to the requirements set forth in 99.34. Parents may request a copy of the record sent.
- To appropriate parties in a health or safety emergency, subject to the conditions set forth in 99.31 (a)(10) and 99.36, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- Information designated by the District as Directory Information. When providing records to authorized third parties, the District will make a reasonable attempt to notify the parent/guardian(s) of the student or the eligible student of the transfer of the records at the last known address of the parent(s)/guardian(s) or eligible student. Per state law, the District will not provide any notice of transfer of records of a student to a school in which a student seeks or intends to enroll.

**PLEASE NOTE:** This policy provides resident students and their parents with notice that the District may destroy records under the following circumstances and timelines:

- Records that include a student's name, address, grades, attendance records, classes attended, grade level completed, and year completed may be destroyed once 100 years have passed since the student's 24th birthday.
- Special Education records, Section 504 records, Instructional Support Team (IST) records, and health records may be destroyed once 10 years have passed from the date a student has graduated or reached graduation age (if exiting the district before graduation) as long as there is no outstanding request to inspect and review the records and the records are no longer deemed useful to the school district.
- Notice of destruction of these records is provided annually via this publication. Educational records of a student are no longer needed by the District to provide educational services at the end of one year following a student's graduation from the District. A parent/guardian may submit a written request for the destruction of all education records at that time.
- Destruction will proceed where parents or eligible students have not requested copies by November 1st of the year the records may be destroyed as per paragraphs A&B above. Parents or students over eighteen have the right to request a copy of their record before destruction. Parents are reminded that copies of the records might be needed for the acquisition of Social Security benefits or for other purposes.

### **Amendment of Education Records**

A Parent/guardian or eligible student has the right to request amendment of a student educational file if it is believed that any information is inaccurate, or in violation of a student rights. The educational agency shall decide within a reasonable time whether to amend the record. If the school district decides not to amend the educational record it shall notify the parent/student of the right to and arrange an informal hearing. The hearing will be conducted by an official of the District without an interest in the outcome, who will be either the Assistant Superintendent for Elementary or Secondary Education or their designee. The Parent may present relevant

evidence. The District will issue a written decision based on the hearing.

Complaints regarding violation of rights accorded parent(s)/guardian(s) and eligible students with respect to student records are to be submitted to Dr. Jay Starnes, Assistant Superintendent, 2552 Route 6, Hawley, PA 18428 in writing. All Complaints will be investigated and responded to in writing within a reasonable period of time. If complaints cannot be satisfactorily resolved by the District, complaints can be filed with the following:

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

Questions regarding the above information or requests for a copy of the records policy may be referred to: Dr. Jay Starnes, Assistant Superintendent, 2552 Route 6, Hawley, PA 18428.

### **Community Education**

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

### **Homeless Students**

The main objective of the McKinney-Vento Homeless Education Assistance Improvement Act of 2001 (Public Law 107-110, Subtitle B) is to make sure homeless youth have access to appropriate education while removing barriers that homeless children face. Its goal is to minimize interruptions to the education of homeless youth. The Wallenpaupack Area School District is committed to working collaboratively with families and local agencies to support homeless youth in our school community. If you believe you fall into the category of children in youth experiencing homelessness or know of someone who is please contact the homeless liaison listed below.

The Homeless Liaison of the Wallenpaupack Area School District is:

Dr. Tanya Carrelle  
Wallenpaupack Area School District  
Special Education Department  
500 Academy St., Building C  
Hawley, PA 18428  
Phone: (570) 226-4557 ext. 3081  
Email: [carrelta@wallenpaupack.org](mailto:carrelta@wallenpaupack.org)

The Regional Coordinator for Education of Children and Youth Experiencing Homelessness is:

Mr. Jeff Zimmerman  
368 Tioga Avenue  
Kingston, PA 18704.  
Phone: (570)718-4613  
Email: [jzimmerman@liu18.org](mailto:jzimmerman@liu18.org)

This Act ensures educational rights and protections for children and youth experiencing homelessness.

These rights and protections include:

- School stability
- School access
- Support for academic success

This is a federal law that supersedes conflicting state laws or local policies.

### **School Selection**

- School Districts must continue the education in the school of origin (School of origin is the school the child attended when permanently housed or was last enrolled) or enroll the child in school in any public school that non-homeless students who live in the attendance area where the child is actually living are eligible to attend
- To the extent feasible, Districts must keep children in their school of origin unless it's against the wishes of the parent/guardian or unaccompanied youth.
- The child's right to attend their school of origin extends for the duration of their homelessness and remainder of the year
- Provide written explanation as to why attending school of origin is not in best interest (when applicable)
- If the child becomes permanently housed during the school year, they can finish the remainder of the year in the school of origin and the district must transport
- If a child becomes homeless in between school years, they are entitled to attend their school of origin for the following year
- Written explanation to the parent required (from the District) if they send the child to another school, along with right to appeal
- In the case of unaccompanied youth, prioritize youth's wishes
- Placement must be made regardless if the child is with or without parent
- Presume keeping student in school of origin is in student's best interest
- Districts must immediately enroll the child despite lack of records
- "Enroll" and "enrollment" are defined to include attending classes and participating fully in school activities
- Enrolling school must immediately contact previous school for records (academic records, immunizations, IEP's, etc.)
- If the child lacks immunizations or immunization records, the school must refer them to the homeless liaison who shall help obtain what is necessary (30 days)
- Homeless families do not have to prove residency regarding school enrollment
- Enrollment must not be delayed because of fees owed for textbooks or any other debt the student owes
- Absences caused by homelessness must not be counted against students
- Enrollment deadlines are superseded by the McKinney-Vento Act which requires immediate enrollment
- District policies concerning enrolling children with a criminal past would take effect if the child is seeking enrollment
- McKinney-Vento Act does not prohibit school from requiring parents to submit emergency contact information

## **Special Education**

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

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

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

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

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

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

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

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

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

In compliance with state and federal laws, the School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability, which



substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

## **District Procedures and Guidelines**

### **Custody**

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

### **Educational Trips/College Visitation**

Upon written request, the school district will consider requests for educational trips if the student has not exceeded fifteen (15) absences and/or six (6) unexcused absences 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 will be considered for medical reasons. College visitations are considered educational trips. Approval of the length of the trip will be based on the location of the college and the nature of the program the student is attending. Applications for educational travel may be secured in the high school main office or from the school’s website.

