

**Parent and Student Handbook  
Wayne Highlands School District  
Damascus Area School  
174 High School Road  
Damascus, PA 18415  
Office (570) 224-4114  
Fax (570) 224-4997**

**Dear Parents and Students,**

**Welcome to the Damascus Area School. We, the faculty and staff, wish you and your child a happy and productive school year.**

**This handbook has been prepared to inform you about the procedures and policies we will follow in our school. Health and safety rules are also included.**

**Please review these rules with your children. We will do the same in school.**

**We believe each student should be responsible for his/her own conduct. It is our hope that students display good manners and safety at all times.**

**If you have questions concerning any item in this handbook or anything not included here, please call the Damascus Area School at (570) 224-4114. We want to assist you in any way we can to make school a rewarding experience for your child.**

**David A. Jagger, Principal**

**WAYNE HIGHLANDS SCHOOL DISTRICT**  
**BOARD OF SCHOOL DIRECTORS**

**George Korb, President; Brian Weist, Vice President;  
Board Members: Thomas Fasshauer, Kathleen Grandjean, Lothar Holbert, Fred Diehl, Gina Pritchard, James B Rutherford and Heather Stephens**

**DISTRICT ADMINISTRATION**

<b>Superintendent</b>	<b>-</b>	<b>Gregory Frigoletto</b>
<b>Asst. Superintendent</b>	<b>-</b>	<b>Timothy Morgan</b>
<b>Business Manager</b>	<b>-</b>	<b>Jeff Firmstone</b>
<b>Treasurer</b>	<b>-</b>	<b>Wayne Bank (non-voting member)</b>
<b>Solicitor</b>	<b>-</b>	<b>Attorney Lee C. Krause</b>

**MISSION STATEMENT OF WAYNE HIGHLANDS SCHOOL DISTRICT**

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

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

# WAYNE HIGHLANDS SCHOOL DISTRICT HEALTH COUNCIL'S MISSION STATEMENT

The Wayne Highlands School District promotes wellness in its schools through district policy and guidance from the District Wellness Committee. This committee is comprised of representatives from the schools of the district along with community members from health organizations. The committee meets quarterly and supports the district's website information on wellness with announcements of community events and happenings and associated information for teachers and families. Further information is available through the District Wellness Coordinator at Honesdale High School. The mission statement of this council is:

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

- ◆ Lifelong physical activity and wellness
- ◆ Nutrition and health education to teach healthy choices
- ◆ Creation of health environments in home, school and community
- ◆ Enhancing self esteem to achieve personal best

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

## Fundraisers:

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

## Classroom Parties/ Celebrations:

Beverages: No Soda. Suggestions: Water, 100% Fruit Juice, Cider, 2%- 1% Milk

Snacks: Single serving size of 250 kcal or less (can include single servings of cookies, cupcakes, brownies), no Trans fats, sugar is not the first ingredient. Select a healthy mix of fruit, crackers, cheese, popcorn, pizza, etc.

\*\*Please refer to the WHSD website at [www.waynehighlands.org](http://www.waynehighlands.org) then click on WHSD Wellness for more information and ideas.

**WAYNE HIGHLANDS SCHOOL DISTRICT**  
**ANNUAL NOTICE TO PARENTS**

**I. NON-DISCRIMINATION POLICY**

To comply with Federal Laws (including Title IX of Education Amendments of 1972), and Section 504 of the Rehabilitation Act of 1973, and the Amendments of 1974, State Laws, the State Department of Education Regulations concerning Equal Rights and Opportunities, and to assure their implementation, the Wayne Highlands School District declares itself to be an Equal Opportunity Education Institution, and will not discriminate on the basis of race, color, national origin, sex, handicap or limited English proficiency in its activities, programs or employment practices.

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

**TITLE IX POLICY STATEMENT**

The Wayne Highlands School District has created policies which prohibit discrimination on the basis of sex in both education and employment. Board Policy and Administrative Practices and Procedures prohibits sex bias in such educational areas as treatment of students, instruction, counseling practices, financial assistance, awards, physical education, interscholastic and intramural athletics, and disciplinary procedures.

**SEXUAL HARASSMENT**

Revised November 17, 2020

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U. S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliations to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

### **Disciplinary Procedures When Reports Allege Title IX Sexual Harassment**

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for student with a disability where applicable.

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

### **Retaliation**

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonable believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

## **Definitions**

**Complainant** shall mean an individual who is alleged to be the victim.

**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts. Including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

## **Definitions Related to Title IX Sexual Harassment**

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints.

The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

**Supportive measures** shall mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonable burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment.

**Supportive measures** may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustment.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

**Supportive measures** may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
    - i. Length of relationship.
    - ii. Type of relationship.
    - iii. Frequency of interaction between the persons involved in the relationship
  - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.



- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desired to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
  - i. Fear for their safety or the safety of others.
  - ii. Suffer substantial emotional distress

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

### **Delegation of Responsibility**

In order to maintain a program of non-discrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer and Assistant Superintendent as the district's Title IX Coordinator.

The Compliance Officer can be contacted at:

Address: 474 Grove Street, Honesdale, PA 18431  
Email: [gfrigoletto@whsdk12.com](mailto:gfrigoletto@whsdk12.com)  
Phone Number: 570-253-4661 Ext. 1510

The Title IX Coordinator can be contacted at:

Address: 474 Grove Street, Honesdale, PA 18431  
Email: [tmorgan@whsdk12.com](mailto:tmorgan@whsdk12.com)  
Phone Number: 570-253-2661 Ext. 1511

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modification to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials – Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training – Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources – Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

4. Student Access – Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support – Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation – Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints- Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

## **Guidelines**

### **Title IX Sexual Harassment Training Requirements**

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall be posted on the district's website.

### **Disciplinary Consequences**

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

### **Reports of Discrimination**

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

### **Reports of Title IX Sexual Harassment**

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

## **II. NOTIFICATION OF RIGHTS UNDER FERPA**

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

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.  
Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s academic education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the

school as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **NOTICE FOR DIRECTORY INFORMATION**

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

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

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

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

*Receive notice and an opportunity to opt a student out of-*

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

*Inspect, upon request and before administration or use-*

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

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

The Wayne Highlands School District has developed and adopted Policy (#235) in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution

purposes. The Wayne Highlands School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Wayne Highlands School District will also directly notify, such as through U. S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Wayne Highlands School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D. C. 20202-5920

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

The Protection of Pupil Rights Amendment (PPRA), 20 U. S. C. section 1232h, requires Wayne Highlands School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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

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

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

### Parents' Right to Know Regulations 200.61

The Wayne Highlands School District receives Title I funding and is included under the regulations of the "No Child Left Behind Act" (NCLB) that was signed into law by President Bush on January 8, 2002.

NCLB requires:

- Increased accountability for states and school districts.
- Greater choice for parents, especially those in low performing schools.
- Greater flexibility for state and local education agencies in the use of federal funding.

Under NCLB, parents have a right to request professional qualifications of their children's teacher(s) or paraprofessional(s). This letter is to inform you of your right to ask for the following information about your children's classroom teachers or paraprofessionals:

- Whether Pennsylvania has licensed the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advance degrees, and if so, the subject of the degrees.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school principal. Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

### **WAYNE HIGHLANDS SCHOOL DISTRICT ANNOUNCE TESTING PROGRAMS FOR THE 2020-21 SCHOOL YEAR**

During the 2021-2022 school year, the Wayne Highlands School District will administer a variety of tests in order to evaluate student achievement; educational programming; and career selection.

In the primary grades (K-2), the DIBELS Next (Dynamic Indicators of Basic Early Literacy Skills) assessment is given. In the elementary grades (3-5) and middle grades (6-8), the (CDT) Classroom Diagnostic Toll will be utilized for Math and Reading. The Pa. State Assessment Test will be given in grades 3, 4, 5, 6, 7, & 8. Keystone Exams will be administered to 8<sup>th</sup> grade and high school students who take Algebra I, Biology and Literature.

For more information on the District's testing program, contact any of the school principals, or the Assistant Superintendent, Mr. Timothy M. Morgan.

## **DIRECTORY INFORMATION POLICY OF WAYNE HIGHLANDS SCHOOL DISTRICT**

Parents of students or eligible students will be given the opportunity to notify the school in writing on a yearly basis of their wish to not be included in the release of directory information. This notification must be renewed in writing to the individual building principal wherein the student is enrolled on a yearly basis. Directory information includes information relating to the student as follows: the student's name, date and place of birth, major field of study, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, homeroom lists released to local newspapers, e-mail address, photograph and other similar information.

### **SPECIAL EDUCATION**

#### **II. SPECIAL EDUCATION**

Wayne Highlands School District offers a continuum of services for children who are identified as having special needs. Eligibility for services is based upon a multidisciplinary team evaluation, in accordance with the Individuals with Disabilities Education Act (IDEA). If a student is determined to be eligible for special education services, services are planned and provided through an Individualized Education Program (IEP). Services are provided through the District or through the Wayne County Consortium of Special Education. For further information, please contact the guidance counselor at your child's school or the Special Education Director who may be reached at (570) 253-3402. A referral for a multidisciplinary evaluation may be made by school personnel working with the student or by the student's parent/guardian. If a parent suspects his/her child may be gifted and wants to request a multidisciplinary evaluation, the parent may do so at any time.

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

- Academic performance in school (reading, math, writing)
- Understanding and following directions
- Paying attention and remaining focused on a task or topic
- Controlling impulsive behaviors
- Communicating with others (speaking, carrying on conversations)
- Solving problems
- Understanding social rules and body language
- Remembering things
- Expressing need and/or wants
- Maintaining positive relationships with peers and adults
- Physical movement
- Independent living and/or self-help skills

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



## **EARLY INTERVENTION**

Early Intervention Classes, for children ages 3-5, are operated through the Wayne County Consortium. These classes run for 2 ½ hours per day, four days per week. The purpose of these classes is to assist students with developmental delays and/or other areas of need identified in state and federal regulations. Classes provide developmentally appropriate activities to strengthen students' skills. Eligibility for this program is based upon a multi-disciplinary evaluation. For further information on this program, please contact the Early Intervention Coordinator at (570) 969-6711.

## **DEVELOPMENTAL DELAYS**

Skills such as taking a first step, smiling for the first time, and waving "Bye Bye" are called developmental milestones. Children reach milestones in playing, learning, speaking, behaving, and moving (crawling, walking, etc). A developmental delay is when a child does not reach these milestones at the same time as other children the same age.

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

## **SPECIAL EDUCATION FOR GIFTED STUDENTS**

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

## **STUDENT RECORDS ACCESS POLICY**

The Wayne Highlands School District, upon request of a parent, shall permit the parent to inspect, review or copy education records relating to an exceptional child of that parent when the record is collected, maintained or used by the agency. The agency shall comply with the request without unnecessary delay, but not exceeding 30 days after the request is received. When the request is made to a school district or an intermediate unit, it shall be compiled prior to a conference regarding an IEP and prior to a hearing relating to identification, evaluation and placement of the child.

1. The right to inspect, review or copy education records includes:
  - i. The right of a parent to request of and receive from the educational agency a reasonable explanation of information contained in the education records of the child.
  - ii. The right of a parent to be provided, on request, with a copy of all or part of the education records of the child.

- iii. The right of a parent to designate a representative, who will inspect, review or copy the records.
2. If a parent requests copies of education records from the Wayne Highlands School District, the Wayne Highlands School District may charge the parent a reasonable cost which may not exceed the actual expense of the duplication, reproduction or photocopying. Cost may not be charged to a parent for the search for or retrieval of records.
3. A parent has the right to request a list of the types and the location of the child's education records collected, maintained or utilized by the Wayne Highlands School District.
4. At the discretion of the Wayne Highlands School District and for verification and records keeping purposes only, an agency may require the parents to put into writing the following:
  - i. Their oral requests to inspect, review, copy or receive copies of education records
  - ii. Their oral designations of a representative
  - iii. Their oral requests for a list
5. If an education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child or to be informed of that specific information.
  - i. A parent has the right to copy from or receive a copy of an education record originally containing information on more than one child.
  - ii. Prior to the parent copying or receiving a copy of a record on more than one child, the agency shall delete, remove or obscure from the record or its copy personally identifiable information concerning any child who is not the child of the parent.

### **Programs for Eligible Students**

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

1. Autism
2. Visual impairment including blindness

3. Hearing impairment including deafness
4. Developmental delay
5. Gifted
6. Intellectual disability
7. Multiple Disabilities
8. Traumatic Brain Injury
9. Other health impairments
10. Orthopedic Impairment
11. Emotional disturbance
12. Specific learning disability
13. Speech language impairment
14. Deaf/blindness

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 is 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 Mrs. Amanda Kerna -Wayne Highlands School District - 474 Grove Street - Honesdale, PA 18431, or by calling 253-3402, or emailing at [akerna@whsdk12.com](mailto:akerna@whsdk12.com).

### **Programs for Eligible or Protected Impaired (Mentally and/or Physically) Students**

In compliance with state and federal law, the school district will provide to each protected impaired 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 impaired student, the child must be school age with a physical or mental impairment, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for protected impaired students are distinct from those applicable to all eligible or exceptional students enrolled (*or seeking enrollment*) in special education programs.

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

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

## SAFE SCHOOLS PLAN

The Wayne Highlands School District has designed a district level Safe Schools Plan along with individual building plans. This plan was designed with the assistance and input from our community partners associated with school and community safety. The Safe Schools Committee is an advisory committee composed of representatives from our schools, local emergency management, law enforcement, and other community service agencies. This committee meets on the district level and works collaboratively for the safety of our school community. Further information is available through the assistant superintendent's office at the district level.

### Integrated Pest Management

Dear Parent(s) or Guardian(s):

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

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

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

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

Each year the District will prepare a new notification registry.

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

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# BELL SCHEDULES

## *Primary: Grades K-2*

8:00 - 8:10	Cafeteria	
8:10 - 8:20	Morning Meeting	
8:20 - 8:32	Homerooms	
8:32 - 11:00	Instruction	
11:00 - 11:30	LUNCH	*Primary grades follow the middle
11:30 - 12:00	RECESS	school bell schedule for special area
12:00 - 3:00	Instruction	classes.

## *Intermediate: Grades 3-5*

8:00 - 8:10	Cafeteria	
8:10 - 8:20	Morning Activities	
8:20 - 8:32	Homerooms	
8:32 - 9:16	First Period	
9:19 - 10:00	Second Period	
10:03 - 10:44	Third Periods	
10:44 - 10:50	Homeroom/Instruction	
10:50 - 11:20	RECESS	
11:20 - 11:34	Homeroom/Instruction	*Fourth Period of the Middle School
11:34 - 12:04	LUNCH	schedule is Intermediate recess time.
12:04 - 12:45	Fifth Period	*Fifth Period of the Middle School schedule
12:50 - 1:31	Sixth Period	is Intermediate lunchtime.
1:34 - 2:16	Seventh Period	
2:19 - 3:00	Eighth Period	

## *Middle School: Grades 6 - 8*

8:00 - 8:10	Cafeteria
8:10 - 8:20	Morning Activities
8:20 - 8:32	Homerooms
8:35 - 9:16	1 <sup>st</sup> Period
9:19 - 10:00	2 <sup>nd</sup> Period
10:03 - 10:44	3 <sup>rd</sup> Period
10:47 - 11:28	4 <sup>th</sup> Period
11:31 - 12:12	5 <sup>th</sup> Period
12:15 - 12:45	LUNCHES
12:50 - 1:31	6 <sup>th</sup> Period
1:34 - 2:16	7 <sup>th</sup> Period
2:19 - 3:00	8 <sup>th</sup> Period

# TWO-HOUR DELAY SCHEDULE

## *Primary: Grades K – 2*

10:00 - 10:10	Cafeteria
10:10 - 10:20	Morning Activities
10:20 - 10:32	Homeroms
10:32 - 11:00	Instruction
11:00 - 11:30	LUNCH
11:30 - 3:00	Instruction

## *Intermediate: Grades 3 – 5*

10:00 - 10:10	Cafeteria
10:10 - 10:20	Morning Activities
10:20 - 10:32	Homeroms
10:35 - 11:00	First Period
11:03 - 11:28	Second Period
11:31 - 11:51	Third Period
11:51 - 12:21	LUNCH
12:21 - 1:15	Fifth Period
1:15 - 1:35	Fourth Period
1:38 - 2:03	Sixth Period
2:06 - 2:31	Seventh Period
2:34 - 3:00	Eighth Period

## *Middle School: Grades 6 - 8*

10:00 - 10:10	Cafeteria
10:10 - 10:20	Morning Activities
10:20 - 10:32	Homeroms
10:35 - 11:00	1 <sup>st</sup> Period
11:03 - 11:28	2 <sup>nd</sup> Period
11:31 - 11:56	3 <sup>rd</sup> Period
11:59 - 12:34	5 <sup>th</sup> Period
12:37 - 1:07	LUNCH
1:10 - 1:35	4 <sup>TH</sup> Period
1:38 - 2:03	6 <sup>th</sup> Period
2:06 - 2:31	7 <sup>th</sup> Period
2:34 - 2:59	8 <sup>th</sup> Period
2:59 - 3:00	Homerom

# 12:30 EARLY DISMISSAL SCHEDULE

## *Primary: Grades K-2*

8:00 - 8:10	Cafeteria
8:10 - 8:20	Morning Activities
8:20 - 8:32	Homeroms
8:32 - 10:32	Instruction
10:35 - 11:05	LUNCH
11:05 - 12:30	Instruction
12:30	Dismissal

\*Be sure your child and his/her teacher are aware of where they are to go after school in the event of an emergency school closing!

## *Intermediate: Grades 3 – 5*

8:00 - 8:10	Cafeteria
8:10 - 8:20	Morning Activities
8:20 - 8:32	Homeroom
8:35 - 9:12	A Period
9:15 - 9:52	B Period
9:55 - 10:32	C Period
10:35 - 11:12	D Period
11:15 - 11:45	LUNCH
11:45 – 12:30	Instruction
12:30	Dismissal

\*Emergency School closing can be found listening to WEJL, WDNH, WGBI, WCDL or WVOS. You can also view closings on WBRE, WYOU, and WNEP TV stations.

\*Period E of the Middle School schedule is Intermediate lunchtime  
\*Periods 1-8 will be rotated

## *Middle School: Grades 6 - 8*

8:00 - 8:10	Cafeteria
8:10 - 8:20	Morning Activities
8:20 - 8:32	Homeroms
8:35 - 9:12	A Period
9:15 - 9:52	B Period
9:55 - 10:32	C Period
10:35 - 11:12	D Period
11:15 - 11:52	E Period
11:55 - 12:25	LUNCH
12:25 - 12:30	Homeroom
12:30	Dismissal

# **KINDERGARTEN**

## **KINDERGARTEN ENTRANCE REQUIREMENTS**

Please call the school and tell the secretary that you wish to register your child for kindergarten. Children, who will be five years of age before September 1<sup>st</sup>, are eligible to enroll.

When you register your child, it is very important that you bring the following information:

1. Birth or baptismal certificate
2. Verification of a physical and dental exam. (This will be done at the school during the school year if it is not done by your private physician.)
3. Date of immunizations that are required before admission to school in Pennsylvania:

Diphtheria	4 or more properly spaced doses with one dose
& Tetanus	administered on or after the 4 <sup>th</sup> birthday.
Polio	4 doses
Measles	2 doses with the first dose administered at 12 months of age
Mumps	2 doses
Rubella	1 dose after 1 year of age
Hepatitis B	3 doses
Varicella	2 doses of varicella (chickenpox) or evidence of immunity
4. Proof of residency

## **THE PURPOSE OF KINDERGARTEN**

The main objective of our kindergarten is to provide learning situations that are developmentally appropriate for your child. They will include:

1. Opportunities to grow in ability to:
  - a. Take responsibility
  - b. Follow directions
  - c. Listen
  - d. Think and plan independently
  - e. Share and cooperate with others
  - f. Deal with emotions
  - g. Express one self creatively in various activities
  - h. Understand self-respect for others
  - i. Use and care for materials
  - j. Learn readiness strategies
2. Opportunities to work and play with others.
3. Opportunities to experiment and explore.
4. Opportunities to develop physically and mentally.