### **Field Trips**

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

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

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

### **Refund Policy for Class Trips**

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

### **Financial Obligations**

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

### **Flag Salute**

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

infringe upon the rights of others to participate in this action. Disruption of this ceremony, by any student, will result in disciplinary action.

### **Fundraising/Selling**

Fundraisers must be approved by the building administration through the use of a fundraiser request form. Each club/activity is permitted to hold one fundraiser per year. Students and student groups are not allowed to sell any food items on school grounds during breakfast or lunch.

### **Health Services**

Students becoming ill during school hours are to report to their classroom teacher who will issue a pass to the school nurse. If the nurse is not available, the student should report to the Student Support Office. Reporting anywhere else will be considered a class cut. The school nurse, or an administrator, will excuse students from school when necessary. Students should not call home and ask for someone to excuse them from school without the knowledge of the school nurse.

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

### **Health Care and Confidentiality of Student Health Information**

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

### **Medication Guidelines**

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

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

### **Asthma/Allergies**

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

### **BMI**

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

### **Immunizations**

One dose of MCV is required for entry into 12th grade, for students in the school year that the student is 18 years of age, if the child has not received a previous dose on or after the child's 16th birthday. A dose of MCV received at 16 years of age or older shall count as the 12th grade dose. All previously required immunizations prior to high school are mandated, including the MCV and Tdap vaccinations that are required by seventh grade.

### **Insurance-Bus Accident**

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

### **Insurance - Children's Health Insurance Program (CHIP)**

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

### **Insurance - Student Accident**

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

### **Library Books**

The Wallenpaupack Area School District maintains school libraries to facilitate the education of all students. The district recognizes that parents/guardians should have input into their children's access to books in the school libraries. Written notice can be provided to the school librarian if you wish the library management system to indicate a certain title or author should be off-limits to your child. Additionally, if your child wishes to have access to materials in another school library that is above their grade level, they may request a Reading Permission Slip from their librarian that can be signed by a parent/guardian to grant access.

### **Loud, Abusive, Discriminatory 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 students are prohibited from the use of

loud, foul, profane, discriminatory 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 may be subject to disciplinary procedures in accordance with school district policies and the laws of Pennsylvania. Members of the public may be subject to removal from district property and may be charged with trespassing for failure to promptly vacate the property when directed to do so by school district officers or agents. In all cases, violators may be subject to appropriate laws of the Commonwealth of Pennsylvania.

### **Procedures Involving Law Enforcement**

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

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

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

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

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

### **Reasonable Physical Force**

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

### **Search on School Property**

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

School lockers, desks, roadways, and parking areas are the property of the school district. The use of such property by students is a privilege, not a right. The reasonable expectation of privacy does not extend to lockers, desks, or vehicles parked or driven on school property. The school district expressly reserves the right to search lockers, desks, and vehicles on school property whenever deemed necessary or reasonable for the protection of health, welfare, and maintenance of discipline in the classroom or on school grounds. This may include

random, blanket, periodic or sweeping searches and may include the use of animals or mechanical means in an effort to detect the presence of illegal substances, weapons, or other prohibited articles or materials. Random, periodic or sweeping searches of all lockers will be conducted without regard for any individual suspicion.

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

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

### **School Equipment and Property**

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

### **Student Contact**

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

### **Students Leaving School Property - Restrictions**

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

### **Translation and/or Interpretation Services**

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

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

### **Transportation/Busing**

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

Questions regarding transportation should be directed to the district administration office at (570)226-4557 ext. 3006.

### **Conduct and Regulations**

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

- The pupil shall, at all times, sit in the seat assigned by the school bus driver and shall not leave that seat while the bus is in motion.
- Personal audio/video players or cell phones are permitted on buses. These devices may not interfere with other students or the driver. Video recording or picture taking is not permitted on the bus.

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

### **Discipline Procedures**

- For minor infractions, the bus driver will:
  - warn the student – driver documents the incident/date
  - change the student's seat, if possible – driver documents the incident/date
  - contact the parent/guardian – driver files an incident report

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

### **Bus Transfers**

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

### **Bus Accidents**

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

### **Unauthorized Group Procedures**

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

### **Video Surveillance**

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

## High School Student Services

### Cafeteria Procedures

In the high school, hot lunches and a la carte lunches are available. Applications and eligibility information for free and reduced breakfast/lunch will be forwarded to all parents at the start of the school year. Parents may examine this information to determine their qualifications. Applications are also available on the district website at <http://www.wallenpaupack.org>.

### High School Breakfast

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

- Lunch procedures also apply to those students wishing to eat breakfast before school.
- Students arriving to school after 8:00 a.m. must check in with their homeroom teachers before going to breakfast. Eating breakfast is not an acceptable excuse for lateness.

### High School Lunch

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

- Students must report to their assigned mandatory lunch period.
- Students are not allowed to be in the cafeteria during lunch periods other than their assigned lunch.
- Students may report to lockers on the way to the cafeteria, or upon leaving the cafeteria on the way to their next class.
- Students are expected to conduct themselves in an orderly, respectful manner in the cafeteria. Screaming, yelling or other loud noises, cutting in line and disrespectful conduct will not be tolerated.
- Students are expected to keep their eating area clean.
- School staff has the right to assign seats in the cafeteria.
- Throwing food or any object in the cafeteria may be considered disorderly conduct.
- Students are responsible for bringing trays and refuse to the disposal area.
- Students are to abide by the directives of the cafeteria staff.
- Students wishing to leave the cafeteria for any reason must obtain a pass. Students who need to use the lavatory must use the lavatories next to the cafeteria.
- Students are not to leave the building during their lunch period.
- Scanning/pin pad procedures will be used by all students in order to facilitate the student lunch accountability system.

### School Counseling

The WAHS School Counselors assists all students in obtaining the educational background necessary for future success in life. The counseling personnel provide students with many services including:

- Counsel individual students with educational, vocational or personal concerns
- Schedule students for classes
- Provide financial assistance forms and scholarship information to students interested in higher education
- Prepare high school transcripts for seniors and past graduates
- Provide information bulletins to juniors and seniors
- Process student enrollments and withdrawals
- Work with referral agencies



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

### **School Police Officer (SPO)**

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

### **Student Assistance Program (SAP)**

The WAHS Student Assistance Program, SAP, provides a means of identifying and helping students who have serious problems, which interfere with their success at school. The following areas of concern are the focus of the SAP program:

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

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

Students can be referred to the Student Assistance Program by parents, peers, administration, faculty or staff, and self-referral. Fill out a referral form and return it to the WAHS Counseling Department.