## **HOW PARENTS CAN HELP**

1. Provide a labeled smock or apron for artwork (a man's shirt, with sleeves shortened makes a good one).
2. Encourage your child to:
  - a. Dress him/herself - button, zip and tie.
  - b. Understand and use safety rules.
  - c. Take care of his/her own toilet needs.
  - d. Memorize his/her full name, address and telephone number.
3. Label your child's belongings (boots, hats, mittens, etc.)
4. Confer with the teacher, the counselor, or the school nurse concerning your child's problems, needs, etc.
5. Refrain from teaching your child to print his/her name in capital letters. We find that this confuses children when they learn to use lower case letters in kindergarten.
6. Please be sure to send a note to the teacher if your child is to return home a different way than usual. If a child wishes to ride a bus other than his/her regular one, or get off at a different stop, he/she must present a note to the bus driver. A parent or guardian and the principal should sign the note.

**\*\*NOTE:** It would be very helpful to the teacher if your child would wear a tag containing his/her bus number (return home), especially during the first two weeks of school.



## **THE KINDERGARTEN PROGRAM**

Our Kindergarten Program highlights a comprehensive and integrated approach to instruction. Students receive developmentally appropriate instruction in a whole group setting as well as in small groups. In addition, opportunities for independent learning and discovery are developed through the utilization of work areas. Activities in our Kindergarten program include:

CIRCLE TIME: where the emphasis is to develop phonemic awareness, language and print awareness.

KIDWRITING: where the emphasis is on the application of print knowledge, letter sound development and phonemic awareness.

GUIDED READING: where the emphasis is on reading instruction and the development of reading skills in a small group setting.

WORK AREAS: where students work independently on activities in word making, reading for meaning, math, writing, art, or computers.

INTERACTIVE READ ALOUD: where oral language, vocabulary skills and oral comprehension skills are developed.

MATH: where the focus is the application of math skills such as numbers, computation, measurement, time graphs and geometry.

SCIENCE AND SOCIAL STUDIES: students receive integrated instruction in these areas through our reading program.

SPECIALS: once a week students receive instruction in art, music, technology, guidance, library and physical education.

OUTDOOR/INDOOR PLAY: where social interaction and oral language skills are emphasized.

## **ATTENDANCE**

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

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

Irregularity in attendance is the most frequent cause of school failure. One day's absence costs two days of schoolwork, the day of the absence and lack of preparation for the day of return.

Excused Absence: An excused absence may include the following reasons:

1. Illness / Quarantine
2. Death in the immediate family
3. Religious observances
4. Exceptionally urgent reasons that directly affect the child
5. Administratively approved absences.

Unexcused Absences: Unexcused absence includes the following:

1. Absence through parental neglect
2. Illegally employed
3. Truancy

When absence or early excusal from school is necessary, the following procedure must be followed:

1. After an absence every student must present an excuse to his/her homeroom teacher, signed by a parent or guardian on the day he/she returns to school, or the day following the return to school. The excuse must include the dates of absence, reason for absence and parent signature. If an excuse is not received within three school days after an absence, it will be considered "illegal".

Absences will be marked "excused" or "unexcused". A student who is illegally absent more than three days in a particular school year shall receive a warning, issued by the School District. This warning shall inform the parents/guardian that on the next and subsequent

absences, the School District may file a petition with the District Magistrate. This will be to ensure that the student complies with Attendance Regulations.

2. Upon returning to school after an absence, the student must accept responsibility for making arrangements with the teacher to make up any work that was missed. This also applies to tests that are missed. A student will be given a number of days equal to the number of days absent to complete all missed assignments.

3. Students who leave for a doctor or dentist's appointment shall not be marked absent if the student is returning to school that day. If a student does not return, he/she shall be marked absent for the missed session.

AM Session—8:20-11:30 PM Session—11:30-3:00

On the day of an appointment, the student must bring in a note from home specifying the type of appointment and excusal time from school. The school requests that all appointments be scheduled after 2:45 or before 8:20 in the morning if possible.

4. A student reporting to the Health Suite who is later sent home by the nurse due to illness will be marked present for the session that he/she is physically in the school building.

5. Parents taking trips must secure the proper approval form from the school office three days in advance of the planned trip. The form is to be completed by the parent and must include all required teacher's signatures. The form is to be returned to the office one day in advance of the planned trip.

6. Students who are absent during the day of a night activity, including dances, will not be permitted to attend the nighttime activity. If a parent notifies the office in advance of a special circumstance, an exception may be made.

We would appreciate notification of the reason for any extended absence (beyond 3 days) since this aids in the teacher's planning for your child.

*Excessive Absence:* Regular school attendance is of the utmost importance regarding satisfactory promotion and course completion for award of credit. Successful completion of tests does not totally indicate that a student has mastered a particular grade or course.

Excessive absenteeism extremely inhibits students from gaining information covered in class lectures and discussions; and consequently may prevent students from being promoted, or from receiving credit for particular courses.

Respective schools within the Wayne Highlands School District shall develop appropriate procedures for dealing with students who are excessively absent. At a minimum, these procedures shall result in School/Parent Conferences.

*According to Pennsylvania School Law (24 P.S. 13-1327) A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days should require an excuse from a physician.*

Tardiness will not be tolerated. Promptness to class is very important. Students are to be in the building no later than 8:20 A.M. Parents will be notified if the problem persists. Any student arriving at the school after 8:20 A.M. should report to the school office.

### **EARLY EXCUSES**

A student must bring a signed note from home, dentist or physician with the excused time properly indicated. The school requests that all appointments be avoided prior to 2:45 PM. All early excuses must be approved by the school office prior to 8:20 A.M.

### **DISMISSALS**

No child is permitted to leave the school while school is in session unless a written request, by parents or guardian, stating the reason and time the child is to be excused, is presented and approved at the office.

NO child is to leave the school premises unless accompanied by the parents, guardian, or other authorized person. NO child is permitted to leave with anyone unless approved by the parent or guardian. All parents are to come to the office to sign out and pick up their children. Requests for children to be excused from school to accompany parents on trips, shall be referred to the principal for proper forms.

### **WITHDRAWAL FROM SCHOOL**

When a student moves from the district or leaves our school for any reason, the parent/guardian shall notify the School Office. It will be necessary for the student to then clear him/herself of all school obligations such as books, payment of fines, cleaning out of desks, etc. It is also necessary to complete office records and prepare transfers, which will accompany the student. Transcripts will be forwarded to the new school district upon request by the school.

## **TRIPS – NOT SCHOOL SPONSORED**

Although school districts are not required to excuse pupils for educational trips planned by parents; the DAMASCUS AREA SCHOOL will honor a request to be excused for an educational trip, if it is approved in advance by the Principal.

Student, parent or guardian should obtain a Vacation Form from the office prior to departure. It needs to be completed by his/her parent or guardian. The student is responsible for having his/her teacher sign the form and provide homework assignments for the time he/she will be away. The form is then returned to the office prior to the start of the trip, for notification to the nurse and attendance secretary. It also needs the signature of the principal. The first three days of a non-school trip will be recorded as an unexcused absence. The balance will be excused absences. Students must submit completed assignments, which were obtained prior to the trip.

## **CHANGE OF ADDRESS/TELEPHONE NUMBER**

Please notify the office (by telephone or note) of any change in address or telephone number. This will assure that parents will be notified promptly should an emergency arise.

## **EMERGENCY SCHOOL CLOSING**

Should weather conditions make the unexpected closing of the school necessary, local radio and television stations will be notified. Their bulletin will be broadcast at once. Also, our school district offers a **ONE CALL NOW ALERT SYSTEM**. This system lets us send quick messages via voice call, text messages and or email. You can register for this service on our website.

In case of an early school closing, your child will be sent home as per his/her regular transportation arrangement unless otherwise noted on their emergency card. All after school activities will be cancelled.

## **BREAKFAST/LUNCH PROGRAM**

Breakfast will be available to any child who wishes to participate upon arrival to school. All students may purchase cafeteria lunch or bring their own. If a student brings his own lunch, milk may be purchased at lunchtime.

Parents can register into their child's lunch account on [www.parentonline.net](http://www.parentonline.net). Each student has a cafeteria account accessed using their 5-digit ID. This is where you will be able to check your student's lunch account and make payments.

Prices for **BREAKFAST** for the 2019-2020 school year were as follows:

Regular Breakfast	\$2.00*	<b>*PRICES FOR 2021-2022 SUBJECT TO CHANGE* SEE 1<sup>ST</sup> MENU – AUGUST 2021</b>
Reduced Breakfast	\$ .30	
Reduced Breakfast	\$ .30	

Prices for **LUNCH** for the 2019-2020

Regular Lunch	\$2.60 K-5*	\$2.85 6-8
Reduced Lunch	\$ .40	
Milk	\$ .50	

## **FREE OR REDUCED BREAKFAST AND LUNCH PROGRAM**

The application for free and reduced breakfasts and lunch programs may be completed online at [www.paschoolmeals.com](http://www.paschoolmeals.com). Paper copies will be distributed only upon request.

## **TRANSPORTATION AND BUSING**

If a student wishes to ride a bus other than his/her regular one, or get off at a stop other than his/her regular one, he/she must present a note to the school. A child will go home on his/her regular bus unless this special note is presented. The student's parent or guardian and the principal must sign the note, which will be given back to the child to present to the bus driver. Parents of kindergarten students are requested to be present at the bus stop for pick-up and drop-off each day. Except in the case of an emergency, parents are expected to call the driver before sending a note. This is required to prevent overcrowding on the school buses. Your cooperation is greatly appreciated. School Bus Regulations are listed in the Wayne Highlands Disciplinary Code.

## **BUSING: MONITORING STUDENT BEHAVIOR**

### **BUS RECORDING EQUIPMENT NOTICE**

Wayne Highlands School District buses are equipped with audio/video digital recording equipment which will record the actions of its passengers, both interior and exterior of the vehicle. Such recording may occur while boarding, exiting, or riding in school buses used by the school district. The passengers riding in Wayne Highlands School District buses have no reasonable expectations of privacy in having their actions recorded through means of audio/video digital recording machinery. School officials and personnel may use such recordings and/or tapings to implement and/or enforce school policy/discipline and take other legal action if appropriate. Use of school transportation service constitutes consent on the part of the student and parent(s) to be recorded while using the Wayne Highlands School District transportation system.

### **PARENT TRANSPORTATION**

In the event you are driving your student to or from school, the following procedure should be followed: **YOU MUST** park your car in the designated student drop off area. Please do not enter the building. If a need arises for you to enter the building, please report to the Main Office. If you arrive with your child after 8:20 am **YOU MUST** escort your child to the office and sign him/her in with the attendance secretary. Parent Pick-up at 3:00p.m., is located at the Gym Doors, below the Main Entrance Doors.

### **RELIGIOUS RELEASE TIME**

Release time is provided for religious instruction during the week. Students will be released for religious instructions with written permission from their parents.

### **SCHOOL HEALTH SERVICES**

If a student becomes ill in school, he/she should get permission from his/her teacher to report to the nurse. Students must not leave the building because of illness without authorization. If the nurse or nurse's aide is not in, students are to report to the office.

First aid will be given in case of an accident or sudden illness. Parents will be notified when necessary. The school nurse is available in case of an emergency.

Please report to the school, the presence of any contagious disease as soon as possible. You received an Emergency Information Card on the first day of school to be filled out for each student. This card includes space for emergency numbers and names of those to be contacted if you cannot be reached. It is extremely important for your child's welfare that an individual is able to assume responsibility for your child if he/she needs to go home or be treated. In the event of an emergency, an attempt is always made to notify the family. If the school personnel are unable to contact you, they will proceed with the necessary emergency care, including contacting a doctor if deemed necessary. Please complete and return this card for your child as soon as possible. If any pertinent information changes on this card during the school year, please notify the school, in writing, as soon as possible.

Please return the Health History form for your child's health records. Please notify the nurse of any immunizations, medications, or emotional upset he/she may have experienced; any hospitalization or change in his/her physical or mental well-being.

**For more detailed information regarding immunization requirements, exemptions, and exclusions, please visit our webpage under WHSD Health Services.**

**Chapter 23 of the Pennsylvania Public School Code** mandates the provision of specific health screenings based on grade level, to all students attending school in the Commonwealth of Pennsylvania to include the following:

<b>PHYSICAL EXAMINATIONS</b>	(K or 1, 3, 6 and 11 and new admission)
<b>DENTAL EXAMINATIONS</b>	(K or 1, grade 3, 7 and new admission)
<b>SCREENINGS for:</b>	
<b>VISION:</b>	(all grades):
<b>HEARING:</b>	(grades K-3, 7, 11 and new admissions)
<b>SCOLIOSIS:</b>	(grade 6 & 7)
<b>SPEECH SCREENING:</b>	(Kindergarten) by a Speech and Language Therapist
<b>GROWTH:</b>	(yearly all grades) height and weight and BMI percentiles

All parents/guardians will be notified of their child's BMI results. For students in grades Kindergarten through fifth grade, the results will be sent home with the students in a sealed envelope, addressed to the parents. Students in grades six through twelve will have their results mailed home, addressed to the parents/guardian of the child. The letter is intended to be informative and helpful. It emphasizes that the BMI should be

considered as one screening tool and should not be considered as a definitive measure, as the indicator does have limitations.

**If physicals, and/or dental exams are done privately, reports must be returned to the school by October 1<sup>st</sup> otherwise these mandated examinations will be scheduled with the school provider during school hours.** If done in school, a notice will be sent with the date of the scheduled examination; parents/guardians are invited to be present and will be informed of any abnormal results of the examinations and screenings.

**If you do not wish to have these screenings be completed by the school, please provide a written letter to the Health Office at the beginning of each school year. Permission is also granted for release of pertinent medical information to designated school personnel. Unless a written letter is received by the Health Office requesting that the screenings not be completed, the student will receive medical and dental examinations and screenings as required by Pennsylvania School Code.**

Exposure notices are sent home for communicable diseases..

Children benefit physically and socially from exercise, play and fresh air at recess. Children in from recess for health reasons must submit a parental note for one day or a doctor's note for an extended period (more than one day) documenting the reason. Please contact the school nurse if you have a child with a chronic condition or if you have a question related to this policy.

### **MEDICATION POLICY**

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

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

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

In accordance with the Pennsylvania Public School Code provision on "Schools Access to Emergency Epinephrine" and Board Policy 210.1, any parent/guardian who **DOES NOT WANT THEIR CHILD TO RECEIVE emergency administration of a stock epinephrine auto injector(s) in the event of a potential, life threatening anaphylactic reaction.** Needs to contact the health office and complete and submit (in writing) a "Refusal to Administer Epinephrine" form which is **ONLY** valid for this school calendar year and is subject to renewal each calendar year.

### **INSURANCE**

At the beginning of each school year, student insurance is offered to every student. This insurance is voluntary, not mandatory. The school does not provide any accident insurance for students involved in any school activity.

## **REPORTING STUDENT PROGRESS**

### **KINDERGARTEN**

Parent-teacher conferences will be held throughout the year. The teacher will notify you in advance. At the end of the first and third quarters, parent conferences are held for every Kindergarten child, no paper report card is issued at this time. At the end of the second and fourth quarters, report cards will be issued to all kindergarten children.

## **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, the counselor, or the principal by telephoning the school office. A teacher conference will be held this year during school hours in November. (see school calendar)

## **PROGRESS REPORTS**

Student Progress Reports may be sent anytime between marking periods. They are sent to parents of students who need some type of special attention. These reports do not mean a student is failing, but that a deficiency has been noticed, that needs correction. Acknowledgment of this report by a note, phone call, or visit is appreciated.

## **REPORT CARDS**

Report cards are issued at the end of each quarter. Kindergarten students will receive report cards at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Kindergarten teachers will conference with parents to discuss their child's progress during the 1<sup>st</sup> and 3<sup>rd</sup> quarters.

## **MARKING KEY FOR GRADES K-2**

For subject areas evaluated using checklists:

- S: Secure – Skill is present without prompting on most occasions
- D: Developing – Skill is demonstrated without prompting on some occasions
- B: Beginning – Skill is beginning to develop and may need some prompting
- NP: Not Present – Skill is not present at this time
- X: Skill not assessed at this time

For special area subjects:

- S: Satisfactory
- N: Not Satisfactory

## **MARKING KEY FOR GRADES 3-5**

For subject areas evaluated using checklists:

- S: Secure – Skill is present without prompting on most occasions
- D: Developing – Skill is demonstrated without prompting on some occasions
- B: Beginning – Skill is beginning to develop and may need some prompting

For all other major subject areas:

- E: Excellent
- G: Good
- S: Satisfactory
- I: Improvement Shown
- N: Improvement Needed
- X: Not assessed this quarter

For special area subjects:

- S: Satisfactory
- N: Not Satisfactory

## **MARKING KEY FOR GRADE 6 MATH**

For subject areas evaluated using checklists:

- S: Secure – Skill is present without prompting on most occasions
- D: Developing – Skill is demonstrated without prompting on some occasions
- B: Beginning – Skill is beginning to develop and may need some prompting

For special area subjects:

## **GRADE 6-8**

- O: Outstanding
- S: Satisfactory
- U: Unsatisfactory

## **Middle School Students - Grades 6/7/8**

The Grading System for students in Grades 6-7-8 is as follows:

A+	97.5-100	C	76.5-79.4	1. Outstanding
A	94.5-97.4	C-	73.5-76.4	2. Satisfactory
A-	91.5-94.4	D+	70.5-73.4	3. Needs Improvement
B+	88.5-91.4	D	67.5-70.4	4. Unsatisfactory
B	85.5-88.4	D-	64.5-67.4	5. Excellent Class Participation
B-	82.5-85.4	P	- Passing	6. Shows Improvement
C+	79.5-82.4	F	- Below 64.4	7. Absence hinders progress
				8. Homework incomplete
				9. Unprepared for class
				10. Poor test scores
				11. Class behavior is unsatisfactory
				12. Modified Program

The Marking Key reflects the need to positively reinforce students and their progress in school. Therefore, the letter grades of A+ through F assess the student's accomplishment in relation to the academic material presented in class. The numbers 1, 2, 3 and 4 reflect the student's individual efforts in terms of his or her ability.

*Students who owe money due to outstanding book fines, home economics or industrial arts projects, band supplies, or lost gym locks will not receive their report card until the office secretary receives the payment.*

### **PROMOTION / RETENTION POLICY**

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

### **HONOR ROLL**

To recognize students for academic achievement, the standards are as follows:

#### *High Honors:*

1. In the academic areas of Language Arts, Reading, Social Sciences, Mathematics and Science, a student must have obtained all "A's".
2. In the academic areas, which meet less frequently, students earning a "D", "F", or "U" will not be eligible.

#### *Honors:*

1. In the academic areas of Language Arts, Reading, Social Science, Mathematics and Science, a student must have obtained at least three "A"s, and no grade may be lower than a "B".
2. In the academic areas, which meet less frequently, students earning a "D", "F" or "U" will not be eligible.
3. The Honor Roll will be compiled for each nine-week marking period.
4. Students who make the Honor Roll will be awarded a Certificate at the end of the school year.
5. Students who are on the Honors or High Honors list for two or more times during the school year will be awarded a school pin at the end of the school year.

### **POSITIVE REWARDS PROGRAM**

Damascus School rewards Middle School students with exemplary behavior and attendance with a special activity each quarter. Activities may include, but are not limited to bowling, snow tubing, miniature golf, swimming, etc.

In order to qualify for a positive rewards trip, a student must meet the following criteria:

1. No more than one tardy per quarter without a doctor's or other legal excuse.
2. No more than 10% absence (e.g. more than 4.5 days of school absent) during each quarter (45 days of school). Legal doctor's note or pre-approved vacations are not included.
3. No more than one lunch detention during a quarter.
4. No office referrals for discipline that lead to consequences.
5. No after school detention or suspensions during the quarter (this includes in school and out of school suspensions).

### **HOMEWORK POLICY**

Homework is an important part of the total educational process. Time spent on homework is directly related to student achievement.