The members of the SAP Team are:

- Dr. Christopher Caruso, High School Principal
- Mr. Travis Ey, High School Assistant Principal/Athletic Director
- Ms. Delia Peppiatt, High School Assistant Principal
- Mrs. Erin M'Liss Bonagura, Science Teacher
- Mrs. Stephanie Campbell, Special Education Teacher
- Mr. David Hamill, Fine Arts Teacher
- Mr. Steve Krushnowski, English Teacher
- Mrs. Lauren McGinnis, College and Career Counselor
- Mrs. Kristen Nalesnik, Special Education Teacher
- Mrs. Lisa Peet, Fine Arts Teacher
- Mrs. Alyssa Pierce, Special Education Teacher
- Dr. Katie Schkolenko, BCIT Teacher
- Mr. Leonard Spoor, Special Education Teacher

## High School Attendance Policy

### Student Absence

Parents should call the school (570)226-4557 x3040 between 7:30 a.m. and 8:30 a.m. when their son/daughter is absent. Parents may also fax the High School (570)251-3156 or send an email to the attendance officer at [wasdhsattend@wallenpaupack.org](mailto:wasdhsattend@wallenpaupack.org).

Parents are responsible for providing excuses for each day that a student is absent from school. All excuses must be received in the office within five school days of the absence. **When a student has been excessively absent, the school shall notify parents that all additional absences shall require a written doctor's note or WASD student medical excusal form.** Excessive absences beyond fifteen (15) days shall be considered unexcused absences.

### Excused Absence

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

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

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

### Excessive Absence

Any absence beyond fifteen (15) days, is considered unexcused unless accompanied by the [WASD Student Medical Excusal Form](#) or written doctor's note.

### Unexcused Absence

"Unexcused" absence includes the absence of a student for such reasons as, but not limited to:

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

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

### Unlawful Absence

"Unlawful" absence is unexcused absence for all students under 18 years of age. All unexcused absences after the sixth unexcused absence become subject to fines and court costs.

### Unexcused Absences

After **three (3) 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 (5) 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 Student Attendance Improvement Plan (SAIP) and will inform the parent of:

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

In addition, a letter will be mailed home, serving as official notice of their child's fifth unexcused absence. A copy of the letter will be sent to the Student Support Team. 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 **six (6) 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 SAIP, unless one was already conducted during the current school year. If a parent refuses a meeting, the student's attendance information will be forwarded to the magistrate's office. The letter will serve as official notice of his/her child's seventh unexcused absence. The letter will state that the parent has five school days to respond and set up a School and Family Conference, or the student's attendance information will be forwarded to the magistrate's office. A copy of the letter will be sent to Children and Youth Services.

### **Excessive Absences**

After **eight (8) 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 **twelve (12) 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 Student Attendance Improvement Plan (SAIP), unless one was already conducted during the current school year, and will inform the parents/guardians of:

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

In addition, a letter will be mailed home. The letter will serve as official notice of their child's seven absences. A copy of the letter will be sent to the Student Support Team. 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 10<sup>th</sup> absence, a doctor's note is required for each additional absence
- The possible consequences of noncompliance
- Contact information of the truancy officer

After **fifteen (15) 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 SAIP, unless one was already conducted during the current school year. A letter will be mailed home. The letter will serve as official notice of their child's fifteenth absence. The parent/guardian must attend a School and Family Conference to address this issue, which will be set up by a school official, unless one was already conducted during the current school year. The family has two days to contact the school for the SAIP before the school initiates contact with a phone call. The letter will also state that any subsequent absence without a doctor's note will be considered unexcused and may be forwarded to the magistrate's office. Referral to the SAP Team is at the discretion of the school counselor who will be copied in the letter. A copy of this letter will be mailed to Children and Youth Services, as authorized by the building administrator.

### **Student Early Dismissal**

Students should schedule medical and other appointments after school hours. If it is necessary to request an early dismissal on any given day, a written parental request **MUST** be submitted to the first block teacher on the day that early dismissal is requested. Appropriate documentation must be submitted for the excusal to be considered excused, i.e. a doctor's note. This request should contain:

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

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

### **Tardiness**

The school day begins at 8:00 a.m. Students who report to their first period class after 8:09 a.m. are considered to be tardy. Unexcused tardiness includes lateness due to parental neglect, oversleeping, shopping, employment, car issues, truancy, etc. 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, a written warning will be given to the student along with a letter sent home to his/her parent/guardian. Further disciplinary action will be taken if tardiness becomes excessive.** Students who arrive before 8:00 a.m. should report directly to the cafeteria or auxiliary gym. Any student who arrives to school after 11:16 a.m. will be charged with a half-day absence. Any student who leaves before 11:16 a.m. will be charged with a half-day absence. If a student arrives in school after 11:16 a.m. on the day of an after-school activity/event, he or she will be ineligible to participate, unless authorization is granted by an administrator.

### **Attendance at Activities**

Any student absent or excused from school prior to the end of the school day due to illness or suspension will not be allowed to attend any after school functions on that day, unless approval is granted by the principal or his/her designee.

### **Arrival Procedures**

- Students are encouraged to arrive after 7:45 a.m. If arriving to school prior to 7:30 a.m. enter through the main office.
- Students are NOT to open any outside doors or admit ANYONE into the building, whether or not the students know the person or persons.
- Prior to 8:00 a.m. students may not visit classrooms without a pass from the teacher or advisor.
- Beginning at 8:00 a.m. students must report directly to their block one class. Loitering is not permitted in the corridors or any other area of the school.

- All students must be in their block one class by 8:09 a.m.

## **High School Building Procedures**

### **Student Responsibilities & Rights**

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

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

### **Backpacks, Book Bags and Book Sacks**

Students shall be allowed to carry a sensibly sized and appropriate backpack or book bag for purposes of bringing books, supplies and other allowed and appropriate items to and from school. Students will be allowed to carry book bags on their person during the school day.

### **Class Cutting**

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

### **Class Procedures**

#### **Promptness to Class**

- Students are required to arrive to class and be seated in their assigned area by the time designated

for the beginning of class.

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

### **Conduct in Class**

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

### **Procedure for Leaving Class**

Students must obtain permission from classroom teachers via the Securly Hall Pass System. The Securly Hall Pass System is a valuable tool for maintaining school safety and efficiency. Adherence to these procedures ensures its effective use. Students are expected to follow the guidelines and respect the system's purpose. Misuse of the hall pass system will result in consequences aimed at correcting behavior and maintaining a secure learning environment.