Through homework, classroom instruction is reinforced. High expectations are supported through homework; students are motivated toward self-direction and responsibility. Additionally, the relationship between home and school, in the learning process, is strengthened.

#### **Objectives:**

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

## **Types of Homework:**

### *Elementary -*

1. Practice or reinforcement - Assignments that are given so students will practice a skill that has been taught. It also provided review of material that has been presented. Most homework assignments in Grades K - 4 will be of this type. Examples are:
  - A. Working arithmetic problems
  - B. Forming manuscript and cursive letters
  - C. Answering questions about class discussion
  - D. Spelling exercises
  - E. Practice sight reading
  - F. Re-read stories for fluency
2. Preparation - Students are asked to complete an assignment, to prepare for the next day's lesson. Examples are:
  - A. Current events - finding a particular item in the newspaper
  - B. Bringing certain information or articles from home
  - C. Preparing for quizzes or tests
  - D. Work sheets that re-enforce a concept in Math and Reading
3. Extension or Creative - Assignments that require students to apply several skills or concepts to accomplish a particular task. Examples are:
  - A. Maintaining weather charts
  - B. Book reports
  - C. Projects and dioramas
  - D. Story telling

### *Recommended Time:*

Homework is seldom assigned in Kindergarten. The exception would be when parents are asked to work with their child on a particular skill such as, practicing sight vocabulary or practice reading for fluency and accuracy. In Grades 1 and 2, a student should spend an average of 10-20 minutes each evening completing homework assignments outside the regular school day.

In Grades 3, 4, and 5, a student should spend an average of 30 - 50 minutes each evening completing homework assignments outside the regular school day. These are recommended average amounts of time.

### *Middle School:*

1. Practice. Factual assignments that reinforce what has been taught and practiced in class.
  - A. Doing mathematics problems
  - B. English exercises. For example: underlining the subject and predicate in sentences.
  - C. Comprehension exercises. Answering questions based upon what has been discussed in class.
2. Preparation. Assignment that the student prepares for the next lesson.
  - A. Reading ahead and asked to look for specific information.
  - B. Bringing particular items or information to class on a certain day.
  - C. Preparing for a quiz or test.
3. Extension. Students are encouraged to add to their knowledge in a particular topic.
  - A. Research work
  - B. Project assignments
4. Creative. Students apply previous learning to a new assignment.
  - A. Converting a story into a play
  - B. Creative writing

### *Recommended Time:*

All teachers in the major subject areas of will assign homework on a regular basis. (Reading, Math, Language Arts, Science and Social Studies)

Students in grades 6-8 should spend an average of 70 minutes each evening completing homework. This time should be in addition to the student making effective use of Study Hall time, and time allowed at the end



of class period to begin homework. A teacher may allow a maximum of five to eight minutes at the end of a class period for students to begin homework. The teacher should circulate among the students during this time to monitor and assist.

*Teacher Expectations:*

All teachers expect homework to be completed satisfactorily and on time. Homework may be collected and checked on a regular basis.

Students should be provided with feedback from the teacher concerning the quality of their assignments. At the high school level, a student must complete 90% of his homework assignment, in a major subject, in order to pass the course.

*Teacher Monitoring and Evaluation:*

Teachers will establish their own procedures concerning the grading of homework and the acceptance of late and/or partially completed homework. The Teacher will check both written and non-written homework assignments on the date they are due. Homework will be part of the student's grade. Teachers will also establish their own procedure concerning the manner in which homework is checked and evaluated, and the amount of weight homework will carry in relation to quarterly grades. Students must be made aware of each teacher's procedures so they know what is expected of them.

*Responsibilities of Parents:*

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

1. Asking about homework each day
2. Providing a definite time and suitable place for study or home activities
3. Making resource materials available
4. Checking work for neatness
5. Providing limited assistance
6. Contacting the school if homework seldom or never seems to be brought home

## **EDUCATIONAL SERVICES**

### **GUIDANCE**

Guidance services are available to all children in grades K through 8. Students are able to consult with their counselor about the many facets of their lives. Areas of consultation may include: assistance with academic problems, career information, specialized testing and personal counseling. Students in grades K through 5 will receive one semester of Guidance classes. These classes will primarily focus on character education, social interactions, dealing with emotions appropriately, and study skills. Other areas of instruction may occur on an as needed basis. Parents are encouraged to contact the Guidance Counselor with any social/emotional or academic concerns.

### **S.A.P.**

#### **Student Assistance Program**

Our S.A.P. team, made up of school and agency staff, is here to help you access school and community services.

If your child is having trouble in or out of school, academically, socially, and behaviorally, we can help you. Don't feel embarrassed or uncomfortable about asking for help. When extra help is needed, knowing how and where to find help can be overwhelming.

Our school's SAP team will help you find services and assistance within the school, and if needed, in the community. We do not diagnose, treat, or refer your child for treatment. Rather, we will provide **you** with information; you make the choices. Our goal is to help your child succeed in school. Please contact the Guidance Department for more information.

### **INSTRUCTIONAL SUPPORT TEAM (IST)**

An instructional support teacher and team is also available to assist our students in school. The Instructional Support Team (IST) is a collection of teachers and other staff members who discuss and agree upon possible solutions (called "intervention") to be used with students experiencing academic and/or behavioral difficulties. Any elementary student who experiences academic and/or behavioral difficulty is eligible for IST assistance. The student, with the support of trained teachers and staff members, receives the necessary academic and/or behavioral assistance for success in school. The IST notifies the parents of the request for assistance for the child. A parent may also initiate such a request. The parent is invited and encouraged to participate in the team. As always, parental support is a vital ingredient in the success of this program.

## **SPECIAL EDUCATION**

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

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

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

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

## **TITLE I**

Title I Reading is a Federal funded program for students in Grades 1 through 5 who have not reached grade level proficiency. The Title I Reading Program is supplemental to the classroom-reading program and is based on current best practices that research has shown to be successful with struggling readers.

## **DRESS CODE & PERSONAL PROPERTY**

### **DRESS CODE**

The Damascus School Administration, Faculty, Students and their Parents recognize that education is an extremely important activity. Therefore, the School must maintain the highest level of dignity, commitment and seriousness of purpose.

Accordingly, the Damascus School has established and maintained a high standard of dress and appearance among its students. In this spirit, the following rules govern student dress and appearance. All students are expected to dress and groom themselves neatly in clothing suitable for school activities.

Examples of ***unacceptable*** dress are as follows:

1. Metal on clothing, which may mar furniture
2. Muscle, tank or sleeveless shirts
3. Fad items - bandannas, headbands, wristbands, chains, chain necklaces, etc.
4. Objectionable patches, decals, buttons, etc.
5. Flip-flops
6. Tee shirts designed for wear as an undershirt
7. Bare midriff blouses
8. Earrings worn by boys
9. Any unusually colored hair, multi-colored hair or hair that causes a distraction
10. Tight fitting spandex
11. Torn clothing
12. Excessively baggy clothing
13. Pants not worn at their natural waistline
14. Body piercing and tattoos

**Please Note:**

**Only elementary students (K-5) will be permitted to wear shorts to school. Shorts must be neatly tailored, loose fitting, near-knee length, and worn in warm weather only.**

**Middle School (Grade 6-8)**

**The following rules apply to female students:**

1. Female students are not permitted to wear skintight clothing, objectionable form-fitting blouses, or tops, which expose a bare midriff.
2. Female students are not permitted to wear objectionable short dresses or skirts.
3. Female students may not wear undershirts, muscle shirts or tank tops.
4. Female students are not permitted to wear sunglasses or hats.
5. Female students may not wear shirts and tops that are inappropriate for a school atmosphere. These include, but are not limited to: slogans and pictures which are sexually offensive, slogans and pictures promoting drug use, alcohol or beer products and/or consumption.
6. Female students are not permitted to wear any item of apparel which has holes or tears.
7. Female students in grades 6-8 may not wear shorts, skorts, or sweat pants.

**The following rules apply to male students:**

1. Male students are not permitted to wear objectionable form-fitting clothing, or shorts, in school.
2. Male students are not permitted to wear beards or mustaches.
3. Male students are not permitted to wear undershirts, muscle or mesh shirts, or tank tops.
4. Male students are not permitted to wear unbuttoned shirts. Shirttails are not to be worn out, unless the shirt is designed to be worn this way.
5. Male students are not permitted to wear earrings.
6. Male students in grades 6-8, are not permitted to wear shorts or sweat pants.
7. Male students are not permitted to wear sunglasses or hats.
8. Shirts and tops are not permitted which display inappropriate imprints for a school atmosphere. These include, but are not limited to: slogans and pictures which are sexually offensive; slogans and pictures which promote drug use, or those which advertise alcohol or beer products and/or consumption.
9. Male students are not permitted to wear any items of apparel which has holes or tears.
10. Male students are not permitted to display painted fingernails.

**NOTE:** The above dress code may be amended at any time, at the discretion of the Building's administration.

### **BACKPACKS AND CARRY BAGS**

Students may not carry backpacks or carry bags during the school day. If a female student wishes to carry a purse, it must be small in size. Students must carry their books and materials in their arms.

### **BICYCLES, SKATES, HEELYS AND SKATEBOARDS**

**Because of the related safety hazards, students are not permitted to bring bicycles to school. If a student brings a skateboard, roller skates, or similar items, they must be left in the office or conference room during the school day. Heelys are not to be worn in school.**

### **ELECTRONIC DEVICES**

(Cell phones, pagers, iPod, MP3 players, etc.)

Students should not bring cell phones, pagers, digital cameras, iPods, MP3 players, etc. with them to school. In order to maintain the academic integrity of the programs offered at Damascus School and to ensure the safety and security of the staff and student body, the use of cellular phones and devices is prohibited during school hours. We do not recommend that cellular phones and electronic devices be brought to school. If they are, cellular phones and devices must be kept in a student's backpack, in their locker. They should not be displayed during the school day. This includes using the cell phone as a camera. These devices are not the responsibility of the school if lost, or broken.

The following minimum consequences will be implemented if students are found using, are suspected of using, and/or are displaying their cellular phone or device:

1st offense – 1 detention, confiscation of device, and device will be released only to a parent or guardian at the end of the school day.

2nd offense – ISS, confiscation of device, and device will be released only to a parent or guardian at the end of the school day.

3rd offense – OSS, confiscation of device, and device will be released only to a parent or guardian at the end of the school day.

Any chronic or subsequent violations of this procedure will result in more serious consequences being assigned at the discretion of the Administration.

## **LOST AND FOUND**

There is a Lost and Found for lost and/or misplaced articles. Students are asked to bring found items to the Lost and Found, or to the Office, so the owner may claim them. Students may check the Lost and Found from 8:00 until 8:20 AM any morning. Prior to giving permission for a student to check the Lost and Found, he should identify the lost item.

Parents/students are encouraged to mark all clothing and personal items. If they become lost, they will be returned more quickly to their owner. All items remaining in Lost & Found for an extended period of time will be donated to charity.

## **HALL PASSES / UNIVERSAL PASSES / AGENDA BOOK**

Students are not permitted in the halls during class periods, unless accompanied by a teacher, or if they have a hall pass from an authorized staff member. All students in grades 3-8 are provided an Agenda as an organizational tool to write assignments in. Students in grades 6-8 have a Universal Pass included in the back of the agenda to use for student-initiated trips. Lost agendas can be replaced at minimal cost. Additional Universal Passes can be purchased, as the Office sees necessary, for \$1.00 each.

## **CARE OF SCHOOL PROPERTY**

### **DESTRUCTION OF SCHOOL PROPERTY**

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

### **LIBRARY BOOKS AND FINES**

*Students in Grades K, 1 and 2* may sign out books for a period of one week. These students may only have one book signed out at a time. *Students in Grades 3, 4, 5, 6, 7, and 8* may sign out books for a period of two weeks. These students may have up to three books signed out at one time.

#### **Fines:**

*Students in Grades 3-8* will be assessed a two cent fine for each day their book is overdue.

*Students in grades 5 to 8* may borrow reference books overnight. A fine of five cents a day will be assessed for reference books that are not returned on time.

Students who owe book fines, or have not returned their books, will only receive their report card for that marking period, when these obligations have been satisfied.

#### **Returning Books:**

All books returned should be placed in one of the two Library Book Returns. One is located in the Library. The other is located in the Front Hallway. Students may return and borrow books whenever the Library is open. They do not have to wait until the next scheduled Library Class.

#### **Library Computers:**

Computers are available in the Library for student research. Any student may do computer research using CD ROMs. Students who have a signed Internet Policy on file may do Internet Research, or Electronic Database Searching. Electronic Databases are made available through a State developed program called, "Access Pennsylvania and Access Power".

## **LOCKERS**

Students Grade 4 and up will be assigned hall lockers for their books and belongings. All items of value should be kept in a safe place during the school day. All lockers issued to students (including gym and sports lockers) are school property. They are subject to inspection at any time, by the administration. Students have no reason to assume privacy while storing possessions in their lockers. Students may use their hall locker between 8: 10 AM and 8:20 AM, immediately before and after lunch, and after 2:59 PM. ***The school is not responsible for items lost or stolen.***

**Locker Searches:** School searches by Administrators are allowed by law (People vs. Jackson - New York). A New Jersey Court said, "Privacy rights of a Public School Student must give way to the over-riding government interest in investigating reasonable suspicions."

Administrators of the Wayne Highlands School District may, in the course of their normal duties, conduct a search of student lockers, if there is reasonable suspicion for the search. It is

recommended that a witness be present during the search, as well as the student, whose locker is being searched. However, it is recognized that this is not always possible.

Students will not be allowed to use backpacks or book bags during school. These items may be used to transport materials to and from school, but may not be used during the day. They are to be stored in student's lockers.

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

### **TEXTBOOK CARE**

Students must cover all textbooks within a week after school begins. The books must remain covered throughout the school year. A student may make his/her own cover, or may purchase them. Covers, which are designed to attach to a book using an adhesive substance, are not permitted.

The purpose of this ruling is to insure that all students receive books in good condition and that the books remain this way for several years of use.

In the event that a student loses or destroys a textbook, which has been provided to him by the school, the student will be responsible to pay for the book.

### **PHOTOGRAPHS**

The Wayne Highlands School District has contracted with a photography firm to take the student's picture early in the school year. The purpose of this is to provide a photograph for the student's personal records that they may be kept up-to-date. A student shall have his/her picture taken each year that he/she attends the Damascus Area School. Students are urged to "dress up" for the picture day. Students and parents may purchase a folder of these photos at a nominal price, if they desire. Dates for the pictures will appear on the monthly school calendar that is passed out to each student prior to the beginning of each new month.

### **PHYSICAL EDUCATION**

#### Elementary K-5:

Every student will have (1) physical education class per week.

#### Middle School:

Every student in Grades 6-8 will be assigned two co-educational Physical Education classes per week. Each student will be assigned a locker and a lock. At the end of the year, all locks must be returned to the teacher.

#### *Required Clothing and Equipment for Physical Education Classes*

##### *All Students:*

1. Socks and sneakers are required. Short sleeve shirts are recommended.
2. No jewelry, muscle tops, tank tops, skirts or dresses may be worn.
3. Long hair should be tied back.
4. Students should have appropriate clothing for outside classes.

##### Grades 6-8:

1. A regulation gym uniform is recommended and may be purchased through the Phys. Ed. Teacher.
2. Each student will be assigned a gym lock. If missing, the student, at a cost of \$5.00, will replace these.

##### *Excusal for Physical Education Classes:*

A student may be excused from participating in Physical Education under the following conditions:

1. Instructions from a doctor will be honored as they are written. The instructions should state the length of time a student is to be excused.
2. An excuse from a Parent or Guardian will enable a student to take "limited" Physical Education for one day for each excuse. The student will be required to change and participate to the extent possible.

### **INTRAMURALS**

Many different activities are offered during the year in the After-school Intramural Program. Students will be given fliers before an activity begins. The following rules govern the Intramural Program.

1. This is an extension of the school day. All regular school rules are in effect.
2. Students must submit a signed Parental Permission form before they may participate.
3. Parents must provide transportation for students.
4. If a student has not signed up for Intramurals, he will not be allowed to stay after school.

## SPORTS

The following sports activities are available to students at the Damascus School:

Baseball	Cross Country	Soccer
Basketball	Field Hockey	Softball
Cheerleading	Football	Track & Field

## ELIGIBILITY POLICIES

### *Wayne Highlands School District Athletic Code*

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

eligibility. (Students **may** practice with the team but **may not** travel to away contests with the team.)

13. Citizenship referrals will be handled by the athletic director. Violations will carry penalties ranging from a warning, contest suspensions, or dismissal from the team. Citizenship issues include behavior in class, in the halls, and at all school events. Profanity and obscene language have no place in athletics. Athletes should realize that improper language accomplishes nothing.
14. Any athlete guilty of stealing or involved in malicious conduct will be suspended from the team for the sports' season and could be ineligible for a letter and/or post-season awards, while also facing disciplinary sanctions. Conduct which is embarrassing to the athlete, team, or school could result in suspension from the team, ineligibility for a letter and/or post-season awards.
15. Possession, use and/or distribution of tobacco products, alcohol and/or other drugs by any student involved in interscholastic athletics is strictly prohibited. This includes any drug for which a prescription is required, unless the student is taking it under doctor's orders.

If it is determined that a student has violated this policy during the time he/she is a member of an interscholastic athletic program, the following disciplinary actions will be administered:

- A. Violations occurs during the school day, on school property or during a school sponsored activity:
  1. Tobacco Possession/Use:
    - a. First offense-student is suspended from the next contest.
    - b. Second offense-student is suspended from all team activities for one calendar week and is ineligible for a letter.
    - c. Third offense-student is dismissed from the team.
  2. Possession, use or distribution of alcohol or other drugs:
    - a. Any offense-student is suspended from all interscholastic athletic activities during the school suspension, and is ineligible for a letter in the affected sport(s).

**Note: The above enumerated disciplinary actions are in addition to regular school disciplinary responses.**

- B. Violation occurs at a time or place other than during the school day, on school property or during a school sponsored activity:
  1. Tobacco possession/use-same penalties as in #1 above
  2. Possession, use or distribution of alcohol:
    - a. First offense-student is suspended from all interscholastic athletic sport(s) for the duration of the season and is ineligible for a letter in the affected sport(s).
    - b. Second offense-student is suspended from all interscholastic athletic activities for 52 calendar weeks.
  3. Possession/use or distribution of drugs (controlled substances):
    - a. Any offense-student is suspended from all interscholastic athletic activities for 52 calendar weeks and is ineligible for a letter in the affected sport(s).- C. Any penalties that have not been completed as of the last day of school in a given school year will be continued in the next school year, beginning with the first legal day of practice for Fall sports and continuing through the school suspension.  
(Students may not practice with the team until the suspension has been completed).

16. Athletic awards criteria are under constant review and subject to change during the school year. Your coach is the best source of current information on this subject.
17. This Athletic Code is composed of minimum standards of conduct. Coaches may have more stringent requirements and may impose additional penalties for violations. If so, coaches must publish their rules, have them approved by the administration, and have them signed by the athletes and their parent/guardian and provide copies to the administration and the Athletic Director.
18. This document will remain in effect for one year from the signed date.

## **STUDENT GOVERNMENT**

### **STUDENT COUNCIL ELECTIONS**

Grades 6-8 will elect Student Council Officers in the spring for the following school year. The spring election by 5<sup>th</sup> Grade is their only participation in Student Council during the year. Students in Grades 6-8 are involved in Student Council activities throughout the school year. Homeroom Representatives will be elected in the fall. After Officers and Representatives are elected, the Student Council will meet monthly during the School Year.

### **Student Council: (Sports Eligibility)**

All Student Council Officers and Homeroom Representatives will be held accountable for the same academic and behavior requirements that apply to Junior High Sports teams. (A complete copy of the Wayne Highlands School District Athletic Code is available from the school nurse)

In addition, a checklist will be given to teachers at the end of each Marking Period. If two or more teachers check off a student for poor citizenship, that student will not participate for the following Marking Period. The Principal will appoint a replacement for that student.