### **Dismissal Procedures**

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

### **Dress Code and Grooming**

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

The following items are allowed:

- Shirts with collars (including golf-style and button down), turtlenecks, and t-shirts with (finished) long or short-sleeves. Shirts must touch the top portion of the lower garment at all times. The necklines of all upper garments must be modest. Low cut necklines are prohibited. Shirts with hoods are permitted but must allow the student's face and ears to be visible to the staff at all times.
- Jeans or pants (any style), that are worn at or above the waistline and that do not expose the undergarments or hips/groin/buttocks.
- Shorts, skorts, skirts, or dresses that are worn at or above the waistline and that do not expose the undergarments or hips/groin/buttocks.

The following items also apply:

- All items permitted in this dress code must be clean and made of material that is not sheer or see-through.
- Footwear must be worn at all times. Any footwear that poses a safety hazard is not permitted.
- Sunglasses are not permitted unless there is a documented medical issue (i.e. a concussion).
- Clothing, patches, buttons, pins, and/or jewelry are permitted but they must not do any of the following; display sexually suggestive writing/pictures; advocate violence; advertise and/or promote the use of tobacco, alcohol and/or drugs; display double-meaning wording and/or obscene language; use disrespectful language; suggest gang affiliation or activities.

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

### **Electronic Devices**

Personal electronic devices, including, but not limited to cell phones, ear buds, headphones, laptops, and video game devices must not be visible during instructional time. Students will be required to place devices in their bookbags or in secure areas within the classroom that will be designated by the teacher (i.e. cell phone caddy). Failure to comply with the classroom rule will result in progressive discipline, including confiscation of the electronic device. Personal phone calls must be made in the Student Support office. Students are NOT allowed to connect personal devices to the school Wi-Fi.

### **Elevator Usage**

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

### **Emergency/Evacuation Procedures**

All students are to follow procedures as directed by announcement or by a teacher.

### **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 SAP Team. Students involved in fights will be suspended from school and school-related activities and may face further disciplinary action including citations, placement in an alternative setting and expulsion.

### **Gambling / Games**

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

### **Hall Passes**

The Securly Hall Pass System is designed to streamline and manage student movement during school hours. It enhances security, accountability, and efficiency by providing digital hall passes. Chronic abuse of hall passes will result in disciplinary consequences, such as the student being placed on restrictive movement. While on restrictive movement, the student may not leave the classroom without an escort.

### **Leaving School Property**

Once present on school property, students are not permitted to leave school property without signing out in the main office, with parental consent. Parents/guardians should come into the main office to pick up students for early dismissal. Dismissals will be categorized as "excused" for legal absences and "unexcused" for illegal absences. Students who are ill, will only be marked as "excused" if they are dismissed by the school nurse. Students who leave school property without following procedure may receive up to three (3) days of in-school suspension. Students will not be dismissed to leave school with other student drivers, with the exception of emergency situations and written parental consent from both parties.

## Lockers

Hallway lockers will be assigned during the 2024-2025 school year. Students are encouraged to use lockers in order to minimize the amount of materials to be carried around during the school day.

## Name Changes

Students have two names saved in the WASD Student Information System (PowerSchool):

- A student's **legal name** is the name that appears on the birth certificate, passport or adoption decree. This is the name under which a student must be enrolled. Legal documentation (court order, adoption decree certified birth certificate or passport) must be provided to change a student's legal name.
- A parent/guardian/student may request that a **preferred** first name appear in PowerSchool. No documentation is required.

To change a student's legal or preferred name, please complete the Name Change Form and return it and any required documentation (for legal name changes) to the guidance office.

A student's preferred name may be changed for any of the following reasons:

- A student is being harassed/bullied as a result of their legal name being displayed.
- A student is transitioning and has requested to be identified with their preferred name.
- A student is commonly known as and prefers to be identified with their middle name or name that is not on their birth certificate or passport (legal first name).

## Personal Property

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

## Show of Affection (Public Display of Affection - PDA)

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

## Restrooms

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

## Student Parking Permit Information

- Eligible students who wish to drive to school must complete an application and return it to the high school office prior to driving to school. Grade 12 students are accommodated first. Any remaining spaces, if available, will then be given to underclassmen. Students without parking permits are not allowed to drive to school.
- Misplaced or lost parking permits may result in a \$15.00 charge for a new one.
- A completed registration form and new permit will be required every school year.
- It is absolutely necessary to register cars properly and to display the WAHS Student Parking Permit in order to have the privilege of driving to school and use the school's parking lot.
- Parking privileges may be revoked due to driving violations, tardiness, truancy or discipline issues.



- To be eligible for and to maintain a parking permit, students must maintain a 90% attendance rating. Students holding a parking permit will have their attendance evaluated bi-quarterly. Students with an attendance rating of less than 90% will have their parking permit suspended until they have been in school for 10 consecutive days, students will then be re-evaluated, and the parking permit may or may not be returned.
- Parking permits are issued to individual student drivers; therefore, students who loan their assigned permit to another driver will face discipline consequences, including loss of parking privileges.

### **Student Technology Participation**

Wallenpaupack Area School District provides every student with the opportunity to utilize technology for educational purposes. All students in Kindergarten through 12<sup>th</sup> grade are issued an iPad as part of our 1:1 Technology program. Students are expected to bring the issued device to and from school each day.

Each student must have a signed Acceptable Use form to participate in the program. iPads will be issued in working condition, along with a keyboard case. Students who are new to the 1:1 program will be issued a complementary charging adaptor to use and keep at home. Students who have previously participated in the 1:1 program will not be issued a new charging adaptor.

Families may choose to opt-in to an insurance program that covers student iPads against damage. iPads that are not covered by the optional insurance program will be subject to repair fees for any damage incurred.

The Apple iPad and related accessories are the property of WASD and are to be used as a tool for learning. When in class, students are expected to use iPad devices as directed by their teachers. Detailed responsibilities can be found by opening the “WASD iPad Info” application on all school issued iPads.

The district's Internet content filter will function on all iPad devices used within the district. It will also continue to function on all district-issued devices when off campus. Students should not attempt to bypass the filters using any technology available.