## **PTA**

All parents are encouraged to enjoy membership in our active Parent-Teacher Association. The group sponsors several activities each year to benefit the children of our school. Early in the school year, your child will bring home an invitation to join PTA, along with a meeting date and time. Please consider joining. Your involvement is important to your child and us.

## **SCHOOL FIELD TRIPS**

During the school year, our classes take several field trips as part of our academic curriculum. Many are taken to the other schools within the district or to places within our community or nearby communities. For these trips, parents will be notified in advance of each event, and permission for all local trips will be obtained in the beginning of each school year. In addition, each class usually takes at least one educational field trip outside of the immediate area. For trips of this nature, a separate parental permission slip will be required for students attending. Parents will be notified in advance concerning the details, and a parental permission slip will be required for the students to attend.

## **VISITORS AND VOLUNTEERS**

The school policy is to accept only visitors who have legitimate business to attend to at the school. Parents are always invited to attend special events in our school. Guests, Parent Volunteers and visitors must register in the office and wear a "visitor identification tag." In accordance with Wayne Highlands School District Policy, there will be no classroom visitors during instruction.

Volunteers are required to have Federal Fingerprint, Child Abuse and Criminal History Clearances prior to volunteering in our schools. Applications for these clearances can be picked up in the office, filled out and mailed to the respective addresses on the forms. Copies of the Clearances are then filed in the office for future reference.



## **PLAYGROUND RULES**

1. Children must respect the rules no matter who is supervising.
2. All children must give full attention when the whistle blows.
3. There is to be no pushing or shoving; for what starts in fun may turn out to be more serious.
4. Students are to stay away from windows.
5. No student will be allowed to throw stones, wood chips, snowballs, dirt or any object.
6. No bats or hardballs will be allowed during scheduled recess.
7. Papers are not to be littered on the playground. There are baskets for this purpose. Take pride in your surroundings.
8. During the winter months, students will not be allowed outside for recess if they do not have proper outer clothing. The students must have hats, coats, boots, mittens, and snow pants during those times when there is snow on the ground. The children will not be going outside during extremely cold weather.
9. While on recess, students will not re-enter the building without permission from an adult who is on duty.
10. One at a time down the slide and NO headfirst sliding.
11. No running on the "Big Toy."
12. Take turns.
13. Proper foot attire should be worn, no flip-flops, as they do not provide adequate protection when playing and running. Sneakers are best for playing on the playground.
14. Line up immediately when the buzzer or whistle sounds. Time will be taken from your recess if this rule is not followed.
15. If a parent feels that a child needs to be kept in for a day, we require a written note from the parent. If the request is for an extended period of time, we will ask for a doctor's excuse.
16. The hills will be used only when sledding is permitted.
17. Sidewalk chalk is permitted only in designated areas – not under the canopy.

## **CAFETERIA RULES**

1. Students should walk into the cafeteria and obey the supervisor after they enter.
2. Students may talk quietly at their own table.
3. There shall be no throwing of food and no playing with food or utensils.
4. Each child shall be responsible for cleaning his/her place in the cafeteria.  
Students will not be excused from the table until their table is free of papers on top and underneath.
5. Students shall be quiet before leaving the cafeteria and shall remain quiet while exiting.
6. Straws are to be used for drinking only; they are not to leave the cafeteria.
7. Students should raise their hand if they require assistance.
8. When taking trays after eating, face front and be careful not to spill
9. No food is to be taken from the cafeteria.

**WAYNE HIGHLANDS SCHOOL DISTRICT  
INTERNET AND NETWORK ACCEPTABLE USE POLICY**

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

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. The policy will follow the School Code 24 P.S. Sec. 1303.1A; Child Internet Protection Act 24 P.S. Sec. 4601 et seq.; U.S. Copyright Law; 17 U.S.C. Sec. 101 et seq.; Sexual Exploitation and Other Abuse of Children 18 U.S.C. Sec. 2256; Enhancing Education Through Technology Act 20 U.S.C. Sec. 6777; Internet Safety Children's Internet Protection Act 47 U.S.C. Sec. 254; and Children's Internet Protection Act Regulations 47 CFR Sec. 54.520. For more information and to review the up-to-date School Board Policy No. 815, please refer to our school district's website at <http://www.whsdk12.com>. If you are unable to view the website, please contact our Office of Information Technology for a copy of the printed policy.

**MOBILE DEVICE AGREEMENT NOTICE**

All Wayne Highlands School District students have access to their very own iPad, and are welcomed to take their iPad off campus to explore their curriculum in our one-to-one mobile device environment. In order to take the device home and leave the school building, parents and students agree to our Mobile Device Agreement as outlined on our website at <http://www.whsdk12.com>. The student acknowledges that they understand that they are responsible for backing up their own files and that important files should always be stored in at least two locations (such as on the Mobile Electronic Device, iCloud or fileserver). The student will not leave their Mobile Electronic Device unattended unless it is locked in a secure place. The student's parent or guardian is fully responsible for the cost of replacement should the Mobile Electronic Device become lost or stolen due to "gross negligence" as determined by administration. The student understands that they are responsible for damages that occur to the Mobile Electronic Device. The parent, guardian, or student must report any problems with their Mobile Electronic Device in a timely manner and keep the device in their district supply protective case. For more information and to review the up-to-date Mobile Electronic Device Agreement, please refer to our school district's website at <http://www.whsdk12.com>. If for any reason you wish that your child not be included in receiving a mobile device, you are asked to submit your request in writing to the school during the first week of each school year with the other forms referenced in this handbook.

**WAYNE HIGHLANDS SCHOOL DISTRICT  
VOLUNTARY 1:1 IPAD ACCIDENTAL DAMAGE INSURANCE**

The Wayne Highlands School District is offering voluntary Accidental Damage Insurance for student iPads at Wayne Highlands School District enrolled in our one-to-one iPad program. Insurance coverage will cover most instances of accidental damage to include: accidental damage, cracked screen, damaged digitizer, liquid spills, vandalism, drops, and damage caused by power surges. The policy is also transferable to a replacement iPad, if there ever was a hardware issue with your existing assigned iPad device. Intentional damage and damage caused by neglect are not covered by this voluntary insurance program. Your iPad must be in your possession or locked in your locker at all times. Insurance coverage offers peace of mind. You will no longer have to worry about unanticipated charges if your iPad is damaged due to an accident. For more information and to purchase iPad insurance, please refer to our school district's website at <http://www.whsdk12.com>. If you are unable to view the website, please contact our Office of Information Technology for a copy of the printed form.

**VIDEO AND AUDIO RECORDING NOTICE**

Video and Audio recording devices may be used in classrooms to accommodate the learning needs of certain students. This notice serves to eliminate any possible expectation of privacy in classroom conversations.

**MEDIA**

Throughout the year the local newspapers, TV stations and the Wayne Highlands School District will publish stories and photographs of events held throughout the Wayne Highlands School District. If for any reason you wish that your child not be included in any of the media coverage, you are asked to submit your request in writing to the school during the first week of each school year with the other forms referenced in this handbook.

## **SECTION II**

### **WAYNE HIGHLANDS DISCIPLINARY CODE**

- I. Introduction and Philosophy**
- II. Students' Rights and Responsibilities**
- III. Disciplinary Responses**
  - a. Loss of Privileges**
  - b. Detention**
  - c. Exclusion from classes**
  - d. Exclusion from school**
- IV. Hearings**
  - a. Formal Hearing**
  - b. Informal Hearing**
- V. Controlled Substances/Paraphernalia**
- VI. Bus Regulations**
- VII. Fighting**
- VIII. Attendance Policy**
- IX. Vandalism of School Property**
- X. Tobacco Use Policy**
- XI. Locker Searches**
- XII. Weapons**
- XIII. Visitors**
- XIV. Classroom Visitation**
- XV. Unlawful Harassment**
- XVI. Bullying**

## **I. INTRODUCTION AND PHILOSOPHY**

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

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

## **II. STUDENTS' RIGHTS AND RESPONSIBILITIES**

### **1. Rights to Education**

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

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

### **2. School Rules**

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

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

### **3. Corporal Punishment**

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

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

### **4. Discrimination**

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

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

### **5. Exclusions from Class and/or School**

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

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

**RIGHTS** - Students excluded from classes or school for (1) to (3) days must be informed of the reason for the exclusion and given the opportunity to respond before the exclusion becomes effective. For all exclusions from classes of more than ten (10) consecutive days and all exclusions from school of more than three (3) days, an Informal Hearing shall be offered to the student and his/her parent or guardians.

**RESPONSIBILITY** - It is the responsibility of the student to make up exams and work missed while being disciplined by exclusion. Students shall be permitted to complete assignments within guidelines established by the respective school.

#### **6. Freedom of Expression**

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

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

#### **7. Flag Salute**

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

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

#### **8. Hair and Dress and Grooming**

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

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

#### **9. Confidential Communications**

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

#### **10. Searches**

**RIGHTS** - A student's personal property is subject to the applicable provision of the United States and Pennsylvania Constitutions. Books and Lockers are to be considered property of the School District, as such, students shall have no expectation of privacy in their lockers.

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

### III. DISCIPLINARY RESPONSES

At the discretion of the administration and based upon the information provided by the faculty and staff loss of privileges, detentions or exclusion from class and/or school may be given. Students may receive disciplinary responses for the following offenses:

1. Poor school citizenship
2. Disrespect for school personnel
3. Disrespect for school property
4. Unexcused school absence
5. Tardiness to homeroom or class
6. Unacceptable manners or dress
7. Inconsideration for school appearance and cleanliness
8. Unacceptable health or safety standards
9. Loitering in lavatories

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

#### a. Loss of Privileges

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

#### b. Detention

Students may be assigned detention for violating school rules. Any disciplinary offenses while in detention shall be considered a major disciplinary infraction and shall make a student liable for an exclusion from classes and/or school. Detention supersedes all other school activities. Any detention missed due to absence from school will be made up during the next scheduled detention.

#### c. Exclusion from Classes (In-School Suspension)

Students excluded from classes shall report to the principal or assistant principal during the days he/she is assigned this punishment. Students shall report with assignments and are expected to do assigned academic work the entire school day.