Students may not:

- Violate any School Board Policies, including but not limited to WASD Acceptable Use Policy 815 or any public law.
- Record or take photographs or audio or visual recordings of anyone without their explicit permission.
- Illegally install or transmit copyrighted photos, videos, audio and/or text.
- Send mass or inappropriate emails.
- Download inappropriate apps such as those that involve adult-related content, gambling, violence, etc.
- Share their device or password/login credentials with anyone, unless directed by an administrator.
- Overtly misuse the iPad in any way.

All students are expected to fully engage in schoolwork while using devices and very few, if any, discipline issues are anticipated. However, if a student violates any part of the above guidelines or behaves or interacts in ways that are not consistent with the WAHS Student Handbook, the WASD Acceptable Use Policy, or any other district policy, appropriate disciplinary action will be taken.

Any Acceptable Use Policy violation is subject to prosecution by local, state, and or federal entities, based on the extent of the violation.

All students participating in the 1:1 program will return issued iPads and cases immediately upon withdrawing from WASD, transferring to an outside educational placement program, or upon graduation. All iPads will be collected at the conclusion of the 2023-2024 school year.

### **Use of Generative Artificial Intelligence (AI) Tools:**

The district makes every effort to ensure that Generative AI tools and resources are used responsibly by students and staff. The availability and access to Generative AI tools and resources does not imply endorsement by the district, nor does the district guarantee the accuracy of the information received from Generative AI tools and resources. Generative AI tools and resources used in district schools and programs are evaluated on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security.

The use of Generative AI by students to complete assignments or assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for use of Generative AI in assignments and assessments.

### **Textbooks**

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

### **Tobacco**

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

Possession or use of any tobacco product/vape or paraphernalia, is not allowed. Students violating this policy will be disciplined and may be referred to law enforcement.

### **Working Papers**

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

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

- Obtain an "Application for Employment Certificate or Transferable Work Permit" from the main office staff or download the form from the High School's website at [www.wallenpaupack.org/wahs](http://www.wallenpaupack.org/wahs).
- Complete the form and return to WAHS main office Monday-Friday from 9 a.m.-2 p.m. during the school year. Summer Hours are Monday-Thursday 9 a.m.-2 p.m.
- Specific questions can be emailed to [workpermits@wallenpaupack.org](mailto:workpermits@wallenpaupack.org).

## **High School Academics**

### **Academic Integrity**

Academic Integrity is essential to the success of an educational community. Students are responsible for learning and upholding professional standards of research, writing, assessment and ethics in their areas of study. Written or other work which students submit MUST be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, multiple submissions and other forms of dishonest or unethical behavior, is prohibited. Any form of academic dishonesty will be subject to disciplinary consequences, change in grade or both.

### **Expectations of Students**

Each student will maintain academic integrity by the following:

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

## Violations of Academic Integrity

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

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

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

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

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

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

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

## Assessment

### Purposes of Assessment and Grading

The primary purpose of any system of reporting to parents is to strengthen the home-school partnership and to inform parents concerning the child and his/her progress. Frequently, school districts are also required to report student achievement to post-secondary institutions and employers. Secondary purposes for assessment/grading include: 1) providing teachers with information for instructional planning; and 2) providing teachers, administrators, parents and students with information for placement and selection.

### Core Beliefs

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

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

### WASD Academic Grading Key

Grades 9-12 all areas
-----------------------

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	An Incomplete is due to a student missing an assignment(s). It is the student's responsibility to coordinate with the teacher to make up the assignment(s) within 5 school days of the final day of the marking period. After that time, missing assignments will become a zero. This may affect a student's class rank, honor roll and/or GPA.
P - Pass	Students will not receive a numerical grade but will receive credit for the course.
NC - No Credit	Students will receive no credit for the course and will not be eligible for honor roll or National Honor Society.
M - Medical	Used when a student has a documented medical excusal.

### PowerSchool®/Schoolology®

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

### Graduation Requirements

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

- 4 – 1 credit courses in English (one required each year)
- 4 – 1 credit courses in Math
- 4 – 1 credit courses in Social Studies
- 3 – 1 credit courses in Science
- 4 - .5 credit seminar courses
- 3 - .5 credit courses of Physical Education
- 1 - .5 credit course of Health and Driver's Education
- 8 credits of Electives (2 credits must be Arts and/or Humanities)

Students will be expected to meet the testing requirements set forth by the Federal and State Education Departments. Students who are not proficient on these state assessments may take a retest.

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

## **Accelerated Graduation**

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

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

- Must accept responsibility for meeting graduation requirements.
- Are responsible for obtaining information on scholarship opportunities, Senior Class activities, and end of the year functions such as the Junior/Senior Prom, Class Night, Baccalaureate and Commencement. All students wishing to participate in Commencement must attend all scheduled Commencement practices.
- May not participate in spring interscholastic athletic teams or co-curricular activities.
- Should contact Social Security to determine continued student benefit eligibility.
- Must leave school grounds at the close of scheduled classes unless given permission to remain by an administrator or staff member.
- Must demonstrate continued good citizenship during the Spring Semester preceding graduation as determined by the School Administration or participation in Commencement ceremonies may be denied. Students who choose to withdraw from high school prior to graduation may earn a Wallenpaupack Area High School Diploma by completing courses required for graduation at an accredited post-secondary institution. All courses taken for high school credit must be pre-approved by the High School Administration. Students wishing to participate in Commencement activities must be certain that official transcripts of completed work are received by the High School Counseling Office ten days prior to the WAHS graduation date. Grades received from outside institutions will not be included in GPA calculations. Students must attend WAHS for at least one semester during the academic year of graduation in order to be eligible for local scholarship awards.

### **Commencement**

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

### **Latin Honors**

Graduating seniors will be recognized for honors at Commencement according to the following cumulative GPA thresholds:

- *Cum Laude*: 92 – 94.99
- *Magna Cum Laude*: 95 – 97.99
- *Summa Cum Laude*: 98 and above

### **Make-Up Work**

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

### **Physical Education Regulations**

The State of Pennsylvania's laws require that each student participate in physical education class. If there is any reason for a student to be excused from participating on a particular day, the student must report to the Nurse's Office before 8:10 a.m. with a written excuse. A doctor's excuse is necessary for a student to be *completely* excused from participation. These students will receive a medical (M) on their report card. A note from a parent/guardian will enable a student to take a *limited* physical education class, which includes dressing and participating to the extent possible. The note must state specifically the reason the student would be excused. Any student who repeatedly refuses to participate in physical education class without an acceptable excuse will be subject to failure of the class. Please see course syllabus for physical education attire.

## Progress Reports

Parents are strongly encouraged to use PowerSchool, the District's web-based grading/homework/project network, throughout the school year, to better ascertain student performance and upcoming projects/assignments. Progress reports will be generated and mailed to parents halfway through the quarter for all students who have a grade below a 67% at that time.

## Parent Conferences

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

## Grade Point Average

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

Standard Challenge	100 = 4.5
College Prep	100 = 4.75
Honors Challenge	100 = 5.25
Advanced Placement Challenge	100 = 5.5

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

## Honor Roll

The Honor Roll is posted at the end of each semester and is based on the student's final grade average from that semester. To qualify for high honors, the students must obtain a 96.0000% average or higher. To qualify for honors, an 86.0000% average is required. Both percentages must be met without rounding. Students with Incomplete (I) or No Credit (NC) for a course are not eligible for Honor Roll. Please note that being on High Honor Roll/Honor Roll does not guarantee membership to the National Honor Society.

Any student who achieves High Honor Roll for both semesters in a school year will earn a Gold Academic Award. Any student who achieves Honor Roll for both semesters will earn a Silver Academic Award.

## National Honor Society

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

- Complete and submit an application by the assigned deadline.
- Maintain a cumulative, weighted, 9-12 GPA at or above 95%.
- Show a positive attitude toward the school and its regulations.
- Document the performance of at least 12 hours of community service per school year. Contact Mrs. Gilson or Mrs. Saylor for the guidelines regarding community service.

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

Any member who falls below the eligibility requirements or has disciplinary action may be placed on probation for one semester, including receiving No Credit in a course. If the deficiency is not improved, the student will be dismissed. Once a student is dismissed, that student will no longer be eligible for National Honor Society. Drug/alcohol, weapons, violent or disorderly behavior violations will result in removal from the National Honor

Society. A faculty and administrative council will review all academic, disciplinary and character issues that arise with National Honor Society students.

### **Senior Release Program**

- Early dismissal is a privilege for seniors who meet academic, attendance and citizenship responsibilities.
- Seniors who are not proficient on Pennsylvania State Assessments may be required to schedule remedial courses, which may impact their ability to qualify for senior early excusal.
- The school is under no obligation to make adjustments on individual student schedules to accommodate early dismissal.
- Students who have early dismissal privileges are expected to stay for special programs or events (assemblies, testing programs, commencement practice, etc.). Work outside of school will not be considered sufficient reason for leaving school.
- Revisions in the school schedule will require students to adjust their senior release time. (Example: A two-hour delay would mean senior early dismissal is at 1:54 p.m. instead of 1:20 p.m.)
- Students may not leave and then come back to the campus for sports, meetings, bus, etc. without administrative approval.
- Senior privileges will be revoked for the following reasons:
  - Failure to leave school property within five (5) minutes after the student's last scheduled class without prior administrative approval.
  - Excessive tardiness to class or school excessive absenteeism
  - Truancy
  - Violation of school driving regulations
  - Serious or frequent disciplinary infractions
  - Failure to maintain passing grades in all subjects
  - Incomplete grades
  - Misuse of the senior early dismissal system
- Seniors who lose this privilege will be assigned to a study hall.
  - Application for this privilege may be made after the school year has begun and must be approved by both parent and administration.

### **Promotion**

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

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

### **Request for School Records**

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



## **Student Schedules**

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

## **Dual Enrollment**

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

## **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 55-66 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. Students/families will be responsible for the cost of summer school.

## **High School Student Activities**

### **After School and Extra-Curricular 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.

Students must report directly to their after-school activity and remain under the supervision of their advisor or coach. Any student that is not involved in a supervised after-school activity must leave school grounds at dismissal or face disciplinary action. Students may not cross Rt. 6 after 3:05 pm, when crossing guards are no longer at the crosswalk.

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

### **Extra-Curricular Eligibility**

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

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

When it has been determined with reasonable certainty that any student participating in a co-curricular or extra-curricular activity is found to be in possession of, under the influence of or in proximity to underage students

consuming drugs or alcohol (a student attending a party, but not consuming will be subject to the same penalties) he/she will be subject to the following consequences:

- *First Offense:* Parental Notification, SAP referral, drug and alcohol assessment, and student will agree to random drug testing.
- *Second Offense/Failure of a drug test:* Fourteen calendar days of ineligibility.
- *Third Offense/Second drug test failure:* Student will be ineligible to participate in any co-curricular/extra-curricular activity for the remainder of the school year.

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

### **Athletics**

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

WAHS sponsors varsity sports as follows:

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

The school also sponsors several 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 7 of this CIPPE and submit before being eligible to participate in a subsequent sport. If it is determined by the information supplied in the Section 7 that the student must be medically cleared by a physician, the Section 8 will need to be completed before the student is eligible to participate in an athletic program.
- Parents should be aware that there is no automatic "school district insurance." The Wallenpaupack Area School District carries an insurance policy for those students participating in interscholastic sports including band, cheerleaders, majorettes, student trainers and student managers during their individual season as established by the Pennsylvania Interscholastic Athletic Association (PIAA). This policy is activated only after the family's primary insurance plan is exhausted. Parents are encouraged to enroll students in the Student Accident Insurance Program offered by the District. This insurance program should be viewed only as an addition to the family's primary medical insurance plan and not as a substitute plan.
- Each student/athlete is required to complete a Co-Curricular Drug & Alcohol Policy Form, which is co-signed by his/her parent/guardian. This form outlines the consequences of violating the District's Policy.

- A student will be ineligible to compete if he or she is absent on the day of the game unless approved by the principal or his/her designee.
- A student will be ineligible to compete or practice if he or she arrives in school after 11:16 a.m. unless approved by the principal or his/her designee.
- It is expected that the student body will demonstrate good sportsmanship. Unsportsmanlike conduct will not be tolerated.
- The WAHS Athletic Program is a member of the Pennsylvania Interscholastic Athletic Association, Inc. and all PIAA rules will be followed.

### **Athletic Transportation Policy**

- All transportation to and from games and practices will be provided by the school district.
- Students are permitted to drive his/her vehicle to practice or games with permission from the principal or his/her designee.
  - Students must obtain and complete a permission form, available at the HS Office, and have it approved by an administrator prior to driving to a practice or to a game.
- Any student who leaves the school in his/her vehicle will be considered leaving for home and, therefore, not allowed to practice.
- At least one coach should ride the bus to and from games. The head coach shall be responsible (along with the bus driver) to see that the bus is cleaned after returning from an away game.
- Students will not be allowed to leave a practice or game with anyone except a parent, guardian, or designated school personnel unless a Travel Release Form (available on the school's website) is completed by the parent/guardian.
- Teams using the Middle School athletic facilities will be supervised by the bus driver to and from games or practices. The team may pick up the late bus at the Middle School.