1. No student may be excluded from classes unless he/she has been informed of the reason (s) for the exclusion and has been given an opportunity to respond before the exclusion becomes effective.
2. Communication to the parents or guardian shall follow the action taken by the school.
3. When the exclusion exceeds ten (10) consecutive school days, an informal hearing with the principal shall be offered to the student and his/her parents or guardian prior to the eleventh school day in accordance with the procedures outlined in Informal Hearing.

Students may be excluded from classes for the following offenses:

1. Inappropriate behavior
2. Disrespect for school personnel
3. Disrespect for school property
4. Fighting
5. Truancy
6. Leaving school without permission
7. Repeated infractions
8. Using forged notes or excuses
9. Skipping class
10. Theft
11. Threatening others

**d. Exclusion from School (Out-of-School Suspension or Expulsion)**

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

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

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

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



6. If the approved educational program is not complied with, the School District may take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

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

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

#### **IV. HEARINGS**

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

##### **a. Formal Hearing**

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

1. The following due process requirements are to be observed with regard to the formal hearing:
  - a. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
  - b. Sufficient notice of the time and place of the hearing must be given.
  - c. The hearing shall be held in private unless the student or his/her parents or guardians request a public hearing.
  - d. The right of the student to be represented by counsel.
  - e. The right of the student to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
  - f. The right of the student to request that any such witnesses appear in person and answer questions or be cross-examined.
  - g. The right of the student to testify and present witnesses on his own behalf.
  - h. A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
  - i. The proceeding must be held with all reasonable speed.
2. The district has developed guidelines in order to ensure proper hearing procedures are used. These guidelines are in the form of a comprehensive transcript of procedures to be followed and statements to be made.
3. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal court.

**b. Informal Hearing**

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

1. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
2. The following due process requirements are to be observed in regard to the informal hearing:
  - a. Notification of the reasons for the exclusion shall be given, in writing, to the parents or guardian and to the student.
  - b. Sufficient notice of the time and place of the informal hearing must be given.
  - c. The right of the student to question any witnesses present at the hearing.
  - d. The right of the student to speak and produce witnesses on his own behalf.
  - e. The district shall offer to hold the informal hearing within the first five (5) days of the exclusion.

**V. CONTROLLED SUBSTANCES/PARAPHERNALIA**

**Preface**

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

**Statement of Policy**

Students are prohibited from using, possessing, distributing, or being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

**Definition of Terms**

Controlled substances include all: controlled substances prohibited by federal and state law, look alike drugs, any substance purported to be a controlled substance (misrepresentation), alcoholic beverages, anabolic steroids, human growth hormone, drug paraphernalia, any volatile solvent or inhalants (such as but limited to glue and aerosol products), prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

Prescription drugs must be registered with the school nurse, annotated within the student's health record and given in accordance with the district's policy for the administration of medication to students in school.

Distribution - deliver, sell, pass, share, or give any controlled substance from one person to another or to aid therein.

Possession - possess or hold, without any attempt to distribute any controlled substance.

Under the influence – any consumption or ingestion of controlled substances by a student.

Cooperative Behavior – the willingness of a student to work with school personnel in a reasonable and helpful manner.

Uncooperative Behavior - resistance or refusal, verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol professional.

Drug Paraphernalia - includes any utensil or item which, in the school's judgment, can be associated with the use of a controlled substance. Examples included, but are not limited to: roach clips, pipes and bowls.

Look-alike substance – a non-controlled substance whose physical appearance is substantially identical to any controlled substance, taking into account size, shape, color, markings or lack thereof.

### **School Guidelines**

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

### **Penalty - Alcohol and Other Drugs Policy**

If it is verified by the principal that a student has violated this policy in regard to using, possessing, distributing or being under the influence of a controlled substance, the following steps shall be taken:

1. The parents or guardian shall be notified immediately.
2. The local or State Police will be notified.
3. The school's Student Assistance Team and the Wayne Highlands School District Crisis Intervention Counselor will be notified.
4. The student shall be excluded from classes for the remainder of the school day or until such time as s/he can be taken home by a parent/guardian. The student shall be excluded from school for ten (10) days. The student and parent/guardian shall be offered an informal hearing within the first five (5) days of the exclusion. The principal shall recommend an additional thirty-five (35) day exclusion from school for a violation involving alcohol (forty-five (45) day total exclusion), and an additional 170-day exclusion from school for a violation involving any other controlled substance (180-day total exclusion).
5. The student and parent/guardian will be offered a formal hearing.
6. In the event that the student is uncooperative, the principal may recommend to the Board that the student be excluded from school for additional days.

For a second or subsequent offense, or exhibition of uncooperative behavior, the principal may recommend to the Board that the student be permanently expelled from the district.

## **VI. BUS REGULATIONS**

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

1. The student shall at all times sit in the seat assigned by the school bus driver and shall not leave that seat while the bus is in motion.
2. The student shall not at any time use foul or offensive language or interfere with the rights of other students.

3. The student shall promptly observe reasonable and logical instructions given by the school bus driver.
4. The student shall wait for the school bus to come to a full stop before boarding the bus and shall then immediately precede to his/her assigned seat.
5. AT DISMISSAL TIME, THE STUDENTS SHALL WAIT ON THE WALKWAYS BEHIND THE CURB FOR THEIR ASSIGNED BUSES. THE BUS DRIVER WILL NOT OPEN THE DOORS TO PERMIT STUDENTS TO BOARD THE BUSES UNLESS THEY ARE IN SINGLE FILE.
6. The student shall not project any part of his body out of the school bus window nor throw any objects from a school bus. Throwing of any object within the school bus is prohibited. Spitting is also prohibited on or from the bus.
7. The student shall not at any time place books, bookcases, musical instruments or other obstructions in the school bus aisle.
8. The student shall not interfere with, or tamper with any mechanical equipment of the school bus.
9. The student shall at all times observe accepted standards of health and cleanliness, and shall assist the school bus driver in keeping the bus neat and orderly.
10. Use or possession of Tobacco Products or Alcoholic Beverages or Controlled Substances will NOT BE PERMITTED.
11. Students shall board and exit buses at assigned stops only.
12. Students visitor requests must be pre-approved verbally by the bus driver or Contractor 24-48 hours in advance. If the driver says he or she has room, a parental permission slip must be presented directly to the driver on the day requested by any student in grades 5-12. Students in grades K-4 should follow the same procedures except that they must have permission slips signed by the School Office prior to presenting it to the bus driver. It should be noted that the bus driver has the final say regarding available room on the bus.
13. Only students who have a properly completed late bus pass will be allowed to ride the late bus.

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

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

## **VII. FIGHTING**

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

## **VIII. ATTENDANCE POLICY**

### **Absence**

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

### **Excessive Absence**

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

## **IX. VANDALISM OF SCHOOL PROPERTY**

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

## **X. TOBACCO USE POLICY**

### **Purpose**

**The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.**

### **Definitions**

**For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[1]**

**For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.**

**For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.**

## Authority

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. [11][2.JU.J

The Board also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [11][5.][6][7][8][9]

## Delegation of Responsibility

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco/nicotine policy by publishing information in student handbooks, parental newsletters, posters, or by other efficient methods, such as posted notices, signs, Code of Student Conduct and on the district website. [1]

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

## Guidelines

### Reporting

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [91(101(11]

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form. [91(121

## **XI. LOCKER SEARCHES**

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

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

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

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

## **XII. WEAPONS**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. The Board prohibits students from possessing and bring weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity.

DEFINITION- Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nun chucks, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

A student is in possession of a weapon when the weapon is found on the person of a student, in the student's locker, under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

PENALTY- The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law.

## **XIII. VISITORS**

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

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

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

1. If the visitation is for a parent or teacher-initiated parent conference the parent or guardian's child, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting school for this purpose shall register at the office of the Principal prior to proceeding to the conference site.
2. If the visitation is for any other purpose, arrangements must be made in advance through the office of the Building Principal.
3. All visitors must register at the office of the Building Principal upon arrival.
4. No visitor may confer with a student in school, other than a student of whom he/she is the parent or guardian, without prior permission of the Building Principal.
5. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the Building Principal and the District Superintendent.

## **XIV. CLASSROOM VISITATION**

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

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

## **XV. UNLAWFUL HARASSMENT**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individual and vendors, and volunteers in the schools.

The Board encourages students who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment be investigated promptly, and corrective action be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

Harassment of a student consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

Sexual Harassment of a student shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, reference to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

The district shall annually inform students, staff, parents/guardians, independent contractors and volunteers that unlawful harassment of students will not be tolerated.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

**COMPLAINT PROCEDURE**-In all instances, the student is expected and encouraged to make an effort to inform the harasser that the behavior is unwelcome. S/He may do so either personally or through a third party such as a teacher, school nurse, guidance counselor, or building principal. Upon complaint the proper administrator shall distribute the W.H.S.D. Complaint Form Procedure. Failure to do so, however, does not suggest that the behavior is welcome. Should the unwelcome behavior persist, the appropriate



course of action shall be taken. Should the complaint involve a district employee, course of action shall follow district policy.

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

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

**Right to Alternative Complaint Procedures** – These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Pennsylvania Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **XVI. BULLYING/CYBER BULLYING**

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

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

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

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

Examples of bullying include:

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

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

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

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

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

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

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

District administration shall annually provide the following information with the safe school report:

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

#### Intervention

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

#### Guidelines: Development of Educational Programs

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

#### Student, Parent/Guardian and Employee Reporting

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying. If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal. Other school employees who observe acts of bullying shall report that conduct to the building principal.

#### Investigation Procedures

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

#### Consequences/Discipline

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

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

#### Dissemination and Training

This policy shall be:

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

### Confidentiality

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

### Reprisal

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

### Interplay with Other School District Policies

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

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

#### References:

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

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

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

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

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

Discipline policies and procedures regarding students eligible for special education under the Individuals with Disabilities Education Act (IDEA) will fully comply with the regulations detailed in the Procedural Safeguards Notice issued by the Pennsylvania Bureau of Education. If a parent and/or student require a copy of the publication, it may be obtained by contacting the District's Special Education Office at (570) 253-4661 or on the website of the Pennsylvania Training and Technical Assistance Network (PaTTAN) at [www.pattan.net](http://www.pattan.net).