### **Athletic Policy**

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

### **Consent of Parent**

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

### **Physical Examination**

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

### **Clubs and Activities**

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

The following clubs are available:

Art Club	Literary Magazine	Skills USA
Band Front (Color Guard)	Local History Club	Stage Crew
Chess Club	Marching Band	Student Council
Environmental Club	National Honor Society	Technology Student Assoc.
FBLA	Paupack United	Video Club
FCCLA	SADD	Vocal Music
Guitar Club	Scholastic Team	Volunteers in Paupack
High Performance Club	Science Olympiad	WAHS Players
HOSA	Show Choir	World Language Club
		Yearbook Club

## High School Discipline

### Student Misconduct

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

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

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

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

### Referral and Administrative Actions

#### Referral Procedure

- Students referred will be informed of the charges and given an opportunity to state their view(s) of the event(s), which took place.
- In order to further the school investigation, school administrators or designees reserve the right to interview and question students without parents being present or notified beforehand.
- An administrator or faculty member will collect information pertinent to the event and discuss it with the student during their discipline hearing.
- If it is determined that the student has violated the school rules, appropriate disciplinary action will be taken by the administrator.

- Teachers, school counselors and administrators have the right to exercise the same authority as to conduct and behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian or persons in parental relation to such pupils may exercise over them.

### **Discipline Committee**

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

### **Consequences**

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

- Parental conference
- Referral to counselor
- Denial of privileges
- Confiscation of property
- 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

Students and parents share the responsibility to review the contents of this publication to become familiar with the rules and regulations governing the school.

### **Detention Procedures**

- Detention(s) will be assigned as a consequence of violating school regulations.
- Detention will be held before school from 7:00 a.m. to 8:00 a.m. or after-school from 3:05 p.m. to 5:15 p.m.
- A student may choose to serve two consecutive morning detentions or one after-school detention.
- Students will receive at least 24-hour's notice of all after-school detentions to be served. It is the responsibility of the student to inform parents or guardians of the date(s) of his/her scheduled detention(s).
- Only the Principal or Assistant Principals may excuse a student from detention.

- Students will be excused for medical or dental appointments but must provide verification from a doctor to the discipline office.
- Serving a detention takes precedence over all school activities.
- Students will not be excused from detention to participate in extra-curricular activities.
- Students who have work responsibilities must make arrangements to serve the detention(s) on the day(s) assigned.
- Students who, without permission, do not report for a scheduled detention will be rescheduled to another detention and are subject to further disciplinary action.
- Students may not visit their lockers during detention.
- Students must report to detention with sufficient school related work for the entire time of detention.
- Any student who is disruptive in detention or who fails to follow the specific instructions of the detention monitor will be considered guilty of insubordination and will receive no credit for detention. The student will be referred to an administrator.
- Detentions missed because of absence from school are served immediately upon return to school by attending the next scheduled detention(s).
- The atmosphere of detention will be one of individual study. Students should use time to complete homework assignments, study notes, or read. The use of electronic devices is strictly prohibited.
- Disruption in detention will result in dismissal from detention and assignment of in-school suspension.

### **Exclusion from School - Suspensions and Expulsions**

- Exclusion from school may be based on a single incident or a culmination of several incidents. Chronic, habitual behavior could result in the exclusion of a student from school in the form of suspension or expulsion. Exclusion from school can occur in the following forms:
  - Suspension - exclusion from school for a period of up to ten (10) school days.
  - Expulsion - exclusion from school by School Board action for a period of over ten (10) days.
- Students who are suspended or expelled will be informed of the reason(s) for the action and will be given an opportunity to discuss the behavior causing the action before the action becomes effective.
- A hearing is not required prior to a suspension of up to three (3) days.
- An informal hearing will be offered within five (5) school days to the student as well as the parent(s) or guardian(s) when a student receives a suspension of four (4) or more days.
- In the event that a student commits a violation that may result in a recommendation to the school board for expulsion from the Wallenpaupack School District, the student shall have the right to request an administrative review within three (3) school days of the date of the offense. Such requests shall be made in writing to the principal of the school that the student is attending. The purpose of an administrative review is to discuss all relevant information regarding the student, including information related to the offense in question, the student's prior academic, disciplinary and attendance record at the school, and information regarding possible disciplinary action which may be taken against the student including referral to the Board of School Directors with a recommendation for expulsion. Administrative review shall not be deemed to be disciplinary action and shall not be considered action in lieu of suspension or expulsion. In the event that the student fails to elect administrative review, the administration shall proceed with disciplinary action including, if appropriate, a referral to the Board of School Directors with a recommendation for expulsion.

- Whenever possible, any student being suspended will be directed, in the presence of an administrator, to telephone a parent or guardian to inform or supply information requested by the parent or guardian.
- The parent(s) or guardian(s) will also be notified by letter of the suspension. A copy of the disciplinary action will also be issued to the student for immediate delivery to a parent or guardian.
- A parent conference may be requested before the student is readmitted to the regular school program following a suspension.
- Students who are suspended are not permitted to attend any school functions during or after school hours throughout the period of the suspension. Any suspended student who is on school property without permission of the administration is subject to prosecution under trespass laws.
- It is the student's responsibility to fill out a Homework Request Form. All out-of-school suspension homework is due the day the suspended student returns to school.
- All student privileges are revoked when a student is suspended from school.
- A suspension does not relieve a student from responsibility for any penalties previously incurred unless arranged by an administrator.
- Cases of chronic disregard for school rules or student misconduct that is violent or dangerous may result in alternative placement.
- A student will be excluded from school for more than ten (10) consecutive days pending a board hearing when, in the opinion of an administrator, the continued presence of the student represents a threat to the health, safety, morals, or welfare of others. In cases of this nature, alternative instruction will be provided.
- Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled and must attend another school.
- The responsibility for placing the student in school rests with the student's parent(s) or guardian(s).
- If the student is unable to secure an alternative educational placement, the Wallenpaupack Area School District will make provision (s) for some form of education through alternative instruction at the discretion of the school district.
- Initiating a Bomb Scare will result in permanent expulsion from the district.

### **In-School Suspension Procedures**

- The high school administrator or discipline committee member who assigns a student to ISS will notify the parents/guardians of each student assigned to ISS.
- Each student will be given a handout by the high school administrator or discipline committee member explaining the ISS rules and procedures.
- Students will report to the Student Support Office, rather than homeroom, on a day of assigned ISS.
  - Students assigned to ISS are permitted to eat breakfast in the high school cafeteria.
  - Students assigned to ISS must be in Student Waiting by 8:09 a.m.
- Students will be permitted to bring lunch to ISS, or they may purchase a lunch.
- Prior to leaving Student Support Office, the student's electronic device(s) will be confiscated.

## Rules

- Students must remain in ISS for the entire school day.
  - Students who normally have senior early dismissal will forfeit this privilege on days they are assigned to ISS.
- The following consequences apply to students who miss assigned time in ISS:
  - If a student is absent for a day of assigned ISS, he/she will serve the assigned day of ISS on the first day that he/she returns to school.
  - If a student arrives late to school on a day that he/she has been assigned ISS, he/she will serve the remaining portion of the assigned day. In addition, the student will be assigned an additional day of ISS.
  - A student may not have early dismissal on a day that he/she is assigned ISS.
  - If a student has a previously scheduled doctor's appointment, the disciplinarian assigning the ISS will work with the parent to schedule the ISS around this appointment.
  - No early dismissals will be granted once ISS has been assigned.
  - If the school schedule is disrupted due to inclement weather, the following procedures will be followed:
    - If school is canceled, the student will serve ISS on the first day that school resumes.
    - If there is a delayed opening (2-hour delay), the student will serve ISS on the scheduled day and will follow the amended schedule.
  - If there is an early dismissal, students will not make up time lost due to being released early.
  - Students will be escorted to lavatories once in the morning, once at lunch, and once in the afternoon.
- Students must bring all texts/materials needed to complete assignments.
- All school rules apply in ISS.
- Students are to remain seated in their assigned seats during ISS.
- Students are only permitted to do the following while serving ISS:
  - Complete class work assigned by classroom teachers
  - Complete behavioral assignments associated with the reason ISS is being served
  - Read appropriate materials
- The following behaviors are not permitted:
  - Sleeping
  - Talking
  - Using entertainment/communication devices (will be confiscated)
  - Eating and drinking (with the exception of lunchtime)
- Violation of the ISS rules may result in more ISS time, OSS, or elimination of ISS as an option for disciplinary action.
  - If a student does not successfully complete ISS on a given day due to inappropriate behavior, he/she will be assigned more time in ISS as determined by an administrator.
  - If the student continues to misbehave in ISS, he/she will receive OSS; however, the student will return to ISS following the OSS until his/her ISS assignment has been



successfully completed.

- Students assigned ISS may not participate in or attend after school activities on the days of the scheduled ISS.
- Completion of assigned work is a condition of successful ISS program completion. If a student refuses to complete assigned work, he/she will be subject to further disciplinary consequences.
- Students' performance in ISS will be evaluated using a rubric that will be provided to students on their day of ISS. Unsatisfactory performance will result in referral to an administrator for possible further disciplinary action.

## **Appendix – Board Policies**

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

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

*For more information, see Board Policy No. 815*

### **Attendance**

Frequent absences of students from regular classroom attendance disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be regained. Consequently many pupils who miss school frequently experience great difficulty in achieving the benefits of schooling. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of educational benefits for each individual child.

*For more information, see Board Policy No. 204*

### **Bullying/Cyberbullying**

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting or outside a school setting that is severe, persistent, or pervasive. Bullying is a pattern of abuse over time and involves being "picked on." Bullying can take many forms and can include many different behaviors including, but not limited to, intimidation, humiliation, ridicule, defamation, extortion, oral or written threats, teasing, put downs, name-calling, threatening gestures or actions, cruel rumors, false accusations, and social isolation.

When a student believes that she/he is being bullied, intimidated, or in physical danger, the student should immediately inform the bully that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall follow the established complaint procedure.

*For more information, see Board Policy No. 249*

### **Communication Devices**

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

situation. The school will in turn contact the student in question as is possible and appropriate. Parents/Guardians shall not try to contact students by cell phone, pager, or other device.

*For more information, see Board Policy No. 237*

### **Destruction of Property**

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

*For more information, see Board Policy No. 218*

### **Drug and Alcohol Abuse**

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

*For more information, see Board Policy No. 227*

### **Flag Salute**

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

*For more information, see Board Policy No. 807*

### **Freedom of Expression**

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

*For more information, see Board Policy No. 220*

### **Fundraising/Selling**

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

*For more information, see Board Policy No. 229*

### **Gang Activity**

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

*For more information, see Board Policy No. 218.3*

## **Hazing**

The school district does not condone any form of initiation or harassment, known as hazing, as part of any school-related student activity. No student, coach, sponsor, volunteer, or school district employee shall plan, direct, encourage, assist, or engage in any hazing activity. The school district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

*For more information, see Board Policy No. 247*

## **Homebound Instruction**

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

*For more information, see Board Policy No. 117*

## **Homework**

Homework is defined as written or non-written tasks assigned by teachers to be completed by students outside of class time. The purposes of homework are to practice newly taught skills, to review mastered skills, to develop independent study habits, and to extend and enrich the curriculum. Homework is related to the curriculum of the school and assignments are made according to the ability of the student. Parents are encouraged to support their children with the homework process. Failure to complete homework is not a disciplinary issue. It is academic in nature and should be addressed by the classroom teacher. Homework should not be used as a form of punishment.

*For more information, see Board Policy No. 130*

## **Search of School Property**

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

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

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

*For more information, see Board Policy No. 226*

## **School Visitors**

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

*For more information, see Board Policy No. 907*

## **Student Expression/Distribution and Posting of Materials**

Students may distribute and/or post non-school materials, provided that the form of expression and/or the use of public-school facilities and equipment is/are in accordance with policy, these procedures and the school dress code, if applicable.

*For more information, see Board Policy No. 220*

### **Terroristic Threats/Acts**

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

*For more information, see Board Policy No. 218.2*

### **Tobacco Use/Possession**

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

*For more information, see Board Policy No. 222*

### **Unlawful Harassment**

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

*For more information, see Board Policy No. 248.*

### **Weapons**

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

*For more information, see Board Policy No. 218.1*

### **Wellness Plan**

The primary goals of the WASD Wellness Plan are:

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

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

*For more information, see Board Policy No. 246*